

An Environmental Checklist for Small Factories

This environmental checklist has been prepared to help you find out if you are doing the right thing in relation to the environment. The questions are designed to make you think about the various aspects of your business that could be having an effect on the environment and to give you some ideas on how you could improve your environmental performance. They are similar to the questions that a local council officer may ask you in an environmental review or audit of your business. Refer to the Environmental Review of Small Factories: A Tool for Councils.

Use the information in this book to get started on an environmental program. Contact your local council, industry association or the NSW Environment Protection Authority if you would like more information.

CAN YOU ANSWER YES TO THESE QUESTIONS?

Environmental management

Does your business have an environmental management policy or plan?

Yes No N/A

Do you inform and train your staff about environmental management?

Yes No N/A

Have you made changes to the way your business operates for environmental reasons?

Yes No N/A

Do you consider environmental costs and savings in your financial management?

Yes No N/A

Have you considered marketing your products or business by highlighting your good environmental performance?

Yes No N/A

Stormwater management

Do you know where all the stormwater drains are on and near your premises?

Yes No N/A

Do you have any structures or procedures in place to prevent stormwater pollution to these drains?

Yes No N/A

Are the stormwater drains on and near your premises free of pollution (litter, metals, paint, grease and other chemicals)?

Yes No N/A

Do you stop all wastes and spillages from entering the stormwater drains?

Yes No N/A

Are your liquid materials stored in roofed and bunded (contained) areas?

Yes No N/A

Do you have sufficient equipment such as absorbents, containment booms, sand bags and, if necessary, personal protective equipment to contain a spill if it occurred?

Yes No N/A

Trade wastewater

If you discharge wastewater to the sewer, do you have a trade waste agreement or permit?

Yes No N/A

Have you investigated ways to reduce or reuse wastewater or improve wastewater quality?

Yes No N/A

Do you monitor your wastewater discharges?

Yes No N/A

Waste management

Have you carried out a waste audit to identify any materials you are wasting and the wastes you produce?

Yes No N/A

Have you investigated different raw materials or processes that could reduce your waste generation and disposal?

Yes No N/A

Do you reuse or recycle any of your wastes?

Yes No N/A

Have you asked your materials suppliers to take back the packaging or waste their materials generate?

Yes No N/A

Is your packaging returnable, reusable or recyclable?

Yes No N/A

Have you investigated and implemented ways to reduce your packaging?

Yes No N/A

Are your solid and liquid wastes transported and disposed of by a licensed waste contractor?

Yes No N/A

Are your wastes stored within the boundary of your premises?

Yes No N/A

Air quality management

Have you investigated and implemented new procedures or processes that will reduce or eliminate your air emissions?

Yes No N/A

If your processes involve the emission, venting or exhausting of gases, odours or particulate matter, do you have any controls in place to reduce their impact?
 Yes No N/A

Do you have any devices or procedures in place to monitor whether emissions comply with environmental requirements?
 Yes No N/A

Are control devices such as filters regularly inspected for their effectiveness?
 Yes No N/A

Is equipment regularly inspected to ensure that it is operating within the manufacturer's specifications?
 Yes No N/A

Do you check on a regular basis whether odours generated are detectable at the boundary of your premises?
 Yes No N/A

Hazardous materials

Have you investigated using alternative chemicals and other materials that may be less environmentally damaging?
 Yes No N/A

Do you have an emergency response or spill procedure, and equipment, to contain any spills?
 Yes No N/A

Do you have a material safety data sheet (MSDS) for each hazardous material, chemical or liquid that you store?
 Yes No N/A

Are the MSDSs stored in a central position known to and available to staff?
 Yes No N/A

Do you know whether or not you require a dangerous goods licence?
 Yes No N/A

Are you aware of which chemicals may or may not be stored safely with each other?
 Yes No N/A

Are you aware of activities, processes, and waste and material storage practices carried out by your business that potentially could result in soil contamination?
 Yes No N/A

If you store liquids in underground tanks, have you carried out inventory stock audits to determine if the tanks are leaking?
 Yes No N/A

If your premises have caused contamination, have you put in place procedures to prevent further contamination and the movement of contaminants off-site by stormwater runoff or seepage to groundwater?
 Yes No N/A

Noise management

Are you aware of the effects of your noise on your neighbours?
 Yes No N/A

Have you made changes to reduce your noise?
 Yes No N/A

Do you regularly check and maintain noisy equipment?
 Yes No N/A

Energy and water use

Do you monitor your use of energy?
 Yes No N/A

Have you investigated alternative energy sources?
 Yes No N/A

Have you installed any energy-efficient devices or appliances?
 Yes No N/A

Do you monitor your use of water?
 Yes No N/A

Do you regularly check for water leakages?
 Yes No N/A

Have you changed your processes, procedures or equipment to improve your energy and water efficiency?
 Yes No N/A

Do you use a broom instead of a hose to sweep and clean the surface areas around your premises?
 Yes No N/A

NOW that you have completed this checklist and identified the areas where you may be able to make improvements:

- Read through the environmental information sheets.
- Get started on an environmental improvement program that will be good for you, your staff and your customers.

THANK YOU FOR CARING ABOUT THE ENVIRONMENT!