

# Environmental Assessment Form: A Guidance Tool for Dry Cleaners and Council Officers

## **Who is this assessment form for?**

This assessment form is designed for environmental officers in local councils who are planning an environmental assessment program of dry cleaning operations. The form can also be used by dry cleaning operators to help identify issues that a council officer may investigate during a site inspection.

## **What's the purpose of this form?**

The purpose of the environmental assessment form is to help determine the environmental performance of a business. It is not meant to be used as a regulatory instrument. Information obtained from the assessment should be used as guidance for improving the environmental performance of the business.

## **How can the environmental performance of a dry cleaning operation be improved?**

Use the information obtained from this form to involve the **owner, manager and staff** of the business, and inform them about:

- their environmental responsibilities
- how their activities could be detrimental to the environment
- how the environmental performance of the premises could be improved.

An environmental checklist is also included in this booklet (see page 5) to enable dry cleaning managers/operators to review their environmental performance regularly. Council should encourage businesses to use the environmental checklist and read the information sheets as part of council's commitment to promoting improved environmental performance in its area.

# Dry cleaners environmental assessment form

## Part 1

Assessment number: \_\_\_\_\_

Date of assessment: \_\_\_\_\_

Person conducting assessment: \_\_\_\_\_

### Property details

Council file number: \_\_\_\_\_

ABN number: \_\_\_\_\_

Address: \_\_\_\_\_

Company (business) name: \_\_\_\_\_

Contact person: \_\_\_\_\_

Position: \_\_\_\_\_

Telephone number: (\_\_\_\_) \_\_\_\_\_ Fax number: (\_\_\_\_) \_\_\_\_\_

Number of employees: \_\_\_\_\_

Catchment area: \_\_\_\_\_

How long has the business been operating at this address? \_\_\_\_\_

Has development consent been obtained for the premises?  Yes  No  Unsure

What activities and processes are done on the site? (Briefly describe the business operations. Identify facilities and equipment).

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## Part 2 – environmental management polices and permits

Is the business aware of environmental legislation relating to its operations?  Yes  No

Has the business carried out an environmental assessment before?  Yes  No

Does the business have an environmental management policy in place?  Yes  No

Has the business ever taken any specific action to reduce the impact of its operations on the environment?  Yes  No

Is a trade waste permit required from local water authority?  Yes  No

Facilities/equipment for which permit is required: \_\_\_\_\_

Is the permit current?  Yes  No

Permit number: \_\_\_\_\_

Water meter serial number: \_\_\_\_\_

Pre-treatment equipment authorisation number: \_\_\_\_\_

Is WorkCover NSW approval required?  Yes  No

Facilities/equipment for which approval is required: \_\_\_\_\_

Is a dangerous goods licence required?  Yes  No

Is the licence current?  Yes  No

Licence number: \_\_\_\_\_

### Environment Protection Authority

Is an EPA licence required?:  Yes  No

Is the licence current?  Yes  No

Licence number: \_\_\_\_\_

### Council

Are there any regulated systems on-site (e.g. water-cooling towers, evaporative coolers, warm water systems)?  Yes  No

Facilities/equipment: \_\_\_\_\_

Are the regulated systems registered with Council?  Yes  No

Other matters to be referred internally: \_\_\_\_\_

Other licences/additional information: \_\_\_\_\_

# Part 3

## Air quality management

Relevant  Yes  No

Does the business have any air emissions in the form of:

Odours/fumes/vapours/steam?  Yes  No

Details: \_\_\_\_\_

Ozone-depleting substances?  Yes  No

Details: \_\_\_\_\_

Other emissions?  Yes  No

Details: \_\_\_\_\_

Are there any air control devices or protection monitoring devices?  Yes  No

Details: \_\_\_\_\_

Is this equipment regularly maintained, e.g. correct filters, fans in good operating order?

Yes  No

Details: \_\_\_\_\_

## Hazardous materials

Relevant  Yes  No

**Overall bulk storage facilities (including liquid waste storage):**

Containers:  Metal drums  Plastic drums

Tanks:  Aboveground  Underground

**Types of liquids stored on-site (e.g. solvents and detergents):**

<i>Liquid type</i>	<i>Quantity</i>	<i>Method of storage</i>	<i>Hazard type code</i>

Hazard type code: F = Flammable, E = Explosive, T = Toxic, P = Pollutant

Is adequate bunding provided around storage and work areas where required?  Yes  No

Comments: \_\_\_\_\_

Are all storage facilities for liquids adequately secured against leakage to the stormwater system (including wastes stored outside)?  Yes  No

Comments: \_\_\_\_\_

If underground storage tanks (UST) are present, is there a monitoring program to ensure the integrity of the UST and associated pipework?  Yes  No

Comments: \_\_\_\_\_

Is spill clean-up equipment stored on-site if required?  Yes  No

Are there adequate supplies of clean-up materials and equipment?  Yes  No

Is there a procedure or plan for responding to spills?  Yes  No

Are the necessary Material Safety Data Sheets (MSDS) available if required?  Yes  No

Is a dangerous goods licence required with WorkCover NSW?  Yes  No

Comments: \_\_\_\_\_

## Trade wastewater (sewer)

Relevant  Yes  No

Is the business connected to the sewer?  Yes  No

If No: What is the business connected to? \_\_\_\_\_

Are there any wastewater pre-treatment systems (reuse or recycling) in place (e.g. grease traps, oil separators, wash bays)?  Yes  No

Details: \_\_\_\_\_

Should there be a trade waste system?  Yes  No

## Waste management

Relevant  Yes  No

Is there a waste management plan for this business?  Yes  No

Details: \_\_\_\_\_

Does the business generate or separate any of the following categories of solid waste?  
 (Indicate whether the waste is generated and/or reused/recycled).

	Generated	Reused/Recycled
Paper or board waste	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Mixed glass	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Metals	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Recyclable plastic	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Timber	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Does the business generate and recycle any of the following categories of liquid waste?

	Generated	Reused/Recycled
PERC solvent	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other solvents	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
White spirit	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Are there any products disposed of illegally into the waste bin?  Yes  No

Details: \_\_\_\_\_

Is the business serviced by waste collection or recycling contractors?  Yes  No

Details: \_\_\_\_\_

Are the premises serviced by a licensed waste transporter?  Yes  No

Is there any refuse dumped or abandoned on-site?  Yes  No

Details: \_\_\_\_\_

Is there any evidence of ground contamination (e.g. visual stains, odours, affected vegetation)?  Yes  No

Are good housekeeping practices being used on these premises?  Yes  No

## Noise management

Relevant  Yes  No

What are the operating hours of the business?

Monday to Friday Hours: \_\_\_\_\_

Saturday Hours: \_\_\_\_\_

Sunday Hours: \_\_\_\_\_

What type of premises border the site?

Details: \_\_\_\_\_

Is noise and/or vibration audible from outside of the premises boundaries?  Yes  No

Details: \_\_\_\_\_

Would any noise generated from work operations be considered offensive?  Yes  No

Are there any noise mitigation measures in place?  Yes  No

Details: \_\_\_\_\_

Is an acoustic analysis and treatment report required to be undertaken?  Yes  No

Details: \_\_\_\_\_

## General bunding or spill containment

Relevant  Yes  No

Is the bund or spill tray maintained in a sound structural condition?  Yes  No

Does the bund have a collection sump of adequate size or volume to contain spills and leaks?  Yes  No

Is the bund maintained in a clean and tidy condition so that any rainwater entering the bund remains uncontaminated?  Yes  No

Details: \_\_\_\_\_

How are spilt or leaked liquids removed from bunds and disposed of?

Details: \_\_\_\_\_

## Stormwater management

Relevant  Yes  No

Site surface drainage discharges directly to:

- street kerb and gutter
- pipe easement or table drain
- open channel or water course
- internal drains
- other: \_\_\_\_\_

Evidence of polluting discharges into stormwater system.  Yes  No

Details: \_\_\_\_\_

\_\_\_\_\_

On-site activities/operations contribute to (or have the potential for) stormwater pollution?

Yes  No

Details: \_\_\_\_\_

\_\_\_\_\_

## Water and energy use

Relevant  Yes  No

During the past year, has the company implemented any measures to reduce:

Electricity use?  Yes  No

Fuel consumption?  Yes  No

Water use?  Yes  No

Details: \_\_\_\_\_

## Complaints

Have there been any complaints regarding:

Odours  Yes  No

Noise  Yes  No

Water pollution  Yes  No

Details: \_\_\_\_\_

# Part 4 – summary

General comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Activities of specific concern

<i>Activity of concern</i>	<i>Recommendation</i>	<i>Timetable</i>

## Overall assessment:

Poor       Generally good       Excellent

Follow-up by \_\_\_\_\_ (date)

Person conducting assessment \_\_\_\_\_ (signature)

Seen by premises manager \_\_\_\_\_ (signature)