

Environmental Review of Small Factories: A Tool for Councils

Who is this review for?

This environmental review is designed for environmental officers in local councils that are planning a commercial and industrial environmental review program to review small factories. This review is a modified version of one used by Marrickville Council in its business environmental assessment program.

What's the purpose of an environmental review?

The purpose of an environmental review is to gather information to allow the environmental performance of the business to be assessed. The information from the review should be used as a basis for improving the environmental performance of the business.

How can the environmental performance of small factories be improved?

Use the environmental review process and findings 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 to enable manufacturers and processors 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.

Small factories' environmental review

Part 1

Review number: _____

Date of review: _____

Person conducting review: _____

Property details

Property file number: _____

ASIC code: _____

Address: _____

Company (trading) name: _____

Contact person: _____

Position: _____

Telephone no.: _____

Fax no.: _____

No. of employees: _____

Catchment area: _____

How long has the company 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.)

Part 2 – environmental management polices and permits

Are you aware of environmental legislation relating to your business operations?

Yes No

Has the company carried out an environmental review before?

Yes No

Does your company have an environmental management policy in place?

Yes No

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

Sydney Water trade waste permit? Yes No

Facilities/equipment: _____

Is the permit current? Yes No

Permit approval number: _____

Water meter serial number: _____

WorkCover Approval? Yes No

Facilities/equipment: _____

Dangerous goods licence? Yes No

Is the permit / licence current?: Yes No

Permit/licence number: _____

Environment Protection Authority

Facilities/equipment: _____

EPA licence?: 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

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: _____

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
Oils	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Petrol/diesel	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Brake fluids	<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: _____

Is the premises serviced by a licensed waste contractor? 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

Air quality management

Relevant Yes No

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

Smoke? Yes No

Details: _____

Dust particles? Yes No

Details: _____

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? (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

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

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

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: _____

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 MSDSs available if required? Yes No

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

Comments: _____

General bunding

Relevant Yes No

- Is the bund maintained in a sound structural condition? Yes No
- Are all couplings within the bund? Yes No
- Are valves closed? 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: _____

Noise management

Relevant Yes No

What are the operating hours of the business?

Monday to Friday Hours: _____

Saturday Hours: _____

Sunday Hours: _____

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: _____

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: _____

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 review _____ (signature)

Seen by Premises Manager _____ (signature)