

LISTED WASTE MANAGEMENT PLAN

DOC-009-01
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1 OVERVIEW

This manual describes the operating procedures and practices required to comply with the company **Environmental Protection Licence** and **PWC Bulk Waste Agreement**.

The objective is **ZERO-HARM** to the environment, people or assets while meeting **legal & other obligations** outlined in the:

- Northern Territory Waste Management & Pollution Control Act
- Northern Territory Waste Management & Pollution Control (administration) Regulations
- Northern Territory Water Act
- Environmental Protection Licence
- NT Work Safe Asbestos Licence
- PWC Bulk Waste Agreement
- Shoal Bay Waste Facility – Asbestos Disposal Application

2 SCOPE

Our services include the repairs, maintenance and installation of water supply, sewerage and stormwater infrastructure systems.

Primarily we service Power Water Corporation (PWC) however we also provide services to other infrastructure owners and operators including NT Government Agencies, Local Councils and Private Developers.

In conducting the works mentioned above, on occasions the works specifically require:

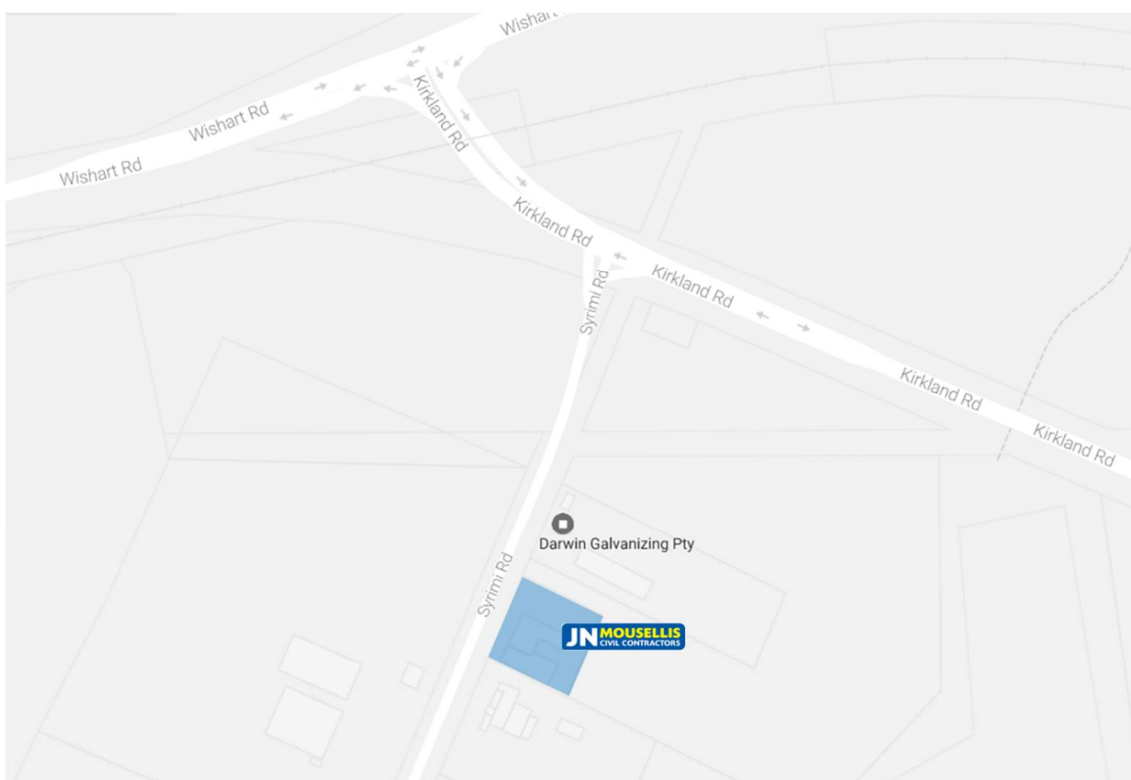
- Collection, Transport & Storage of **Non-Friable Asbestos**
- Collection & Transport of **Grease Trap Waste**
- Collection & Transport of **Sewer Sludge and residues including night soil and septic tank sludge**
- Collection & Transport of **Soils contaminated with a listed waste**

This manual describes the policies and procedures that support these works.

3 CONTACT DETAILS

DESCRIPTION	DETAILS
EPA CONTACT	
PHONE	(08) 8924 4218
JNM DETAILS	
BUSINESS TRADING NAME	JN MOUSELLIS CIVIL CONTRACTORS
ADDRESS	29 Syrimi Road Tivendale / PO Box 36138 Winnellie NT 0821
ABN	91 830 070 289
EMERGENCY CONTACTS	
EMERGENCY SERVICES	000
POLLUTION HOTLINE	1800 064 567
JNM CONTACT	PETER MOUSELLIS
WORK PHONE	8947 3073
MOBILE PHONE	0410 552 235
EMAIL	peter@jnmouellis.com
QHSE REPRESENTATIVE	
MOBILE	0403 149 050
EMAIL	qhse@jnmouellis.com

LOCATION – 29 SYRIMI ROAD TIVENDALE



4 ADMINISTRATION

4.1 LICENCE

Conditions of the Environmental Protection Licence Include:

The EPA must be notified of:

- ▶ Any changes to the 24-hour emergency contact within 24 hours of the change being made
- ▶ Any changes to the details of the licence within 14 days of the change being made

Licence fees must be paid within 30 business days of licence expiry date.

Notices, reports and other documentation must be sent to:

- ▶ Environmental Operations Unit
- ▶ Level2 Darwin Plaza, 41 Smith Street Mall, Darwin NT 0800
- ▶ GPO Box 3675, Darwin NT 0801
- ▶ Email environmentops@nt.gov.au

Correspondence and documentation must be provided in both hard copy and electronic copy unless specified otherwise.

Duration of the Licence is for five years unless cancelled or revoked

4.2 DOCUMENTS

The following documents must be carried on board:


- ▶ Environmental Protection Licence (EPL)
- ▶ Load Manifest Log Book
- ▶ Emergency Procedures and Contacts
- ▶ Incident Report Form
- ▶ Customer Complaint Form

4.3 MANIFEST

Each load collected and transported will be recorded by the operator on a load manifest log.

Log will include:

- ▶ Type of waste
- ▶ Client name
- ▶ Pick up address
- ▶ Discharge location
- ▶ Discharge date & time
- ▶ Volume of Waste

 JOHN DEERE <small>MANUFACTURING COMPANY</small>		BULK WASTEWATER MONTHLY MANIFEST			
MANUFACTURER'S NAME JOHN DEERE MANUFACTURING COMPANY 100 JOHN DEERE DRIVE Moline, IL 61201-0001 (815) 231-2000 FAX (815) 231-2001 WWW.JDPOWER.COM		DISCHARGE LOCATION BOHART, IL TYPY / INQUIRY / CONTACT: CC-87-LP			
				 JOHN DEERE <small>MANUFACTURING COMPANY</small>	
WASTE TYPE	REGULATORY	POLY LP DETAILS	DISCHARGE DETAILS		
			DATE	TIME	QUANTITY
<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 16 <input type="checkbox"/> 17 <input type="checkbox"/> 18 <input type="checkbox"/> 19 <input type="checkbox"/> 20 <input type="checkbox"/> 21 <input type="checkbox"/> 22 <input type="checkbox"/> 23 <input type="checkbox"/> 24 <input type="checkbox"/> 25 <input type="checkbox"/> 26 <input type="checkbox"/> 27 <input type="checkbox"/> 28 <input type="checkbox"/> 29 <input type="checkbox"/> 30 <input type="checkbox"/> 31 <input type="checkbox"/> 32 <input type="checkbox"/> 33 <input type="checkbox"/> 34 <input type="checkbox"/> 35 <input type="checkbox"/> 36 <input type="checkbox"/> 37 <input type="checkbox"/> 38 <input type="checkbox"/> 39 <input type="checkbox"/> 40 <input type="checkbox"/> 41 <input type="checkbox"/> 42 <input type="checkbox"/> 43 <input type="checkbox"/> 44 <input type="checkbox"/> 45 <input type="checkbox"/> 46 <input type="checkbox"/> 47 <input type="checkbox"/> 48 <input type="checkbox"/> 49 <input type="checkbox"/> 50 <input type="checkbox"/> 51 <input type="checkbox"/> 52 <input type="checkbox"/> 53 <input type="checkbox"/> 54 <input type="checkbox"/> 55 <input type="checkbox"/> 56 <input type="checkbox"/> 57 <input type="checkbox"/> 58 <input type="checkbox"/> 59 <input type="checkbox"/> 60 <input type="checkbox"/> 61 <input type="checkbox"/> 62 <input type="checkbox"/> 63 <input type="checkbox"/> 64 <input type="checkbox"/> 65 <input type="checkbox"/> 66 <input type="checkbox"/> 67 <input type="checkbox"/> 68 <input type="checkbox"/> 69 <input type="checkbox"/> 70 <input type="checkbox"/> 71 <input type="checkbox"/> 72 <input type="checkbox"/> 73 <input type="checkbox"/> 74 <input type="checkbox"/> 75 <input type="checkbox"/> 76 <input type="checkbox"/> 77 <input type="checkbox"/> 78 <input type="checkbox"/> 79 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 82 <input type="checkbox"/> 83 <input type="checkbox"/> 84 <input type="checkbox"/> 85 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 88 <input type="checkbox"/> 89 <input type="checkbox"/> 90 <input type="checkbox"/> 91 <input type="checkbox"/> 92 <input type="checkbox"/> 93 <input type="checkbox"/> 94 <input type="checkbox"/> 95 <input type="checkbox"/> 96 <input type="checkbox"/> 97 <input type="checkbox"/> 98 <input type="checkbox"/> 99 <input type="checkbox"/> 100					

Copy of the log will be given to the QHSE Manager at the end of each shift.

4.4 RECORDS & REPORTS

QHSE Manager will enter details into the company waste register and produce monthly and annual reports to clients and regulators as required.

Waste records will be kept for at least two years or seven years in the event of an incident.

Waste incidents and complaints will be reported to the EPA as soon as practical, followed by a written report within 24 hours of the incident.

Spills will be reported through the Spills Hotline

Annual audits & reports will be provided to the EPA on supplied forms that include:

- ▶ Annual Audit and Compliance Form
- ▶ Annual Return Form
- ▶ EPL - Listed Waste Handler Return Form

The image shows a collage of regulatory forms. At the top, there are two 'Compliance with Licence Conditions' forms with columns for CONDITION, ACTION, HOW, EVIDENCE, WHEN DUE, and STATUS. Below these is an 'ANNUAL RETURN' form from ntepa (Northern Territory Environment Protection Authority) with a section for 'ANNUAL RETURN' and a table for 'Environment Protection Licence Annual Reporting'. At the bottom is a detailed 'Environment Protection Licence Annual Reporting' form with a table for 'Listed Waste Handlers' and various sections for reporting on waste management activities.

4.5 COMPLAINTS

If a person raises concerns or wishes to make a complaint about our activities, they will be advised to contact the office in the first instance.

If the person would like to formalise the complaint they will be asked to provide their concerns in writing and be provided with a complaint form.

Copies of complaint forms will be kept in the truck work folder.

All complaints will be investigated with an aim of identifying root causes and corrective actions necessary to prevent any future occurrences.

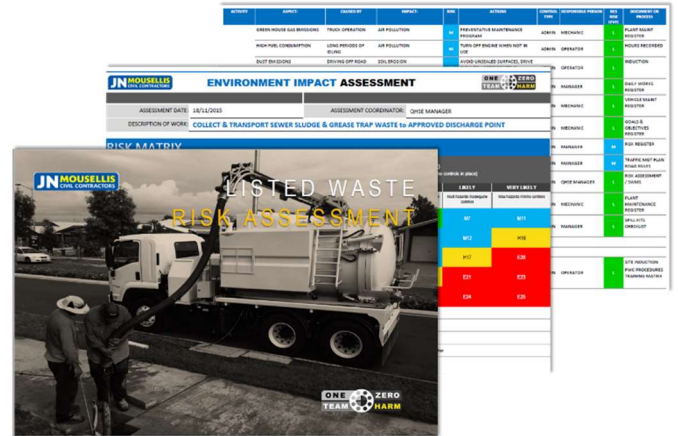
The image shows a 'COMPLAINT FORM' with fields for Name, Contact Information, and a section for 'How to Report'. The form includes a 'Name' field, 'Contact Information' field, and a 'How to Report' section with options for 'Verbal' and 'Written'. There is also a 'Date' field and a 'Status' field. The form is titled 'COMPLAINT FORM' and 'FORM 001'.

4.6 RISK ASSESSMENT

An Environmental Impact Assessment has been conducted and control measures implemented to eliminate or reduce the environmental risk associated with collecting and transporting sewer sludge and grease trap waste.

The assessment is reviewed at least annually as part of the management review process and after an incident or complaint

The operators involved in the scope of works must be involved in the assessment review



4.7 TRAINING

Operators must be trained in the safe operation of the vehicle and the contents of this manual. Records of the training will be recorded in the training register, the QHSE Manager is responsible developing and delivering adequate training standards and maintaining training records.

4.8 SAFE WORK METHOD STATEMENT

A safe work method statement will be used to document the safe methods of collecting and transporting sewerage sludge and grease trap waste. Operators must complete the SWMS checklist when performing these works and hand the completed SWMS to the office with the manifest and time sheets.

5.3 OPERATOR

Only authorised persons are permitted to operate the vehicle.

Authorised persons must:

- ▶ Hold a valid NT Heavy Rigid (HR) Drivers Licence
- ▶ Hold a White Card
- ▶ Be trained in the safe operation of the truck
- ▶ Be familiar with the contents and requirements of this manual and associated forms, documents

5.4 SIGNAGE

The vehicle will display signage to indicate the product being collected and transported.

Signs will be removed when the vehicle is travelling empty.

- ▶ SEWER SLUDGE – LISTED WASTE CODE K130
- ▶ GREASE TRAP WASTE – LISTED WASTE CODE K110



5.5 SPILL KIT

The truck will carry a spill kit and it must be kept clean and stocked in readiness for a spill emergency. The contents will include:

QTY	ITEM
10	General Purpose Absorbent Pads
6	General Purpose Absorbent Mini Booms
1	Bag of Absorbent
2	Large Disposal Bags
1	Broom
1	Shovel
1	Roll of Barricade Tape
1	Roll of Duct Tape

5.6 PPE KIT

The truck will carry personal protective equipment kit for emergency purposes in the event of a spill.

The contents will include:

QTY	ITEM
3	Pairs of Disposable Overalls
1	Pair of Goggles
1	Box of Disposable PVC Gloves
1	Box of Face Masks

6 SPILL PROCEDURES

SEWER SLUDGE

Sewer sludge is solid or semi solid residue from the treatment of waste water.

It contains a variety of micro-organisms and some will be disease causing organisms known as pathogens which can survive for a while in the sludge.

It is important to consider sewer sludge can cause diseases and all procedures must be adhered to including personal hygiene standards.

GREASE TRAP WASTE

Grease traps are designed and installed to collect oils, fats and greases produced by food handling businesses before the (trade) waste water leaves the premises.

Grease traps waste can block/choke sewer systems and cause sewerage odour problems, corrosion of sewer main, pump stations and treatment works.

Grease traps need to be maintained regularly and this involves the use of vacuum trucks.

Trade Waste is regarded as any waste water other than sewerage.

SPILL PROCEDURE

CONTROL

- ▶ If safe to do so, control the spill by isolating a valve, hose, or blocking a hole with wadding or plugs.

CALL

- ▶ Call the office and report the spill
- ▶ The office will provide support and coordinate external assistance such as emergency services, people and equipment.

CONTAIN

- ▶ Next contain the product from spreading with the use of mini booms, drain guards, sand, fill or other means of containment.
- ▶ Don't allow the product to enter waterways, drains or other aquatic environments.
- ▶ Barricade or tape off the area to prevent others from entering.
- ▶ Apply lime to hard surfaces such as sands, soils, lawns, paths etc to reduce odour and correct Ph levels
- ▶ As soon as the containment is secure, you have time to step back and re assess the situation.

CLEAN UP

- ▶ Clean up spilled product with another vacuum truck
- ▶ Remove contaminated soils and sludge as directed by regulators or specialists
- ▶ Remediate and reinstate the area

7 ASBESTOS HANDLING – OPERATIONS

7.1 DESCRIPTION

JN Mousellis Civil Contractors hold a **CLASS B Asbestos Removal Licence** that allows for:

- ▶ The removal of all asbestos products excluding friable asbestos
- ▶ Supervision of all non-friable asbestos removal work

NT WORKSAFE LICENCE NUMBER 37220

NT EPA ENVIRONMENTAL PROTECTION LICENCE (LISTED WASTE HANDLER)

These licences allow us to work on ACM Water & Sewer Mains as part of our normal scope of works and to transport the materials back to the depot for disposal by NTRS.

ACM refers to *Asbestos Containing Material* and means any material, object, product or debris that contains asbestos.

ASBESTOS WASTE includes the asbestos removed, and all associated materials such as plastic sheeting, disposable overalls, disposable respirators and rags.

FRIABLE ASBESTOS is non-bonded asbestos that can be reduced to a powder form when crushed by hand

NON-FRIABLE ASBESTOS is asbestos bonded by cement, vinyl, resin, or similar material

7.2 QUANTITIES

Pieces vary in size from 4 meters in length to smaller pieces that fit into polythene (asbestos) bags. The pieces are brought from site to the depot for consolidating and disposal.

We generally handle /dispose of up to 5 tonnes of asbestos annually through NTRS and the City of Darwin Shoal Bay Facility deep burial.

7.3 TRANSPORT FROM SITE TO DEPOT

When transporting asbestos from site to the depot, care must be taken to ensure the polythene bags or wrapping is not damaged.

Clear the back of the work vehicle to ensure tools or equipment does not damage the asbestos coverings.

Secure the pieces so they don't move in transit.

Asbestos load must not exceed 500kg

The vehicle must be cleaned after transport and if any damage occurs to the bags the contents must be dealt with in accordance with the Asbestos SWMS.

7.4 TEMPORARY STORAGE

Asbestos awaiting disposal must be placed in the temporary storage container at the rear of the yard.

Only persons who are trained in the safe handling of asbestos are authorised to access the container.

Carefully place asbestos pieces in the container so as not to damage the wrapping or bags containing asbestos pieces.

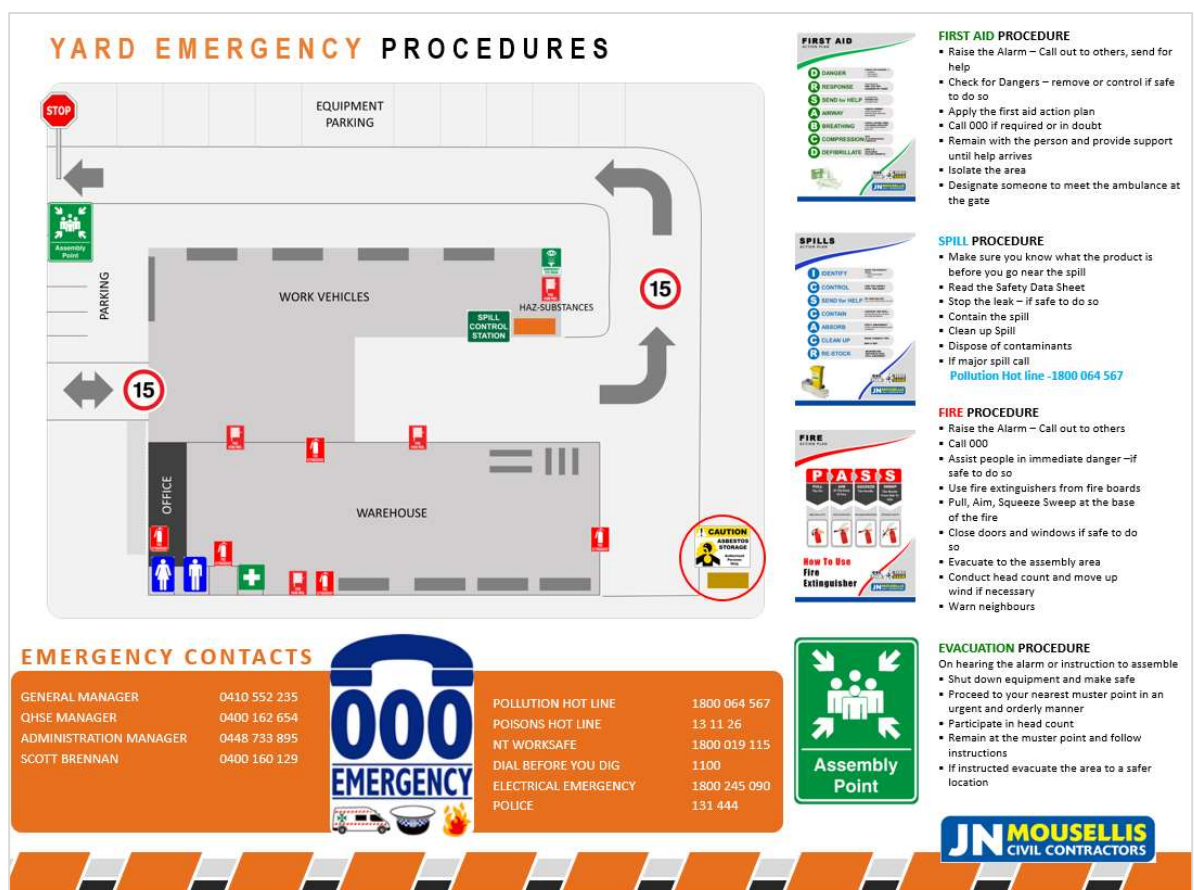
The container will be locked when unattended and the key held in the Office.

Asbestos awaiting disposal will be held at:

- ▶ JN Mousellis Civil Contractors
- ▶ 29 Syrimi Road
- ▶ Tivendale

Refer to map on page three (3)

The yard emergency plan below shows the location of the temporary storage container.



7.5 DISPOSAL

APPLICATION

An application to dispose of the asbestos must be completed and sent to the City of Darwin Council for approval. Allow at least two days for approval.

SKIP BIN

The QHSE Manager will order a 4m skip bin when there is approximately 1 tonne of asbestos for disposal.

CONTACT

- ▶ NTRS
- ▶ Email: service@ntrs.com.au
- ▶ Phone: 08 8984 1551

The skip bin must be clean of any other rubbish or debris before commencing.

Place two layers of polythene sheets in the skip bin and then carefully place the double bagged/wrapped pieces onto the sheeting in the bin.

DO NOT damage the sheeting or bags when loading asbestos pieces into the waste skip

Fold the sheets across the contents of the skip and tape edges closed with duct tape.

Asbestos waste must be deep buried.

7.6 TRAINING

All persons assigned to work on ACM Water or Sewer Mains must be trained in the safe handling of asbestos. Key persons will be trained in the supervision of handling asbestos

Training records will be entered in the training register and maintained by QHSE Manager

8 COMMUNICATION

Company policies and procedures will be communicated to employees through the induction program and monthly tool box meetings.

Employees are encouraged to participate in the development of safe work procedures and practices as well as the wording of policies and procedures to ensure they are written for the right audience.

9 MONITORING

The monitoring program that supports this plan focuses on the following activities:

- Collection and Transportation of **Sewer Sludge (K130)**
- Collection and Transportation of **Grease Trap Waste (K110)**
- Collection, Transport and Storage of **Non-Friable Asbestos (N220)**

The following items will be recorded and monitored:

- Load Manifest – number of manifests completed, against number of jobs assigned,
- Listed Waste Register – number of jobs, accuracy of the register, currency of the register to date
- Listed Waste Reports - number of reports required against number of reports submitted
- Types of waste – the types of waste collected (as above)
- Quantities – quantities of specific waste types
- Locations – where listed waste is collected from (and taken to)
- Client / Waste Generator - the name of company waste is collected from

Compliance with the plan will be monitored by:

- Site Observations – as planned
- Internal Audits – as per planned schedule
- External Audits (third party) – annual certification

Records of the above will be gathered through the QHSE-MS and be presented for review as part of the Management Review process.

Where improvements and efficiencies are identified, they will be included in the objectives and targets for the next planned period.