

**BMO-SOP-002**

# **POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN (PIRMP)**

## **1. PURPOSE**

Renewable Oil Services is licensed to conduct waste processing of hazardous and other wastes using non-thermal treatment and the waste storage of hazardous, restricted solids, liquids, clinical and related waste as well as asbestos waste under EPL 13092.

The purpose of this Pollution Incident Response Management Plan (PIRMP) is to improve the reporting, management and communication of pollution incidents to the general community. The plan sets out to:

Ensure comprehensive and timely communication about a pollution incident to staff at the premises, the Environment Protection Authority (EPA), relevant authorities specified in the Protection of the Environment Operations Act 1997 (POEO Act) (such as councils, Ministry of Health, SafeWork NSW and Fire and Rescue) and people outside the facility who may be affected by the pollution incident.

Minimise and control the risk of a pollution incident at the facility by requiring identification of risks and the development of action plans to minimise and manage those risks.

Ensure the PIRMP is properly implemented by trained staff, identifying persons responsible for implementing it, and ensuring that the plan is regularly tested for accuracy, currency and suitability.

This PIRMP shall be implemented immediately if there is a pollution incident involving material harm or threatened material harm to human health or to the environment.

### **1.1 Scope**

The PIRMP is for the use of all Renewable Oil Services staff (located at 36-38 Bradmill Avenue, Rutherford NSW) involved in the storage and processing of waste and hazardous waste on site in accordance with EPA Licence 13092 as well as Renewable Oil Services contractors undertaking works on site. The PIRMP will be implemented only if material harm to human health or the environment occurs or threatens to occur.

Environmental Management at Renewable Oil Services is subject to improvements in processes and practices over time. The plan will be progressively reviewed to accommodate any ongoing changes and to accommodate any increases in site specific environmental assessment and management.

This plan is to clearly define the requirements of Renewable Oil Services staff to report and respond to pollution incidents in accordance with the POEO Act (and its amendments) and the POEO (General) Regulation 2010.

**Procedure**

**Table 1** lists specific information referenced in the PEOE Act and details where this information is located within this document.

**Table 1 Document Directory**

Section 153C	Details Required	Location in Document
(a)	<p>The procedures to be followed by the holder of the relevant EPL in notifying a pollution incident to:</p> <ul style="list-style-type: none"> <li>(i) The owners or occupiers of premises in the vicinity of the premises to which the EPL relates, and</li> <li>(ii) The local authority for the area in which the EPL premises relates, and any area affected, or potentially affected, by the pollution, and</li> <li>(iii) Any persons or Authorities required to be notified by Part 5.7 (of the PEOE Act)</li> </ul>	<p><b>Section 5.3</b> <b>Appendix 2</b> <b>Section 5.2</b></p> <p><b>Section 5.2</b></p>
(b)	<p>A detailed description of the action to be taken, immediately after a pollution incident, by the holder of the relevant EPL to reduce or control pollution.</p>	<p><b>Section 4.0,</b> <b>Appendix 1</b></p>
(c)	<p>The Procedures to be followed for co-ordinating, with the authorities or persons that have been notified, any action taken in combating the pollution caused by the incident and the persons through whom all communications are to be made.</p>	<p><b>Section 5.2,</b> <b>Appendix 1</b></p>
(d)	<p>Any other matter required by the PEOE (General) Regulation, 2009 (as detailed below)</p> <p>98C (1)(a)</p> <p>A description of the hazards to human health or the environment associated with the activity to which the licence relates (the "<b>Relevant Activity</b>").</p>	<p><b>Section 2.2</b></p>
	<p>98C(1)(b)</p> <p>The likelihood of any such hazards occurring, including details of any conditions or events that could, or would, increase that likelihood.</p>	<p><b>Section 2.2</b></p>
	<p>98C(1)(c)</p> <p>Details of the pre-emptive action to be taken to minimise or prevent any risk of harm to human health or the environment arising out of the relevant activity.</p>	<p><b>Section 2.2</b></p>
	<p>98C(1)(d)</p> <p>An inventory of potential pollutants on the premises or used in carrying out the relevant activity(ies).</p>	<p><b>Section 2.3</b></p>
	<p>98C (1)(e)</p> <p>The maximum quantity of any pollutant that is likely to be stored or held at locations (including tanks above &amp; underground), at the premises to which the licence relates.</p>	<p><b>Section 2.3</b></p>

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Section 153C	Details Required	Location in Document
	<p>98C(1)(f) A description of the safety equipment or the devices that are used to minimise the risks to human health or the environment and to contain or control a pollution incident.</p>	<p><b>Section 4.0, Appendix 1</b></p>
	<p>98C (1)(g) The Names, Positions and 24-hour contact details of those key individuals who: (i) are responsible for activating the plan, and (ii) are authorised to notify relevant authorities under section 148 of the POEO Act, and (iii) are responsible for managing the response to a pollution incident</p>	<p><b>Section 3.2</b> <b>Section 5.2</b> <b>Section 3.2</b></p>
	<p>98C (1)(h) The contact details of each relevant authority referred to in section 148 of the POEO Act.</p>	<p><b>Section 5.2, Appendix 2</b></p>
	<p>98C (1)(i) Details of the mechanisms for providing early warnings and regular updates to the owners and occupiers of premises in vicinity to the licenced facility, or where scheduled work is carried on.</p>	<p><b>Section 5.3</b></p>
	<p>98 (1)(j) The arrangements for minimising the risk of harm to any persons who are on the premises, or who are present where the scheduled activity is being carried on.</p>	<p><b>Section 4.0</b></p>
	<p>98C (1)(k) A detailed map (or set of maps) showing the location of the premises to which the licence relates, the surrounding area that is likely to be affected by a pollution incident, the location of potential pollutants on the premises and the location of any stormwater drains on the premises.</p>	<p><b>Figures 1, 2, &amp; 3</b></p>
	<p>98C (1)(l) A detailed description of how any identified risk of harm to human health will be reduced, including (as a minimum) by means of early warnings, updates, and the action to be taken during or immediately after a pollution incident to reduce that risk.</p>	<p><b>Section 4.0</b></p>
	<p>98C (1)(m) The nature and objectives of any staff training program in relation to the plan.</p>	<p><b>Section 6.1</b></p>

**Procedure**

Section 153C	Details Required	Location in Document
	98C (1)(n) The dates on which the plan has been tested and the name of the person who carried out the test. (annual testing required)	<b>Section 7.0</b>
	98C (1)(o) The dates on which the plan is updated.	<b>Section 7.0</b>
	98C (1)(p) The manner in which the plan is to be tested and maintained.	<b>Section 6.2</b>

**1.2 References**

The following documents are referenced in this document.

Australian Standard 1940-2017 The storage and handling of flammable and combustible liquids

OHS Amendment (Dangerous Goods) Act, 2003

Protection of the Environment Legislation Amendment Act, 2014 (PELA)

Protection of the Environment Operations Act, 1997 (POEO Act)

Protection of the Environment Operations (General) Regulation, 2009 (POEO (General) Regulation)

**Procedure**

**2. PREMISES/FACILITY DETAILS**

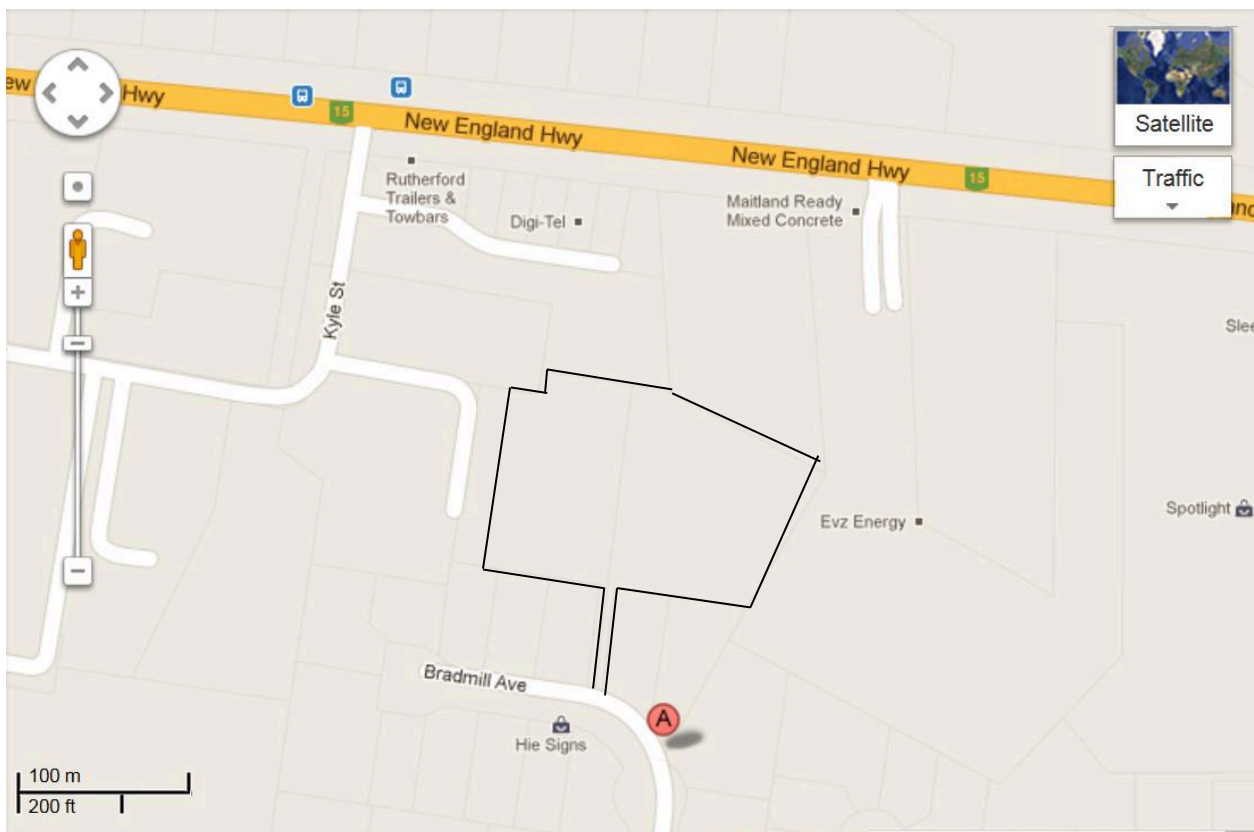
**2.1 Site Details**

The Renewable Oil Services' licenced facility situated at 38 Bradmill Avenue, Rutherford NSW, is located approximately 1.1Km from the New England Hwy and within the *Maitland City Council*, local government area. The facilities operate under the "EPL 13092".

The surrounding areas that may be impacted by a pollution incident occurring (in addition to the facility premises itself), include the following:

- Adjacent landholders to the facility, (refer: Figure 1);
- Nearby suburbs of Rutherford and Aberglasslyn

No waterways are considered to be potentially affected; the nearest waterway being over 4kms from present facility and given quantities of potential pollutants stored onsite represents a minimal risk/probability of a pollution incident affecting this watercourse.



**Figure 1: Site Boundary, and Surrounding Community**

## 2.2 Major Hazards

Potential "major" environmental hazards identified for the site include:

- Spill, (Hydrocarbon/Chemical)
- Spill, Tank/Hose rupture or failure
- Overflow, storage pits (rain inrush)
- Combustion of rags/filters

Controls for the above hazards are detailed in Safe Work Method Statements (SWMS); Standard Operating Procedures (SOP's); Daily Drivers Vehicle Check and Defect Report (DVR) Inspection reports (Hoses and Pumps), as and when appropriate.

## 2.3 Chemicals and Potential Pollutants

The 36-38 Bradmill Avenue site is classified as a small facility (EPL storage licence) with our largest potential pollutant by quantity being Waste Oil, Oily Water, Coolant, and Transformer Oil which are also bulk stored on site.

There are many waste products that traverse through the facility – that are in such volumes that no significant environmental, or human health hazard(s) can be identified.

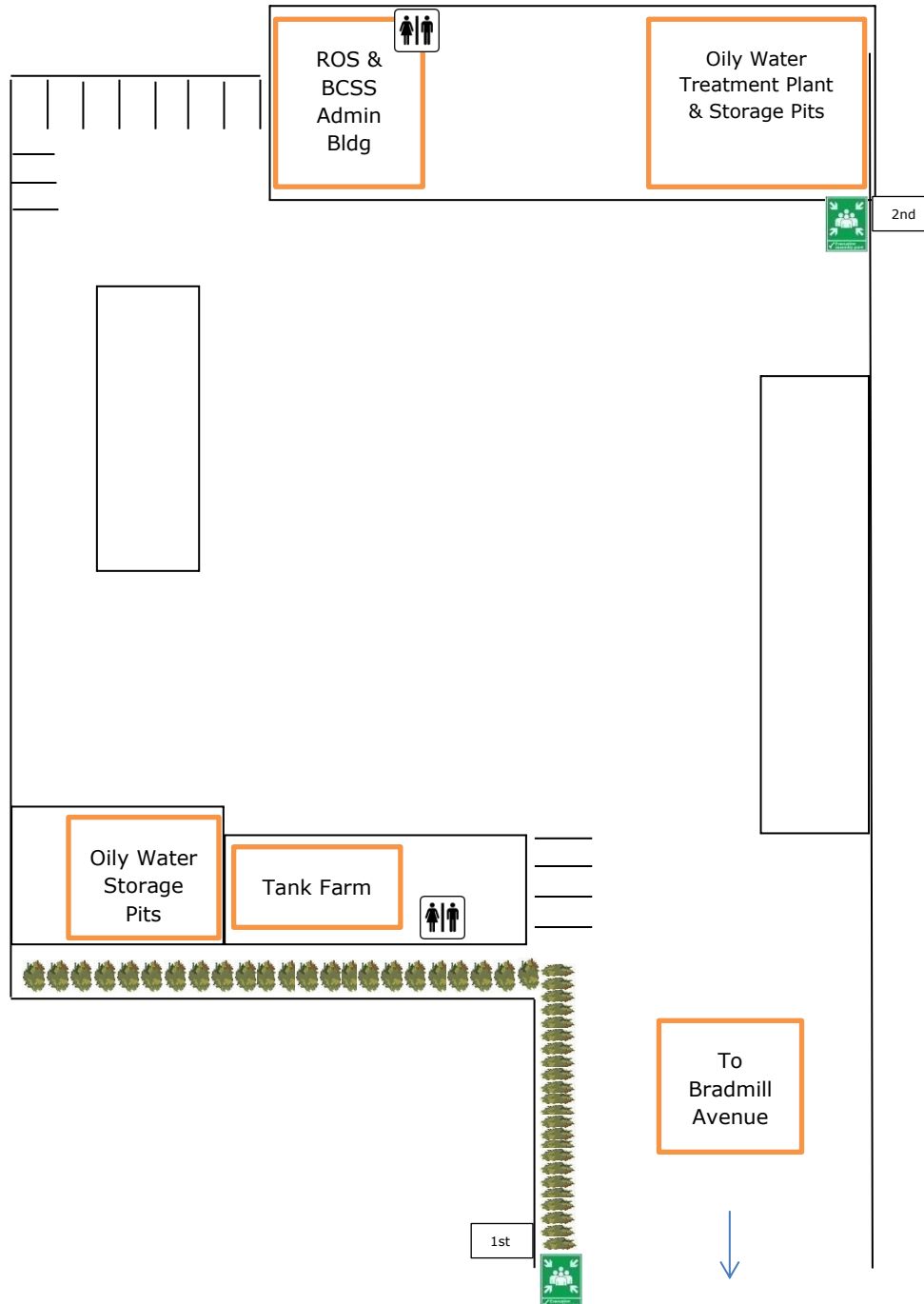
On site storage facilities were built in accordance with Australian Standard 1940-2017 The storage and handling of flammable and combustible liquids with:

- Impervious walls and floors (tank farms, wastewater treatment plant and pits, NDD Mud plant and pits, contaminated soil bays).
- Sufficient capacity to maintain 110% of the volume of the largest storage tank (tank farms, wastewater treatment plant).
- Walls not less than 250mm high (tank farms, wastewater treatment plant).
- Graded floor to collection sump (tank farms, wastewater treatment plant).
- Storage pits bunded to prevent spillage to environment (and prevent inrush of rain)

The facility does not store dangerous goods above the specified threshold referenced in the *OHS Amendment (Dangerous Goods) Act, 2003* and therefore does not have a dangerous goods licence, nor is it required to submit an annual Dangerous Goods Notification to SafeWork NSW.

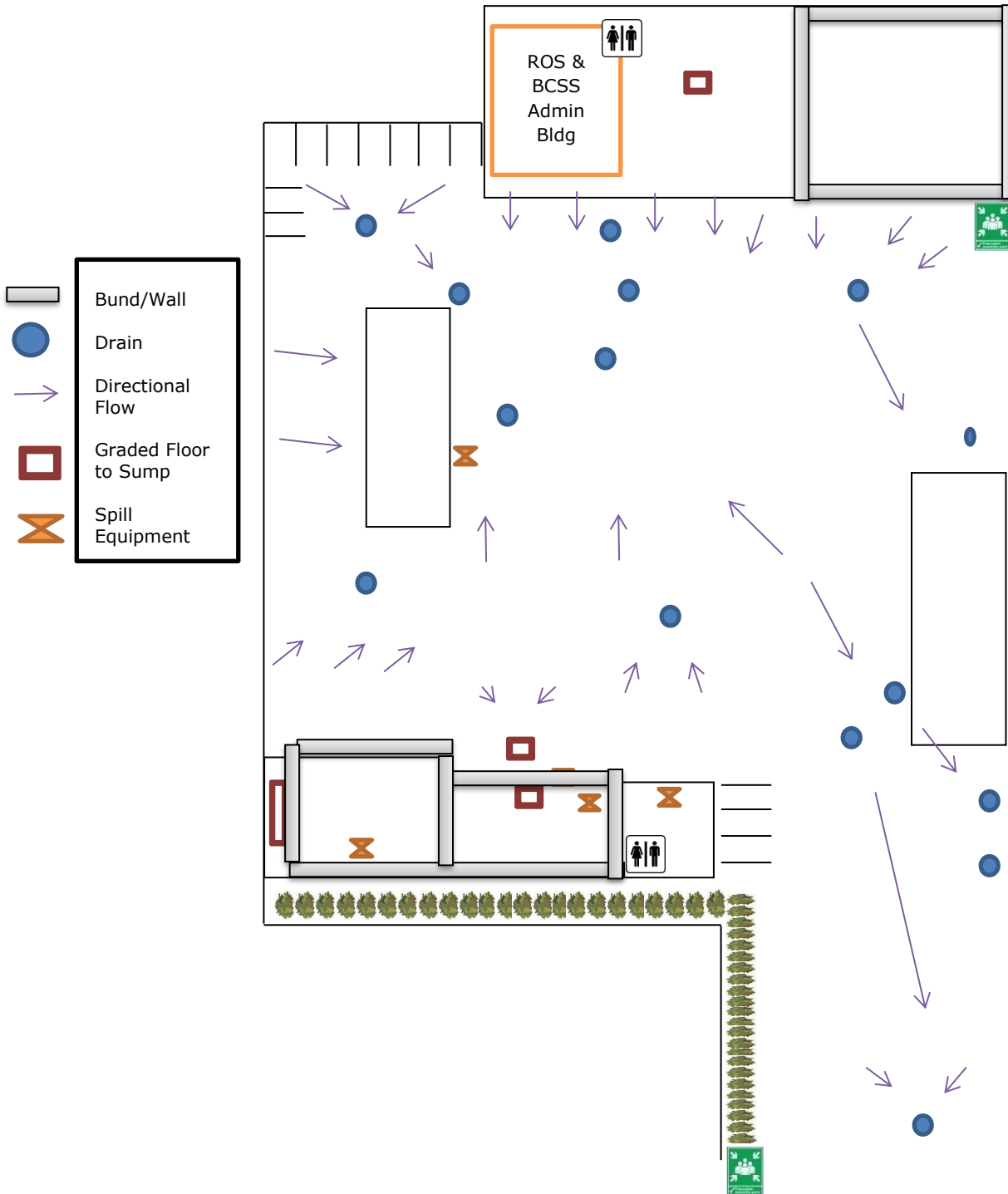
Materials onsite are in a constant state of flux. Figure 2 displays the location of potential pollutants including oil and chemical storage locations at West 38 Bradmill Avenue. Figure 3 displays the stormwater drainage structures of the same facility. Figure 4 displays the location of potential pollutants locations at East 38 Bradmill Avenue and Figure 5 displays the stormwater drainage structure.

**Procedure**



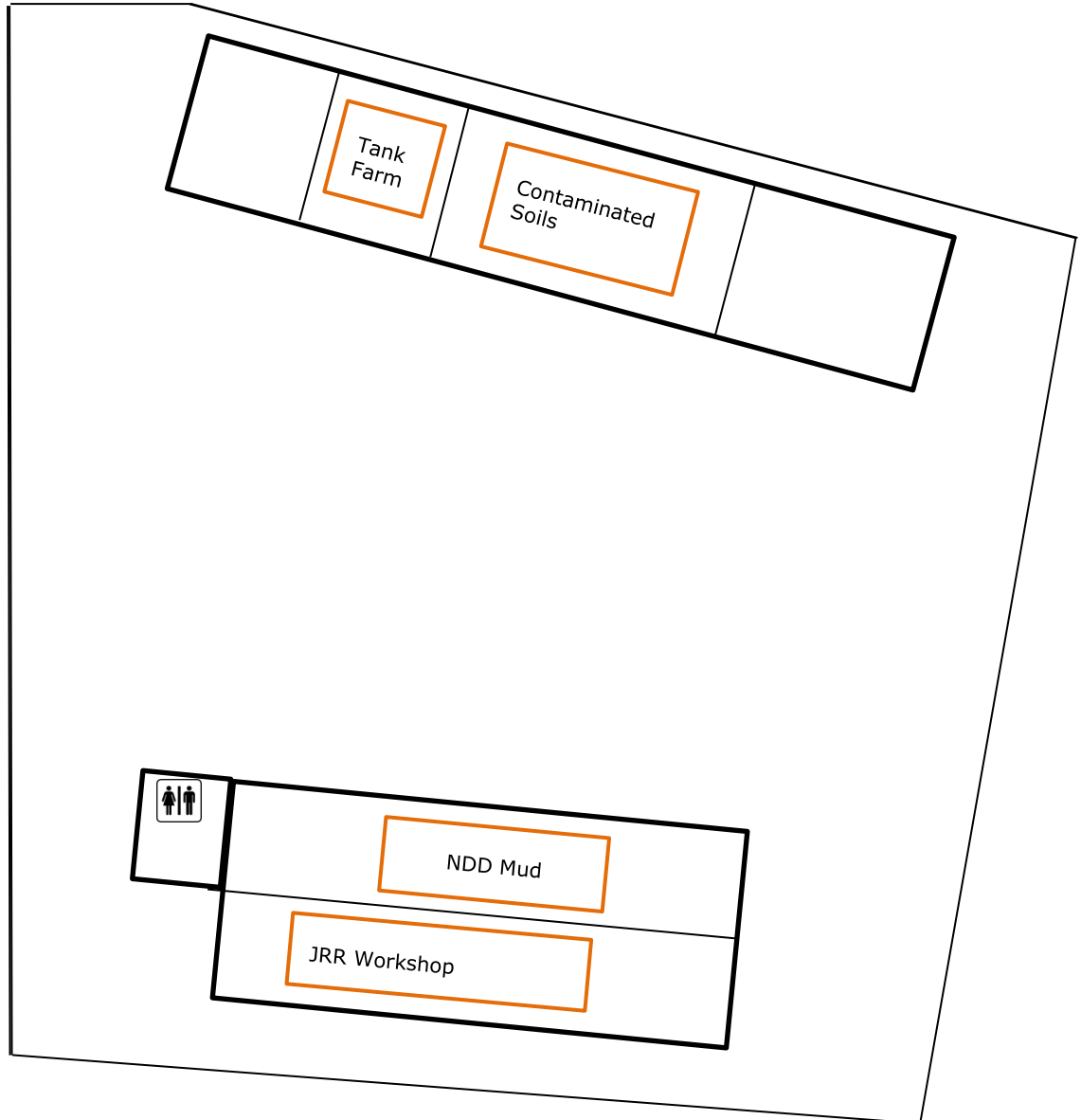
**Figure 2: West 38 Bradmill Location of Potential Major Pollutants**

**Procedure**

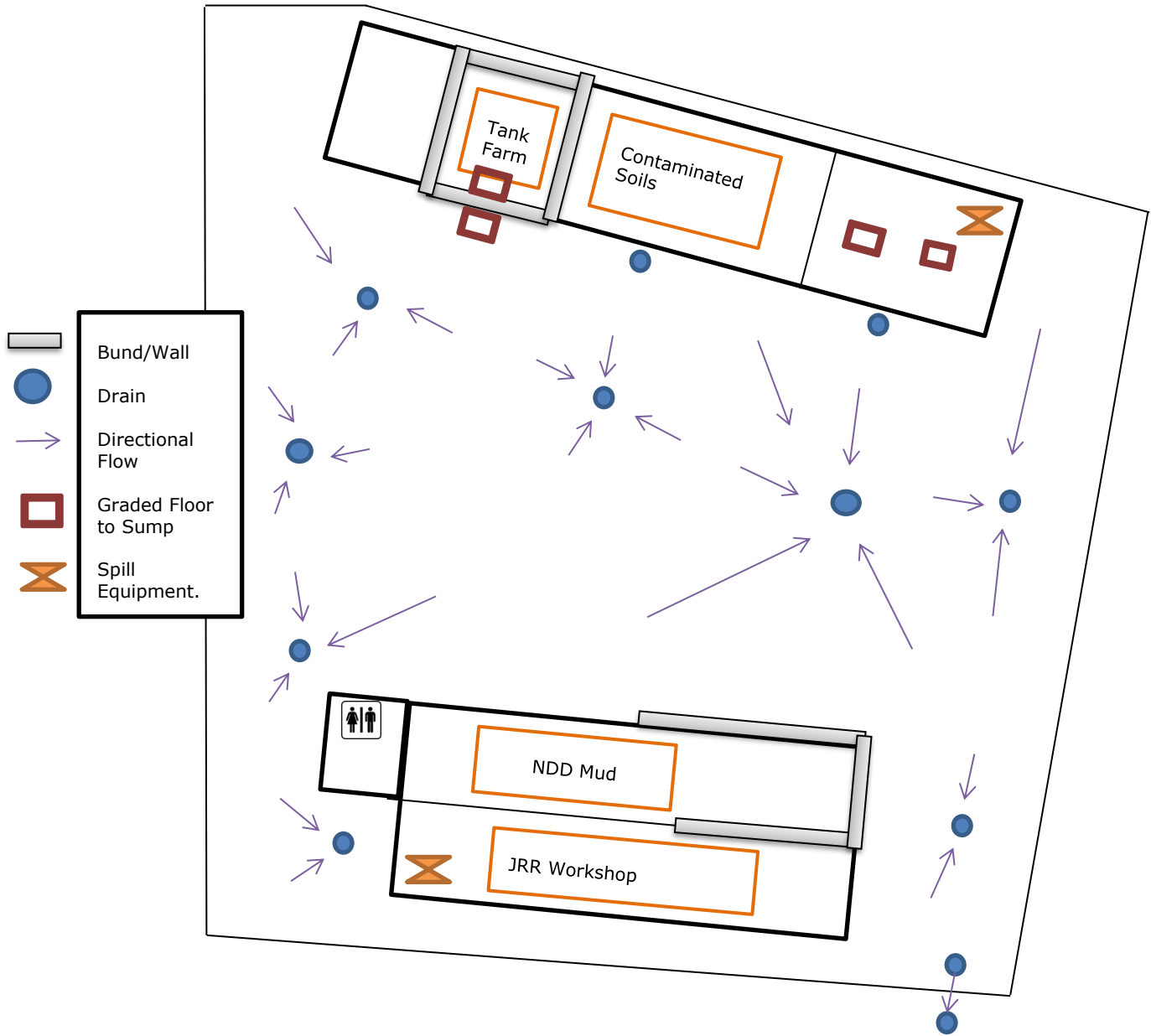


**Figure 3: West 38 Bradmill Surface Drains**





**Figure 4:** East 38 Bradmill Location of Potential Major Pollutants



**Figure 5: East 38 Bradmill Surface Drains**

**Procedure**

**3. MANAGEMENT AND RESPONSIBILITIES**

**3.1 Legal Duty to Notify**

All employees and contractors are responsible for alerting management personal to all environmental incidents, or hazards (air land and water) which may result in an environmental incident, regardless of nature and scale.

Notification responsibilities are detailed in the POEO Act (Section 148), which includes all personal, contractors and sub-contractors, categorised as:

Any person engaged as an employee or undertaking an activity must, immediately after becoming aware of any potential incident, notify their relevant supervisor of the incident and all relevant information about it. This is to be undertaken as per Section 5.2; and

The duty of the employer (or premises occupier), where incident occurs, who is notified (or otherwise becomes aware of) a potential pollution incident, must undertake notification to the appropriate regulatory authority of any "MATERIAL HARM" incident, including relevant information. Notification shall be undertaken by the Operations Manager (or Chemist) as per Section 5.2.

**3.2 PIRMP Management**

All renewable Oil Services staff management and contractors are responsible for understanding and implementing this PIRMP to manage pollution incidents as outlined in Table 2 below.

**Table 2 General Roles and Responsibilities**

<b>Name</b>	<b>Contact Details</b>	<b>Position</b>	<b>Responsibility</b>
Peter Carey	0427 299 920	Chemist	Responsibility for authorising the PIRMP and all subsequent updates Responsibility for ensuring adequate resourcing for implementation of PIRMP Responsibility for ensuring notification and training of PIRMP Facilitate site personnel in implantation of the PIRMP Communication of the PIRMP to site personnel;
Clint Melmeth	0417 563 797	Operations Manager	Responsible for ensuring the PIRMP is available to all staff responsible for implementing the plan Responsibility for Notifications and communications as defined in this PIRMP Responsibility for coordinating the response to a pollution incident Responsible for arranging testing and reviewing of the PIRMP

## 4. INCIDENT MANAGEMENT

This Plan considers both air and water-based pollution incidents impacts. Overall considerable design and written environmental management systems are in place to effectively minimise the likelihood and impact of a pollution incident. However, such incidents despite the best design and management methods can occur. Such incidents are covered in the Plan using incident response methods.

A pollution incident is defined in the POEO Act, as:

*an incident or set of circumstances during, or as a consequence of, which there is or likely to be a leak, spill or other escape or deposit of a substance, as a result of which pollution has occurred, is occurring or is likely to occur. Includes an incident or circumstances in which a substance has been placed or disposed of on premises but **DOES NOT** include the emission of any noise.*

In the event of a "MATERIAL HARM" incident (refer to **Section 5.1**), prior to any other action the site must contact 000 if the incident poses an immediate threat to human health or property. Fire and Rescue NSW, NSW Police and the NSW Ambulance Service are the first responders, with responsibilities of controlling and containing incidents.

If the material harm incident does not pose any threat to human health or property, concurrently with contacting emergency services (000), all possible actions should be taken to control the pollution incident and minimise health, safety, and environmental consequences. These actions must be employed to the maximum extent possible to:

- Provide for the safety of people at and within the vicinity of the site, and
- Contain pollution incident.

In compliance with this PIRMP, the actions to be implemented in the event of an incident are:

1. Secure the scene and contain incident.
2. Gather information from available sources (i.e., environmental monitoring)
3. Determine the investigation level.
4. Review and classify information and determine actions.
5. Complete actions
6. (in the event of on-going incidents, perform trend analysis report)

Arrangements, including description and location of safety equipment, for minimising risk of harm to people and the environment as a result of a pollution incident, and for containing or controlling a pollution incident, are detailed in **Appendix 1**.

This management plan documents the roles and accountabilities of key personnel at the facility, in the event of an emergency and the contact details for appropriate emergency services; and details the designated Evacuation Point – any changes to Emergency Procedures are to be documented and communicated to all personnel.

Incident management focuses on actions to:

Secure and assign necessary response resources, including equipment and/or personnel, to minimise the environmental impacts associated with an incident.

Provide that response operations are carried out in a safe, well-organised, legal, and effective fashion.

Provide for the safety and welfare of all responders, employees, contractors, and visitors.

Continuously assess the incident to determine the adequacy of tactical response operations and the need for further assistance.

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## Procedure

Manage Stakeholders arriving at site.

Minimise effects on people, the environment, property, processing/production, and company reputation.

Implement an environmental monitoring program to quantify impacts as a result of an incident, and used to notify adjacent affected neighbours, as to types of avoidance / remediation that may be necessary.

Interact, as appropriate with personnel.

All employees are to receive emergency preparedness and response training during their site induction and first week of employment. Controls for PPE and incident containment are detailed in the risk assessment documents listed in **Section 2.2**, including (but not limited to):

- Emergency spill kits
- Portable pumping infrastructure
- Spill Booms

Pollution management activities on private property, outside site boundary, must be liaised directly with relevant authority, landowner, and emergency services.

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## 5. NOTIFICATION PROCEDURES

### 5.1 Legal Duty to Notify

Following containment of the incident, immediate action must be taken to determine if the incident can be classified as a "Material Harm Incident", i.e., considered to be causing or threatening material harm. As defined by section 147 of the POEO Act, a material harm incident has occurred if the incident:

*Involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial; or*

*Results in actual or potential loss greater than \$10,000 total (including expected costs and expenses incurred from practicable measures to prevent, mitigate, or make good harm to the environment, or aggregate property damage exceeding the above amount, or such other amount proscribed by relevant regulations).*

The determination of a material harm incident will be made by the Operations Manager, in consultation with the Chemist; if the Operations Manager is not immediately available, the decision will be made by the Chemist.

### 5.2 Reporting

As per **Section 3.1**, internal reporting of environmental incidents is the responsibility of all employees and contractors. In the event of a material harm incident, response and notification must be undertaken as per Appendix 2, which contains the following important information:

The local government authority for the area in which EPL is issued.

The persons and authorities to be notified by part 5.7 of the *POEO Act*; and

The contact details of each relevant authority referred to in section 148 of the *POEO Act*.

In the instance of Environmental Incident/Hazard identification, personnel will report the issue promptly and without delay (once an assessment has been made) to their supervisor, who in turn must report issue to the Operations Manager.

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As per guidance provided by the EPA, the decision on whether to notify the incident in accordance with Part 5.7 of the POEO Act should not delay immediate actions to provide for the safety of people or contain a pollution incident. However, incident notification will be made as soon as it is safe to do so.<sup>1</sup>

Record keeping of incident details, including investigations and outcomes will be kept on file and made available to stakeholders upon request within 14 days.

After initial notification of any material harm incident, it will be the responsibility of the Operations Manager to liaise with any authority listed in **Appendix 2** that requests additional information or is providing directions for management of the "material harm incident". This may include incident investigation reports and ongoing environmental monitoring results.

### 5.3 Community

Community notification will be undertaken at the determination of the Operations Manager. The following notification methods are proposed to be used as required:

Early warnings: Same day notification by telephone and door knocking to nearby landholders/occupiers, over the subsequent 24Hr period; and (collect contact phone numbers for any follow ups). Refer Neighbours contacts in Appendix 2 (External Notification Procedure)

Updates: follow up phone calls to all stakeholders whom may have been notified during the initial early warning. The broader affected community is to be updated through the use of fact sheet updates, any community consultative meetings, media statements.

Priority will be granted to notification of sensitive premises in close proximity such as schools (of any age grouping), nursing homes and hospitals. Information provided to the community will be relevant to the incident, and include the following:

- Type of incident that occurred.
- Potential impacts on local landholders and the community.
- Site contact details.
- Advice or recommendations based on the incident type and scale.

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## 6. TRAINING, TESTING AND COMMUNICATION

### 6.1 Training

All personnel affected by the content of this document will receive an explanation and instruction on their relevant parts of this document. General information relating to incident management and emergency response shall be included in all site inductions.

A training exercise testing the adequacy of emergency preparedness and response will be undertaken annually. Training exercises may involve measuring emergency response to a simulated emergency, can involve all personnel and/or external response agencies (Ambulance, Fire, etc)

All training records, including the name of person undertaking training and date of training, shall be maintained.

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<sup>1</sup> EPA Frequently asked questions regarding the duty to notify of a pollution incident  
<http://www.epa.nsw.gov.au/legislation/poefaqnotify.htm>

## 6.2 Testing, Review and Maintenance

Testing of the PIRMP must be undertaken to check that the information is current and accurate, and that the plan is capable of being implemented in a practical and effective manner. Testing will be undertaken in the following ways:

The PIRMP tested, assessed, and reviewed, making any necessary changes. Testing can be undertaken in the form of a desktop simulation, a practical exercise or emergency drill. Testing will include all components of the plan, including training requirements.

A review of the PIRMP will occur annually from the date of authorisation of the PIRMP by the Operations Manager. Contact details must be always kept current; and

The PIRMP will be reviewed within one (1) month of the date of any pollution incident that occurs as a course of an activity to which the EPL relates.

Records will be kept in accordance with **Section 7.0** of this plan. Information to be retained regarding PIRMP testing includes:

The manner in which the test was undertaken.

Dates when the plan has been tested.

The person who carried out the testing; and

The date and description of any update/amendment to the plan.

## 6.3 Availability of the PIRMP

The PIRMP is to be kept in written form at the EPL facility and made available to all personal responsible for implementing the plan, and to an authorised officer (as defined in the POEO Act) on request.

The PIRMP will be made publicly available within 14 days, and free of charge, to any member of the public upon request. The PIRMP will be published on the company website and made available to the EPA following each annual review.

No personal information will be made publicly available as part of the PIRMP.

**Procedure**
**7. REVIEW/TRAINING REGISTER**

Date of Test	Name of Personnel Undertaking Test	Manner of Testing (Desktop review, Simulation)	Summary of Changes (Include brief detail and section number)
1.4.14	Shannon Martin	Desktop Review & Annual Review	Updated site maps (2.3), changed Paul Dobb to Damien Peterson (3.2), Changed MSDS references to SDS in compliance with WHS Act, 2011(throughout)
28.4.15	Shannon Martin	Desktop Review & Annual Review	Nil Changes, but will need to include name and details of new General Manager when appointed
04.04.16	Peter Carey	Desktop Review & Annual Review	Nil Changes, but will need to include name and details of new Operations Supervisor when appointed
01-11-16	Peter Carey	Desktop Review & Annual Review	Nil Changes, but will need to include name and details of new Manager when appointed
17/5/2017	Peter Carey	Desktop Review & Annual Review	Update references, new position titles and names, changed WorkCover to SafeWork NSW
16/5/2018	Peter Carey	Desktop Review & Annual Review	Formatting/editorial changes, new position personnel details.
22/05/2019	Peter Carey	Desktop Simulation and Annual Review	Updated references, position titles and names. Included site of 36 Bradmill Avenue – Note 36 does not hold an EPL and is included for governance at this stage.
29/08/2019	Clint Melmeth	Simulated Chemical Spill Exercise	Tested PIRMP and safety evacuation procedures with a simulated chemical spill exercise.
21/05/2020	Peter Carey	Desktop Simulation and Annual Review	Updated references, position titles and names. Included site of 36 Bradmill Avenue – Note 36 now included in EPL 13092



**Procedure**

Date of Test	Name of Personnel Undertaking Test	Manner of Testing (Desktop review, Simulation)	Summary of Changes (Include brief detail and section number)
<i>25/05/2021</i>	<i>Peter Carey</i>	<i>Desktop Review &amp; Annual Review</i>	<i>Update location references due to the amalgamation of 36 and 38 Bradmill Avenue to 38 Bradmill Avenue.  Addition of local area contact information to Section 5.3 and Appendix 2.</i>

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Date of Training	Name of Personnel Undertaking Training	Manner of Training (Desktop review, Simulation)	Notes (Included in induction of personnel)
22.1.13	Shannon Martin, Paul Dobb, Howard French	Desktop Review	Nil
1.4.14	Shannon Martin, All Yard Staff	Simulation	Simulation went well, fast response times (simulate 200Ltr oil spill)
15.4.15	Shannon Martin, Damien Peterson, Ross Goodwin, Peter Carey	Desktop Review	Nil
04.04.16	Howard French, Cam Harbrow, Peter Carey, Ross Goodwin	Desktop Review	Nil
17/5/2017	Howard French, Steve Hoare, Peter Carey, Glenn Anderson	Desktop Review	Nil
18/5/2018	Howard French, Peter Carey, Susan Calhoun	Desktop Review	Nil
24/5/2019	Clint Melmeth, Peter Carey, Malcolm Beanz	Desktop Simulation	Nil
29/8/2019	Clint Melmeth, Peter Carey, Work site	Chemical Spill Exercise	Simulated 200 litre paint waste spill with evacuation, clean up and simulated emergency services responding. Alarm requires improvement.
7/2/2020	Clint Melmeth, Peter Carey, Work site	Oil Spill	Oil spill from overfilled Tanker. Remediation with driver, employees and management involved in isolating spill and clean up
17/6/2021	Clint Melmeth, Rob Bartlett, Seva Rokobaro	Oil Spill	Oil Spill from pressurised oil line. Remediation with driver and supervisors involved in containment and clean up of site. Vac tanker used for final clean.

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## 8. APPENDICES

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### 8.1 Appendix 1

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#### **HYDROCARBON OR CHEMICAL SPILL TO LAND LESS THAN 200 LITRES**

1. Access the spill response equipment closest to spill (covered by induction)
2. Block surface water drains with a physical barrier (drain seal); booms, or mounded soil  
If spill has entered drain, inform the Chemist and Operations Manager – EPA will need to be notified
3. Where possible (and only if safe); isolate source of spill
4. **Notify supervisor and the Chemist or Operations Manager**
5. Conduct an assessment of the weather conditions, i.e. expected rainfall
6. Wearing PPE, (consult SDS register for appropriate PPE requirements); scoop, or pump as much pooled substance as possible into receptacle for re-use/disposal
7. Label waste receptacle appropriately as per waste type
8. Upon removal of the majority of the spill, apply spill absorbent material unto spill
9. With a stiff broom, mix the absorbent material into the spill until spill is absorbed
10. Once Hydrocarbon/Chemical spill has been absorbed, immediately dispose of the saturated absorbent material into a weather proof container, and label as contaminated waste – for later disposal
11. NEVER hose down contaminants into drains
12. The Chemist will provide advice on disposal of waste

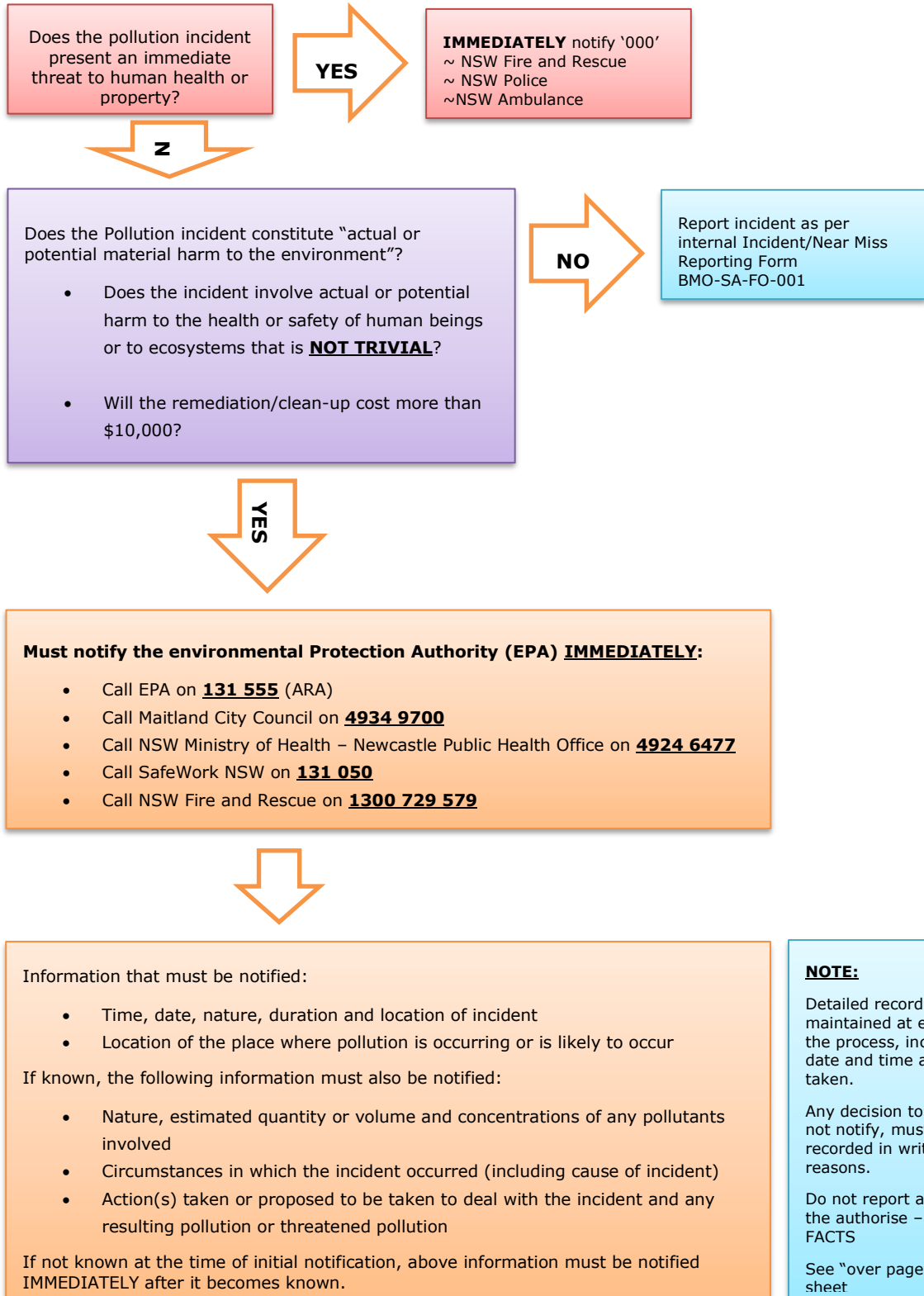
## **HYDROCARBON OR CHEMICAL SPILL TO LAND MORE THAN 200 LITRES**

1. Where possible (and only if safe); isolate source of spill
2. **Notify supervisor and the Chemist or Operations Manager**
3. Access the spill response equipment closest to spill (covered by induction); and any additional spill equipment readily at hand (including stock)
4. Block surface water drains with a physical barrier (drain seal); booms, or mounded soil  
If spill has entered drain, inform the Chemist and Operations Manager – EPA will need to be notified
5. Conduct an assessment of the weather conditions, i.e. expected rainfall
6. If required contact JR Richards on **0429 039 535** for assistance (Vacuum Truck)
7. Wearing PPE, (consult SDS register for appropriate PPE requirements); scoop, or pump as much pooled substance as possible into receptacle for re-use/disposal
8. Label waste receptacle appropriately as per waste type
9. Upon removal of the majority of the spill, apply spill absorbent material unto spill
10. With a stiff broom, mix the absorbent material into the spill until spill is absorbed
11. Once Hydrocarbon/Chemical spill has been absorbed, immediately dispose of the saturated absorbent material into a weather proof container, and label as contaminated waste – for later disposal
12. NEVER hose down contaminants into drains
13. The Chemist will provide advice on disposal of waste

**Procedure**

**8.2 Appendix 2 (External Notification Procedure)**

**TO BE USED BY THE OPERATIONS MANAGER AND CHEMIST ONLY**



**Procedure****INCIDENT NOTIFICATION RECORD SHEET**

To be used when reporting incidents to the EPA

**Date:****Time:****Name of Person Notifying:****Position of Person Notifying:****INCIDENT DETAILS – Record what you report to the EPA****Location of Incident:****Nature of Incident (type of incident, estimated quantities/concentrations):****Circumstances which led to the Incident (cause):****Action(s) being taken or proposed to be taken:****Other information provided:****Authorities Notified (tick):**

<b>Authority:</b>	<b>Notified (Tick):</b>	<b>Person Notified</b>	<b>Time Notified:</b>	<b>Notes</b>
<b>EPA</b> (131 555)				
<b>MCC</b> (4934 9700)				
<b>NSW Health</b> (4924 6477)				
<b>SafeWork NSW</b> (131 050)				
<b>Fire and Rescue</b> (000)				

**BRADMILL OPERATIONS  
PIRMP**



**BMO-SOP-002**

**Neighbours Notified**

<b>Address</b>	<b>Company</b>	<b>Phone</b>	<b>Direction from site</b>	<b>Notified Time and date.</b>	<b>Notes</b>
<b>38 Bradmill</b>	<b>JRR / ROS</b>				
<b>25 Kyle St</b>	<b>JRR / ROS</b>				
43-41 Bradmill Ave	Rhomberg Rail Australia	02 9135 9400	South		
33 Bradmill Ave	HIE Signs	02 4932 7555	South		
25 Bradmill Ave		02 4932 6044	South		
21 Bradmill Ave	Hollingshed Hoist & Haulage	02 4932 4000	South		
15 Bradmill Ave	HE Parts International	02 6571 4991	South		
11 Bradmill Ave	Masilva	02 4931 0165	South		
7 Bradmill Ave	Symal	1800 314 659	South		
5 Bradmill Ave	Australian Equipment Engineering		South		
44 Bradmill Ave	EzyFlo	0417 700 062	South		
42 Bradmill Ave	Tolsaf		South		
40 Bradmill Ave	Guys Karate School	0499 968 389	South		
40 Bradmill Ave	Wine Quip	02 4932 4511	South		
32 Bradmill Ave	Novocastrian Caravans	0426 457 564	South		

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<b>Address</b>	<b>Company</b>	<b>Phone</b>	<b>Direction from site</b>	<b>Notified Time and date.</b>	<b>Notes</b>
32 Bradmill Ave	Heavy Diesel Specialists	0408 296 234	South		
26 Bradmill Ave	CPR	0447 357 760	South		
22 Bradmill Ave	Planet Engraving	02 4030 5878	South		
22 Bradmill Ave	Pink Swan Lazer Cutting	02 4954 7887	South		
22 Bradmill Ave	Sarah Brown Dance	02 4937 6184	South		
22 Bradmill Ave	SLAM Engineering	0407 249 924	South		
18 Bradmill Ave	Gravity X Indoor Trampoline	02 4932 9988	South		
160 Racecourse Rd	SRH	0409 326 163	South		
166 Racecourse Rd	Hunter Valley Granite & Marble	02 4932 8446	South		
4 Hinkler Ave	Storage King	02 4932 9933	South East		
8 Hinkler Ave	Acciona		South East		
21 Hinkler Ave	John Holland		South East		
17 Hinkler Ave	Net Modular	02 4932 1089	South East		
13 Hinkler Ave	Hunter Valley Seat Specialists	02 4932 0600	South East		
13 Hinkler Ave	D&L Upholstery	02 4932 9997	South East		



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5 Hinkler Ave	Gemco Rail	02 4028 5240	South East		
5 Paddock Pl	4WD Solutions	0409 044 161	South East		
7 Paddock Pl	Treloar Critical Fluid Solutions	02 4937 6410	South East		
13 Paddock Pl	Cellsera Australia	02 4932 9633	South East		
15 Paddock Pl	REES	02 4932 7344	South East		
16 Paddock Pl	JH Commercial	02 4930 7842	South East		
10 Paddock Pl	Mammoth Equipment Exhausts	1300 310 410	South East		
6 Paddock Pl	BARD Engineering	1300 799 226	South East		
6 Paddock Pl	Eathsafe	1800 043 635	South East		
Cnr New England Highway & Racecourse Rd	Harvey Norman	02 4932 2800	East		
Cnr New England Highway & Racecourse Rd	Snooze	02 4932 1988	East		
Cnr New England Highway & Racecourse Rd	BCF	02 4931 9346	East		

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<b>Address</b>	<b>Company</b>	<b>Phone</b>	<b>Direction from site</b>	<b>Notified Time and date.</b>	<b>Notes</b>
Cnr New England Highway & Racecourse Rd	Forty Winks	02 4932 4800	East		
Cnr New England Highway & Racecourse Rd	Spotlight	02 4020 1371	East		
Cnr New England Highway & Racecourse Rd	Beacon lighting	02 4932 1232	East		
Cnr New England Highway & Racecourse Rd	Adairs	02 4036 5027	East		
Cnr New England Highway & Racecourse Rd	Weber Store	02 4002 1644	East		
Cnr New England Highway & Racecourse Rd	Domayne	02 4932 2302	East		
Cnr New England Highway & Racecourse Rd	Howards Storage World	02 4932 4655	East		

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<b>Address</b>	<b>Company</b>	<b>Phone</b>	<b>Direction from site</b>	<b>Notified Time and date.</b>	<b>Notes</b>
Cnr New England Highway & Racecourse Rd	Datagnans Cafe	02 4932 4300	East		
27 Kyle St / Private Road	MAN vs Parts	0436 005 959	West		
27 Kyle St / Private Road	NVRC	0401 757 138	West		
29 Kyle St / Private Road	All About Steel	02 4932 1811	West		
33 Kyle St / Private Road	CRAM	02 4035 3500	West		
Kyle St / Private Road	Motion Group	0412 577 448	West		
15 Kyle St / Private Road	Hymix	1300 049 649	West		
17 Kyle St / Private Road	Wood Galore	02 4932 6850	West		
107 Kyle St / Private Road	Goldsprings	02 4932 0622	West		
Kyle St	JNA Developments	1800 622 272	West		

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Kyle St	Darren O'Brien Plumbing	4932 2555	West		
Kyle St cnr new England	Trailers & Tow bars	4932 7577	West		
172 Kyle St	Brands Repair and Transport Services	0429 457 041	South West		
172 Kyle St	SGH Southern Generators	1300 350 706	South West		
172 Kyle St	Maitland Cool Rooms	0402 690 607	South West		
178 Kyle St	Ground Sounds Australia	02 4932 3582	South West		
99 Kyle St	Cleanaway	02 8645 4340	South West		
387 New England Highway	Tools Warehouse	02 4044 0539	North		
387 New England Highway	Caltex / Woolworths	02 4937 6345	North		
387 New England Highway	Sydney Tools	02 8416 2100	North		
445 New England Highway	Residence?		North		
447 New England Highway	Residence?		North		

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449 New England Highway	Residence?		North		
451 New England Highway	Residence?		North		
453 New England Highway	Residence?		North		
457 New England Highway	Rutherford Trailers & Towbars	4932 7577	North		
455 New England Highway	Hunter Valley Motor Sports	02 4932 6800	North		
387 New England Highway	Outdoor Furniture Factory	02 4018 7213	North		
387 New England Highway	Colliers international	0401 717 795	North		
387 New England Highway	4WD Industries	02 4933 3766	North		
New England Highway	Hunter Valley Marine	02 4933 1295	North		
71 Mustang Dr	Tilly's play	02 4932 6072	North		

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Mustang Dr	Warner	02 4932 6100	North		
2 Sabre Close	Cooper Fluid Systems	02 4041 6330	North		
68 Mustang Dr	Sneddon Hydraulics	02 4932 0113	North		
63 Mustang Dr	ATL Armour transport logistics	02 4937 6300	North		
Mustang Dr	ESCO / Weir		North		
59 Mustang Dr	Premier Fitness & Martial Arts	0401 199 913	North		
59 Mustang Dr	Hunter Valley Garage Doors	4932 3772	North		
59 Mustang Dr	Zanchin Jujitsu	0401 199 913	North		
56 Mustang Dr	MRM Engineering	02 4936 8700	North		
Mustang Dr	Mi Asia Pacific		North		
55 Mustang Dr	Multotec	02 4035 9600	North		
44 Mustang Dr	Valley Fasteners	02 4932 5222	North		
41 Mustang Dr	MechLec	0499 006 200	North		
41 Mustang Dr	Sign Designs	0408 307 005	North		
41 Mustang Dr	MJU Plumbing	0421 014 789	North		
41 Mustang Dr	Stonecraft	02 4932 1256	North		

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43 Mustang Dr	Harness Master NSW	1300 438 947	North		
41 Mustang Drive	NPSI National Pipe Supplies	02 4314 0228	North		
2 Sabre Cl	Tinks Starter Yards	02 4932 3488	North		
25 Mustang Dr	United Safety	02 4932 3644	North		
21 Mustang Dr	Pullins Carpet	02 4932 1874	North		
5 Mustang Dr	Anaconda	02 4020 1300	North		
5 Mustang Dr	Amart Furniture	4006 3400	North		
5 Mustang Dr	Nick Scali	02 4932 0624	North		
17 Mustang Dr	VW Commercial	02 4932 0624	North		
17 Mustang Dr	Isuzu lite	02 4039 8246	North		
6 Mustang Dr	Tefol	02 4015 3600	North		

