

# Pollution Incident Response Management Plan

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13/08/2018	Original Issue	Unknown	Unknown
2020-03-31	Revised/ Updated New Template	S. Hassett	D. Murphy
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# **Table of Contents**

1.0	SCOPE		. 3
2.0	DEFINITIO	DNS	. 3
3.0	FLOWCH	ART	. 3
4.0	ACTIVITY		. 4
	4.1	Environmental Protection Licence Details	4
	4.2	Pollution Incident – Person/s Responsible	
	4.3	Notification of Relevant Authorities	
	4.4	Notification of Neighbours and the Local Community	7
	4.5	Description and Likelihood of Hazards	
	4.6	4.5.1 Hazards to Human Health	9
	4.7	Inventory of Pollutants	12
	4.8	Safety Equipment	14
	4.9	Communicating with Neighbours and the Local Community	15
	4.10	Minimising Harm to Persons on the Premises	16
	4.11	Maps	17
	4.12	<ul> <li>4.11.1 Location of storm water drains and waste storage (potential pollutants)</li> <li>4.11.2 Premise location/ surrounding area likely to be affected by an incident Actions to be Taken During or Immediately after a Pollution Incident</li> </ul>	.18
	4.13	Coordinating with Persons	20
	Coordinating	g with Persons	20
	4.14	Staff Training	20
	4.15	Testing and Updating of the PIRMP	21
5.0	REFEREN	4.15.1 Table: Test Dates, Scenario and Person Responsible	
6.0	ATTACHM	MENTS	22

# Pollution Incident Response Management Plan

#### **ETS Rutherford**



### 1.0 SCOPE

Environmental Treatment Solutions Pty Ltd (Rutherford) holds an Environmental Protection Licence with the NSW Environmental Protection Authority (EPA) for Container reconditioning, Non-thermal treatment of hazardous and other waste and waste storage – hazardous, restricted solid, liquid, clinical and related waste and asbestos waste.

As per the Protection of the Environment Operations Act 1997 (the POEO Act), the holder of an Environmental Protection Licence must prepare, keep, test and implement a Pollution Incident Response Management Plan (PIRMP) that complies with Part 5.7A of the POEO Act in relation to the activity to which the licence relates.

If a pollution incident occurs in the course of an activity so that material harm to the environment (within the meaning of section 147 of the POEO Act) is caused or threatened, the person carrying on the activity must immediately implement this plan in relation to the activity required by Part 5.7A of the POEO Act.

A written copy of this plan must be kept where the activity takes place and be available on request by an authorised NSW EPA Office and to any person who is responsible for implementing this plan.

### 2.0 DEFINITIONS

**PIRMP** – Pollution Incident Response Management Plan

PHU - Public Health Unit

**EPA** – Environmental Protection Authority

**EPL** – Environmental Protection Licence

**POEO** – Protection of the Environment Operations

SDS - Safety Data Sheets

**ETS** – Environmental Treatment Solutions

**SWMS** -Safe Work Method Statement

MXDG - Mixed Dangerous Goods Store

NOTIFIABLE INCIDENT - is a leak or spill that has not been contained within the site. It is a pollution incident that has the potential to cause material harm to the environment. This includes actual or potential harm to the health or safety of human beings or to ecosystems or results in property damage exceeding \$10,000 (including costs and expenses that would be incurred in taking all reasonable and practicable measures to prevent, mitigate or make good harm to the environment).

#### 3.0 FLOWCHART

Not applicable to this procedure



# 4.0 ACTIVITY

## 4.1 Environmental Protection Licence Details

ENVIRONMENTAL PROTECTION LICENCE DETAILS				
Name of Licensee	Environmental Treatment Solutions Pty Ltd			
ABN	36 126 020 451			
EPL Number	20065			
Premises Name	Environmental Treatment Solutions Pty Ltd (Rutherford)			
Premises Address	26 Hinkler Avenue, Rutherford NSW 2322			
Company Contact Details	Name: Sarah Collins Position: National HSEQ Manager Business hours contact number: 0437 235 594 After Hours contact number: 0437 235 594 Email: sarah.collins@remondis.com.au			
Website Address	http://www.envirotreat.com.au/licenses-policies			
Scheduled Activities on EPL	'Container reconditioning, Non-thermal treatment of hazardous and other waste and waste storage – hazardous, restricted solid, liquid, clinical and related waste and asbestos waste'			



# 4.2 Pollution Incident – Person/s Responsible

POLLUTION INCIDENT – PERSON/S RE	POLLUTION INCIDENT – PERSON/S RESPONSIBLE				
PIRMP Activation	Name: Danny Murphy				
	Position: Operations Manager				
	Business hours contact number: 0408 702 686				
	After hours contact number: 0408 702 686				
	Email: danny@envirotreat.com.au				
	Alternative Contact Person/s				
	Name: Ali Saeedi				
	Position: General Manager				
	Business hours contact number: 0447 124 630				
	After hours contact number: 0447 124 630				
	Email: ali@envirotreat.com.au				
N CC D L (A (L ))	N B M I				
Notify Relevant Authorities	Name: Danny Murphy				
	Position: Operations Manager				
	Business hours contact number: 0408 702 686				
	After hours contact number: 0408 702 686				
	Email: danny@envirotreat.com.au				
	Alternative Contact Devocate				
	Alternative Contact Person/s Name: Ali Saeedi				
	Position: General Manager  Business hours contact number: 0447 124 630				
	After hours contact number: 0447 124 630				
	Email: ali@envirotreat.com.au				
	Email: aiil@envirotreat.com.au				



#### POLLUTION INCIDENT - PERSON/S RESPONSIBLE

# Managing Response to Pollution Incident

Name: Danny Murphy

Position: Operations Manager

Business hours contact number: 0408 702 686

After hours contact number: 0408 702 686

Email: danny@envirotreat.com.au

## **Alternative Contact Person/s**

Name: Ali Saeedi

Position: General Manager

Business hours contact number: 0447 124 630

After hours contact number: 0447 124 630

Email: ali@envirotreat.com.au

### 4.3 Notification of Relevant Authorities

#### NOTIFICATION OF RELEVANT AUTHORITIES

# Notifying Relevant Authorities

These NSW State Government agencies need to be contacted during any pollution incident that will cause material harm to the environment:

- 1. Fire & Rescue NSW 000 (first notification)
- 2. **Environment Protection Authority** 131 555
- 3. Health NSW nearest public health unit (PHU) -
  - Maitland Hospital: (02) 4939 2000 (24 Hours)
- 4. **SafeWork NSW** 131 050
- Local Authority -
  - Maitland City Council: (02) 4934 9700 (24 Hours)
- 6. <u>Hunter Water</u> 1300 657 000 (24 Hours)



## 4.4 Notification of Neighbours and the Local Community

### NOTIFICATION OF NEIGHBOURS AND THE LOCAL COMMUNITY

# Notification of Neighbours and the Local Community

The incident controller from emergency services (NSW Police Force or Fire & Rescue NSW) leads the local community notification.

**Danny Murphy** must consult with the incident controller on what community notification, if any, should be undertaken.

The information that must be provided includes;

- the time, date, nature, duration and location of the incident,
- the location of the place where pollution is occurring or is likely to occur,
- the nature, the estimated quantity or volume and the concentration of any pollutants involved, if known,
- the circumstances in which the incident occurred (including the cause of the incident, if known),
- the action taken or proposed to be taken to deal with the incident and any resulting pollution or threatened pollution, if known,
- other information prescribed by the regulations

**Ali Saeedi has** the overall responsibility for public communication during an incident.

LIST OF NEIGHBOURS & LOCAL COMMUNITY CONTACTS						
Lend Lease Plant Facility	8-20 Hinkler Ave Rutherford NSW	0428 430 104 or 0419 466 323				
John Holland	21 Hinkler Ave Rutherford NSW	02 4937 7600				
Vacant Block	27 Hinkler Ave Rutherford NSW	N/A				
Just Like Fish Swim School	49 Shipley Dr Rutherford NSW	02 4915 7100				
RJ Electrical	30 Hinkler Ave Rutherford NSW	02 4932 1277				
Anambah Constructions	28 Hinkler Ave Rutherford NSW	02 4934 8910				
Androck Engineering	19-21 Farrier PI Rutherford NSW	02 4932 1606				
Gravity X	18 Bradmill Ave Rutherford NSW	02 4932 9988				
D&L Upholstery	1/13 Hinkler Ave Rutherford NSW	02 4932 9997				
Maitland Indoor Sports	37 Hinkler Ave Rutherford NSW	02 4932 6799				
Super Strike	57 Shipley Dr Rutherford NSW	02 4932 1696				
KC Harris	5 Farrier PI Rutherford NSW	02 4932 3144				
Advantage Group	4 Hinkler Ave Rutherford NSW	1300 737 511				
On Call Lifting	20 Farrier PI Rutherford NSW	02 4932 9979				



## 4.5 Description and Likelihood of Hazards

The "process for determining the risk level" involves determining the scale of the pollution incident, by reviewing the following parameters: -

- The location of the hazard and its proximity to sensitive receivers,
- The volume of the hazard (if applicable) at that location,
- The type of hazard, and
- Its potential consequence on the receiving environment.

The risks identified are included in table 4.5.1 and 4.5.2.

#### 4.5.1 Hazards to Human Health

HUMAN HEALTH HAZARDS					
Hazard	Activity / Circumstances	Controls	Risk		
Skin burns or irritation	Decanting and handling corrosive materials including acids and alkalis	Wear PPE including PVC gloves and Tychem suits Ensure unobstructed	Medium		
Eye damage	Decanting and handling corrosive materials including acids and alkalis	access to safety showers  Wear PPE including either chemical goggles, face shield or full-face respirator	Medium		
		Ensure unobstructed access to eye wash station			
Sensitisation	Decanting and handling of hazardous substances	Wear PPE including PVC gloves and either Tyvech or Tychem suit	Medium		
Absorption of toxic materials	Decanting or handling hazardous chemicals	Wear PPE including PVC gloves and either Tyvech or Tychem suit	Low		
Inhalation of toxic materials	Entering warehouse / work area	Open doors to warehouse and turn on fans	Low		
		Containers must be left closed or covered before closing warehouse doors			
Inhalation of toxic materials	Decanting or handling volatile hazardous substances	Wear PPE including a full-face respirator with ABEK1 filters	Medium		



HUMAN HEALTH HAZARDS						
Hazard	Activity / Circumstances	Controls	Risk			
	Smoking and eating during work breaks	Wash hands thoroughly before all breaks and at end of day	Low			
Fire	Entrapment with fire	Ensure unobstructed egress from all work areas	Low			
		Fire extinguishers provided				

### 4.5.2 Hazards to the Environment

ENVIRONMENTAL HAZARDS					
Hazard	Activity / Circumstances	Controls	Risk		
Contamination of storm water or ground water	Loading and unloading trucks	Trucks must be loaded and unloaded within bunded area	Medium		
	Plant operating near hazardous materials	Drive slowly within bunded area	Medium		
		Licensed forklift drivers only			
	Spill of material	Decanting must be done within bunded area	Low		
		IBC containing hazardous materials must be stored within bunded area			
		Spill kits provided			
	Damaged container	IBC must be inspected for damage before filling	Medium		
		Valve cover must be placed over valve			
	Damaged bund, Failure of containment	Bund is inspected weekly and repaired as required	Medium		
	Permeability of concrete hardstand	Acid spills must be cleaned and neutralised immediately (use hydrated lime)	Low		



ENVIRONMENTAL HAZARDS				
Hazard	Activity / Circumstances	Controls	Risk	
Fire	Storage of flammable materials	Flammable material containers must remain closed during storage	Medium	
		Flammable materials must be stored within flammables area		
		Sources of ignition must be excluded from flammable storage area		
		Fire extinguishers provided		
	Chemical reaction / incompatible materials	Different products must not be mixed	Medium	
		Reactive products must be stored separately		
Air contamination	Storage of volatile materials	Volatile material containers must remain closed during storage	Medium	
	Chemical reaction / incompatible materials	Different products must not be mixed	Medium	
		Reactive products must be stored separately		
	Fire	Different products must not be mixed	Medium	
		Reactive products must be stored separately		

### 4.6 Pre – Emptive Actions to be Taken

#### PRE-EMPTIVE ACTIONS TO BE TAKEN

Pre-emptive action to be taken to minimise or prevent any risk of harm to human health or the environment arising out of <u>site</u> activities

The following Pre-emptive actions will be taken to minimise or prevent any risk of harm to human health or the environment arising out of site activities: -

- Preventative and Scheduled Maintenance
- Workplace Inspections
- HSE Observations
- Internal Audits
- Emergency Scenario Rehearsals
- Correct storage and waste management; and
- Chemical Register & Safety Data Sheet Documentation
- Incident and Hazard Review
- Supply of Personal Protective Equipment



#### PRE-EMPTIVE ACTIONS TO BE TAKEN

- Staff Training & Awareness on: -
  - Risk Assessments/ Safe Work Method Statements
  - Work Procedures/ Instructions
  - Site Environmental and Safety Management Plans

In the event of a pollution incident that will cause harm to the environment, the following pre-emptive actions are in place: -

- Confirm material involved
- Wear suitable protective clothing
- Turn off any relevant valves or other isolation switches, plug leaks
- Block any 'at risk' drains and divert any fast flowing liquid spills away from any sensitive area
- Prevent entry of chemical / material into drain or waterway using the spill control kits provided
- Place barriers across the storm water drains
- Organise pump out of waste material where appropriate, i.e. waste tank bunds - to avoid overflow
- Avoid contact or inhalation of released material
- Don't walk through spills

In the event of a pollution incident that will cause harm to human health, the following pre-emptive actions are in place: -

- Wear suitable protective clothing
- Avoid contact or inhalation of released material
- Walk outside to the open air and remove yourself from the substance release area

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# **Pollution Incident Response Management Plan**

## **ETS Rutherford**



# 4.7 Inventory of Pollutants

UN Number	Name of substance	Location of substance	Type of Store	DG Class	Packaging Group	Quantity	Package size
			Dangerou	s Goods			
1993	Flammable Liquid NOS	MXDG	Roofed Store	3	II	Up to 20 000 Kg	IBCs, 205 L and <60 L
1760	Corrosive Liquid NOS (Acid)	MXDG	Roofed Store	8	II	Up to 10 000 Kg	IBCs, 205 L and <60 L
1760	Corrosive Liquid NOS (Alkali)	MXDG	Roofed Store	8	II	Up to 10 000 Kg	IBCs, 205 L and <60 L
2810	Toxic Organic Liquid NOS	MXDG	Roofed Store	6.1	II	Up to 2 500 Kg	IBCs, 205 L and <60 L
2929	Toxic Liquid, Flammable Organic NOS	MXDG	Roofed Store	6.1(3)	II	Up to 2 500 Kg	IBCs, 205 L and <60 L
1479	Oxidising Liquids/ Solids	MXDG	Roofed Store	5.1	II	Up to 1000 Kg	IBCs, 205 L and <60 L
1325	Flammable Solid	MXDG	Roofed Store	4.1	II	Up to 500 Kg	205 L and <60 L

# Pollution Incident Response Management Plan





UN Number	Name of substance	Location of substance	Type of Store	DG Class	Packaging Group	Quantity	Package size
3208	Water Reactive Substances	MXDG	Roofed Store	4.3	II	Up to 500 Kg	20 5 L and <60 L
1954	Compressed Flammable Gas NOS	MXDG	Roofed Store	2.1	II	Up to 1 500 L	< 200 L
1956	Compressed Gas NOS	MXDG	Roofed Store	2.2	II	Up to 1 500 L	< 200 L
1955	Compressed toxic gas NOS	MXDG	Roofed Store	2.3	II	Up to 50 L	< 20 L
			Non Danger	ous Goods			
NA	Pesticide Liquids	MXDG	Roofed Store	NA	NA	Up to 5 000 Kg	IBCs, 205 L and 20 L
NA	PFAS Related Waste	MXDG	Roofed Store	NA	NA	Up to 20 000 Kg	IBCs, 205 L and 20 L
NA	Wash water and Industrial Residues	MXDG	Roofed Store	NA	NA	Up to 60 000 Kg	Tanks, IBCs, 205 L and 20 L
NA	Landfill	MXDG	Roofed Store	NA	NA	Up to 10 000 Kg	IBCs, 205 L and 20 L



# 4.8 Safety Equipment

### **SAFETY EQUIPMENT**

The following safety equipment or devices are available on site to minimise the risks to human health or the environment and to contain or control a pollution incident.

Product Name	Location of where the equipment is stored	Maintenance Requirements
Fire Fighting Equipment	Main Warehouse / Office / Lunchroom	6 Monthly
Spill Kits	Main Warehouse	Monthly
PPE including; full face respirators, PAPR respirators, PVC gloves, safety glasses and chemical protective suits	Main Warehouse / Office	Weekly
SDS	Main Warehouse	Annual Review
First Aid Kit	Main Warehouse	3 Monthly
Safety Signage	Across Site	3 Monthly
Safety Shower	Outside Main Warehouse	3 Monthly
Eyewash	Main Warehouse / Outside Main Warehouse	3 Monthly
Drain Wardens	Yard/Driveway	3 Monthly
Drain Seals/ Covers	Yard/Driveway	3 Monthly



## 4.9 Communicating with Neighbours and the Local Community

### COMMUNICATING WITH NEIGHBOURS AND THE LOCAL COMMUNITY

# Communicating with Neighbours and the Local Community

In the event of a pollution incident, ETS will immediately contact the list tabled in section 4.4.

The following notification methods will include but not limited to: -

- Face to face contact
- Telephone to advise community stakeholders of the incident with recommended actions to prevent or minimise harm such as close doors and windows, evacuate buildings or premises, not to drink or swim in water courses
- Potentially affected community members will be determined based on the nature / scale of the pollution incident and the current weather conditions

Follow up communications with the community stakeholders will be carried out by the ETS General Manager.

Further undertakings include but are not limited to the following: -

- Face to face contact
- Telephone calls
- Letterbox drops
- Publication of updates on the ETS Website
- Emailing of updates
- Door-knocking



### 4.10 Minimising Harm to Persons on the Premises

#### MINIMISING HARM TO PERSONS ON THE PREMISES

# Minimising Harm to Persons on the Premises

All staff and contractors are required to complete an induction program prior to commencing any work.

The induction program includes environmental aspects such as emergency response and the controls in place to minimise the chance of a pollution incident occurring, how to manage a pollution incident and actions following a pollution incident.

Minimising the impact to persons at ETS during a pollution incident is the highest priority

Controls for minimising harm to persons on the premises include:

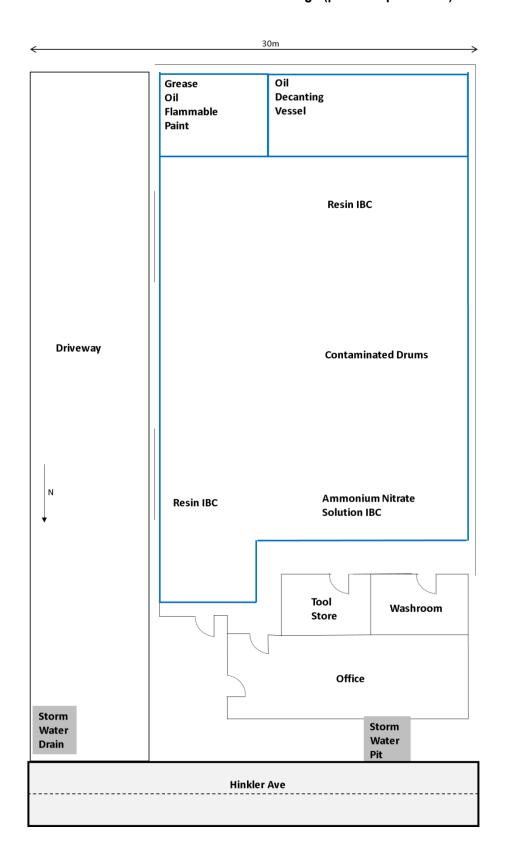
- Risk Assessments/ Safe Work Method Statements
- SDS Documentation
- Work Procedures/ Instructions
- Incident and Hazard Management
- Workplace Inspections
- Workplace audits
- Emergency Management
- Site Environmental and Safety Management Plans
- Preventative Maintenance
- Correct storage and waste management; and
- Training & Awareness

In the event that a pollution incident requires the evacuation of the site, actions will be completed in accordance with the site evacuation procedure. All staff are informed on the location of Emergency Assembly Points through the site inductions, signage and training. As part of the preparations for the PIRMP, the key aspects of the plan will be provided to staff and contractors.



# 4.11 Maps

# 4.11.1 Location of storm water drains and waste storage (potential pollutants)





# 4.11.2 Premise location/ surrounding area likely to be affected by an incident.





# 4.12 Actions to be Taken During or Immediately after a Pollution Incident

#### ACTIONS TO BE TAKEN DURING OR IMMEDIATELY AFTER A POLLUTION INCIDENT

## Actions to be Taken During or Immediately after a Pollution Incident

In Section 4.5: Description of Likelihood of hazards, the risk assessment outlines potential pollution incidents at ETS.

The "process for determining the risk level" involves determining the scale of the pollution incident, by reviewing the following parameters: -

- The location of the hazard and its proximity to sensitive receivers,
- The volume of the hazard (if applicable) at that location,
- The type of hazard, and
- Its potential consequence on the receiving environment.

For each potential pollution risk, there are a number of controls outlined. Some general controls which are in place to reduce the likelihood of pollution incident occurring include:

- Site Environmental and Safety Management Plans
- Regular inspections and Maintenance
- Environmental Monitoring
- Correct storage and waste management
- Training and awareness
- Risk Assessments / Safe Work Method Statements
- Work Procedures/ Instructions
- Spill Kits
- Incident and Hazard Management

The site will make all attempts to ensure pollution incidents do not occur.

The site makes all attempts to prevent pollution incidents; but in a situation where a pollution incident is imminent and may potentially cause detrimental impacts to human health or the environment, the site will contact the necessary stakeholders (employees, contractors, neighbours, ARA's) to provide as much early warning as possible.



## 4.13 Coordinating with Persons

#### **COORDINATING WITH PERSONS**

### **Coordinating with Persons**

Nominated Staff will be trained in 'on site' Emergency Management including Fire Fighting, Evacuation Procedures, First Aid and enactment of the PIRMP.

Trained staff will be able to follow procedures and ensure that fires are controlled quickly without harm to individuals and that the site can be evacuated in a timely, safe and calm manner. Trained staff will understand the processes for communication with Emergency Services and will be able to follow any instructions provided by Emergency Services relating to safety of individuals and security of the site.

All operators will be provided Spill Management Training incorporating the use of on site and truck spill kits.

All operators will be able to manage and control spills and / or other unexpected chemical release quickly and effectively, ensuring no damage to the environment or harm to individuals occurs. All operators will be aware of and understand the requirements of this document (PIRMP)

Training Programs will include: -

- Spill Management Training Internal training / Toolbox Talks
- Fire Fighting Newcastle Fire Extinguisher Service
- Environmental Management Programs Internal training / Toolbox Talks

### 4.14 Staff Training

#### STAFF TRAINING

### **Staff Training**

Nominated Staff will be trained in 'on site' Emergency Management including Fire Fighting, Evacuation Procedures, First Aid and enactment of the PIRMP.

Trained staff will be able to follow procedures and ensure that fires are controlled quickly without harm to individuals and that the site can be evacuated in a timely, safe and calm manner. Trained staff will understand the processes for communication with Emergency Services and will be able to follow any instructions provided by Emergency Services relating to safety of individuals and security of the site.

All operators will be provided Spill Management Training incorporating the use of on site and truck spill kits.

All operators will be able to manage and control spills and / or other unexpected chemical release quickly and effectively, ensuring no damage to the



STAFF TRAINING					
	environment or harm to individuals occurs. All operators will be aware of and understand the requirements of this document (PIRMP)				
	Training Programs will include: -				
	<ul> <li>Spill Management Training – Internal training / Toolbox Talks</li> <li>Fire Fighting – Newcastle Fire Extinguisher Service/ Maxwell Training</li> <li>Environmental Training – Internal training / Toolbox Talks</li> </ul>				
Training records	Records of employees being trained in the execution of the plan are retained in the site training matrix, training records folder, as well as personnel files.				

# 4.15 Testing and Updating of the PIRMP

TESTING AND UPDATINGOF THE PIRMP				
Testing and Updating of the PIRMP	It is a legal requirement to test the plan every 12 months and within 1 month of any pollution incident.			
	The testing of the PIRMP is to be carried out in such a manner as to ensure that the information included in the plan is accurate and up to date, and that each plan is capable of being implemented in a workable and effective manner.			
	Testing will involve undertaking desktop simulations of incidents and if necessary completing exercises or drills. Testing will cover all the components of the PIRMP, including the effectiveness of the training.			
	Internal auditing will also be undertaken by verifying data contained in it is accurate and competencies required by personnel are current			
	Audit records are maintained on the BMS.			
	In the light of that incident, whether the information included in the plan is accurate and up to date, and the plan is still capable of being implemented in a workable and effective manner.			
	PIRMP Testing will be reported in SCRIM using the PIRMP Testing Form.			
	Once the testing is completed, it is imperative that the PIRMP is reviewed and changes completed.			
Test Record	See Table 4.15.1			
Availability of plan	PIRMP folders located in the Warehouse on the Safety Board			



### 4.15.1 Table: Test Dates, Scenario and Person Responsible

#### **PIRMP TESTING DETAILS**

Details of PIRMP Tests competed

Date Tested	Test by	Details of Test	Findings of Test Including Issues Identified	Next Scheduled Testing Date (Within 12 Months)
08/03/2018	Dustin Aravena Jason Edwards Nick Lilley Danny Murphy Dougal Cleland	Unknown due to change of ownership	Unknown due to change of ownership	08/03/2019
27/04/2020	Danny Murphy Dustin Aravena Nick Lilley	Tanker Failure/ Spill	Drain hose can be equipped with shut off valve as a secondary containment	27/04/2021

## 5.0 REFERENCES

- RE-H&S-PR-011 HSEQ Risk Management Procedure
- Protection of the Environment Operations Act 1997
- Protection of the Environment Operations (General) Amendment (Pollution Incident Response Management Plans) Regulation 2012
- Environment Protection Licence (EPL) 20065
- EPA's Guideline: Preparation of Pollution Incident Response Management Plans

## 6.0 ATTACHMENTS

Not Applicable to this procedure