



Stormwater Information Sheets



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Assisted by funding from the Victorian Government through EPA Victoria as part of the Victorian Stormwater Action Programme.



Industry Stormwater Project

Stormwater Guides

There are many benefits to be gained from businesses becoming environmentally responsible, including:

- Ÿ Cost savings
- Ÿ A better company image
- Ÿ Improved environmental conditions for everyone in our community
- Ÿ Minimised potential for environmental fines and prosecutions.

The main areas in which businesses can improve their stormwater and environmental performance are:

- Ÿ Materials storage and spill control
- Ÿ Litter
- Ÿ Waste materials storage
- Ÿ Delivery and transfer of goods
- Ÿ Cleaning and washdown practices.

Kingston Council has developed these guide sheets with the assistance of EPA Victoria and South East Water and they can be used by most businesses to reduce their risk of polluting our waterways.

Remember - many small changes can add up to big improvements to the environment.

Do You Have Any Questions?

For further information please contact Robert Powell,
Industry Stormwater Officer

Phone: 8585 3379

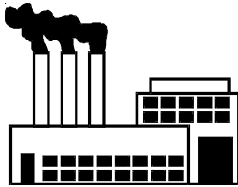
Email: robert.powell@kingston.vic.gov.au



STORMWATER MANAGEMENT



Stormwater Management General Information Sheet



Why Is Stormwater Management Important

The stormwater from your factory travels via the gutters and drains to local creeks or rivers and eventually ends up in the Bay or on the beach. If it is contaminated with pollutants such as litter, wastes, grease, oil or other chemicals it can kill fish and other water life, and seriously pollute the environment where people swim, fish and play.



fresh water and sea life habitats destroyed

polluted beach & waterways

Some of the activities carried out in factories have the potential to pollute stormwater and therefore have an impact on the water quality in our local waterways.



Allowing stormwater to become polluted is an offence that can result in an on-the-spot fine or prosecution.

Putting Wastewater Into The Sewerage System

There are two separate and different underground pipe systems. Rainwater becomes stormwater as it lands on hard surfaces (i.e. roads, driveways, roofs). In most cases stormwater is not treated to remove pollutants before being piped to the bay.

The sewerage system typically takes waste water from toilets and sinks to the Eastern Treatment Plant at Carrum where it is treated before being discharged to the ocean.

Wastewater (sometimes called **trade waste**) is any water used or contaminated in your business operations. Your wastewater may contain pollutants such as sediments (e.g. soil, sand) and chemicals. You must have a permit from the local sewerage utility before you can put wastewater into the sewerage system.



STORMWATER DRAINS ARE FOR RAINWATER ONLY

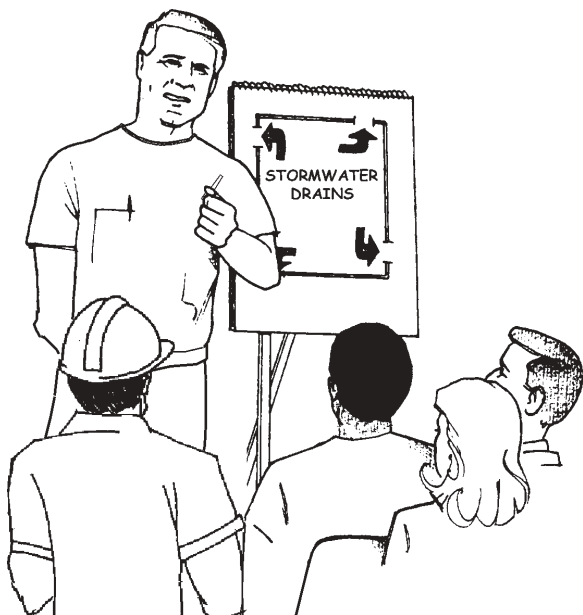


Good Stormwater Management

Employee Training

Train your staff in the environmental aspects of their work. Show them and make sure they understand:

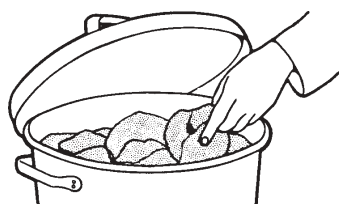
- > practices you have to help keep the environment clean.
- > the difference between the stormwater and sewerage systems.
- > where the stormwater drains are
- > how to handle materials to reduce waste and prevent spills
- > how and where to securely place recyclables and wastes such as litter, liquid wastes, product containers and packaging.



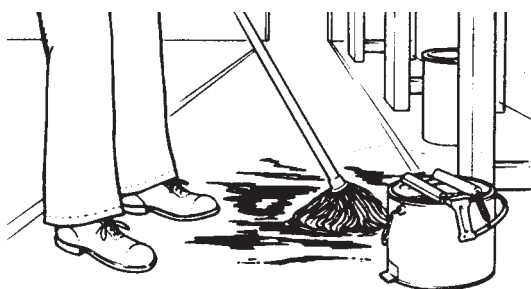
Train your staff in the environmental aspects of their work.



clean up rubbish



put oily waste in a bin



clean up oils and fluids

Your plan could include cleaning, maintenance and regular checks to help keep stormwater clean.

Further Information



South East Water 9552 3756

City of Kingston 8585 3379

Develop an Environmental Management System

Your **ENVIRONMENTAL POLICY** should show your commitment to comply with environmental laws. It should show how you manage issues such as water consumption, energy efficiency, water quality and minimising waste. EPA Victoria's booklet 'Good Practice for Cleaner Production - Small and Medium Sized Enterprises' (Publication 899) could help you get started. Contact EPA Victoria on 9695 2722.

Your **ENVIRONMENTAL PLAN** shows actions taken and a time frame for actions in the future. Actions could include a maintenance plan or daily schedule for employees to follow. Your schedule could include cleaning, maintenance and regular checks to make sure no wastes are entering the stormwater system.

Involve staff in developing your policy and plan. If they have contributed, they will be more likely to follow it.

You could aim to achieve ISO 14001 accreditation (ISO 14001 is the international standard specification for environmental management systems).

(www.iso.ch/iso/en/iso9000-14000/index.html)



LITTER MANAGEMENT

Stormwater Management Information Sheet 1.0



What To Do With Paper, Bottles, Lunch Wrappers...

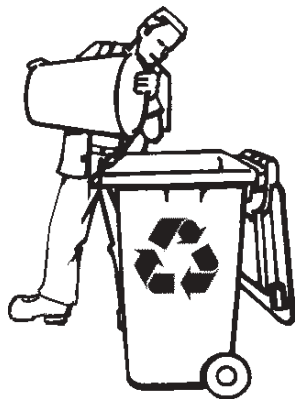


DO NOT sweep litter into gutters

Sweep up litter from carpark, yards and public access areas. Do not sweep litter or anything else into gutters or drains where it gets into local waterways and eventually ends up in the bay. Recycle or dispose of the swept rubbish in your waste bins.

Keep the footpath, gutter and outside areas near your business free of litter.

use bins to recycle



Take pride in your business and its contribution to the local community by collecting up waste left on the footpath or in the gutter and disposing of it appropriately. Contact Kingston Council on 1300 653 356 if there is persistent rubbish dumping in your area.

Have enough recycling and disposal bins for staff and customers to use. Make sure open bins are not allowed to overflow and are kept away from outside doors where the wind may blow litter into the stormwater system.

PLEASE RECYCLE



Fix notices or signs to the doors or walls of all garbage storage areas to explain recycling, handling and cleaning procedures for staff. Ask your staff to recycle their soft drink bottles, cans, milk cartons etc – if not at work, then at home.

Cigarettes



provide a cigarette butt container

Provide containers for cigarette butts in areas used by smokers (staff and visitors). Cigarette butts are a major cause of pollution – they are too small to be captured in most litter traps in the stormwater drains, take many years to break down in the environment and contain a number of harmful chemicals. Regularly empty butt containers into your waste bins.

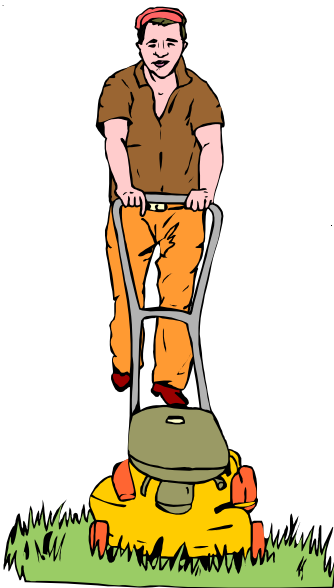
Litter From Gardens And Outdoor Areas



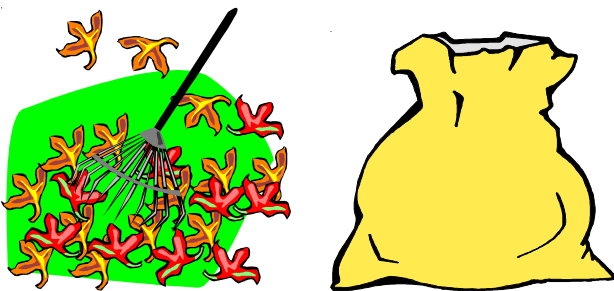
DO NOT sweep grass clippings into gutters

Leaves, grass clippings, soil and stones entering the stormwater system can:

- block drains and cause flooding,
- smother creek bottoms cutting out sunlight and oxygen to plants and bottom dwelling animals,
- reduce oxygen available to fish and plants, when leaves and grass clippings rot down.
- end up in bay.



If you have someone cut your grass on a regular basis, make sure they don't blow the clippings into the stormwater system – have them bag the clippings and any leaf litter and either compost them or send them to landfill.



Put leaves and grass clippings into bags or compost



WASTE STORAGE, RECYCLING & DISPOSAL

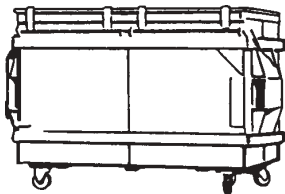
Stormwater Management Information Sheet 2.0



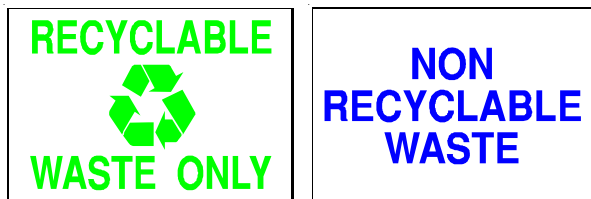
Know Your Waste



identify types of waste



only put dry, solid, inert wastes into industrial waste bins



Knowing your wastes will help you to look for opportunities for eliminating, minimising, reusing and recycling the different types of wastes from your operations.

Do a check or audit to identify :

- the major types of waste
- the source of the waste
- the volume / amount
- the cost of this waste

Generally, waste is classified according to its physical or chemical properties and toxicity characteristics.

Waste, either liquid or non-liquid may be hazardous and classified as Group A, Group B or Group C waste. For further information contact EPA Victoria on 9695 2722.

Refer also 'Safe Handling of Industrial Waste - A Practical Guide for Workplaces'. Contact WorkSafe Victoria on 9641 1333.

Label And Store Wastes Properly

If wastes are kept on-site they should be classified, labelled and packaged properly and then stockpiled securely (such as in a roofed area that rainwater cannot enter). Any stockpiled waste that finds its way into the stormwater system (especially during rain) could cause pollution, and you could face a fine.

Material put into your industrial waste bin will generally go to landfill. Bag any dusts or fine materials. Do not put liquid wastes in this bin.

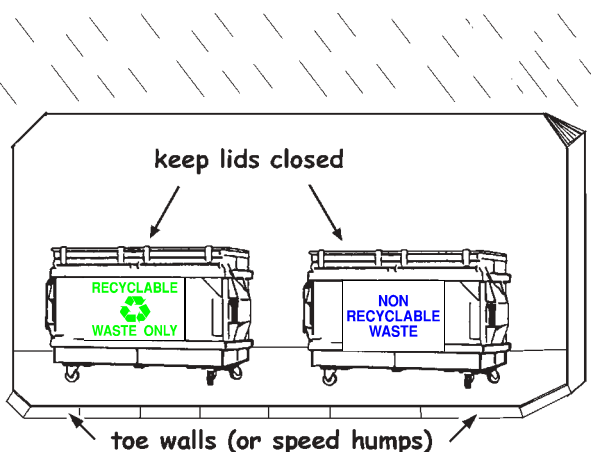
Waste Skip And Bin Storage Areas.

Where possible, store all waste skips and bins in a designated area with a roof and surrounded by toe walls to prevent any leakage entering the stormwater system.

Keep lids closed to stop loose litter being blown away. This also stops rain getting in which can wash oils, solvents and chemicals out of rags and into the stormwater.

With open topped scrap metal skips a tarpaulin will keep out rain. If the skip has splits or holes in it:

- either ask your supplier to repair it.
- or replace it with a skip in good condition.
- or provide some absorbent material around the base to soak up leakage and dispose of in a bin.



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Avoid, Reduce & Reuse Waste

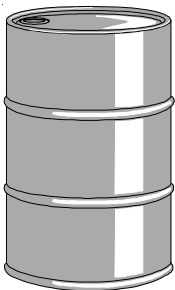


**WASTE IS
COSTING YOU
MONEY!!**

Check ways to save on
www.ecorecycle.vic.gov.au



RECYCLE



**Use containers
that can be
refilled or
recycled.**



**STOCK
MANAGEMENT
PROCEDURES**

Regularly review your procedures



**Improved
maintenance
reduces
waste**

If your business is producing waste, it is costing you money and there could be a better way to do what you are doing.

To reduce waste, small factories need to focus on waste management rather than waste disposal. Rather than throwing your waste out, someone else may be able to use it, or you could use it yourself (e.g. reusing packaging materials).

Ways You Can Avoid, Reduce And Reuse Waste:

1) Change the raw materials you use

Reuse your wastes on site or find someone who can use your wastes. Many liquid wastes such as dirty thinners and engine oil can be recycled. Others, such as toxic chemicals, need to be treated by a licenced facility. Such wastes need to be transported by Environment Protection Authority Victoria (EPA Victoria) permitted carriers.

2) Change your purchasing and supply procedures

Use a 'first in, first out' materials policy to avoid wastage of materials that are out of date.

Plastic drums and chemical containers take up space in your garbage bin. Some are currently unrecyclable you should either reuse them or return them to your suppliers. Some suppliers will collect, wash and refill drums. Many large plastic drums now carry deposits. If your supplier will not collect them, there are others that will. Try to avoid buying products in plastic containers that cannot be recycled or reused.

3) Change your operating procedures

Minimise the handling of materials to reduce contamination and potential for spills.

Improve housekeeping procedures by keeping storage and work areas clean, organised and labelled.

Regularly review your inventory and stock-management procedures. This may help you to identify any materials you are overusing; inaccurate measuring causing wastage; whether new materials delivered are in an acceptable condition and which batches of materials are to be used next.

4) Maintain your equipment

Improve maintenance procedures to cut losses from leaks or inefficient operating equipment.

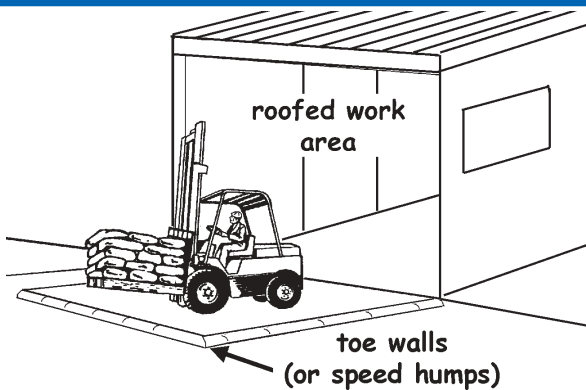


DELIVERY & TRANSFER OF GOODS



Stormwater Management Information Sheet 3.0

On-site Transfer



Spills from loading and unloading operations are a common source of stormwater pollution. Where possible conduct all activities with the potential to pollute water (e.g. loading and unloading, transfer of materials) within roofed and bunded areas or indoors.

Liquids

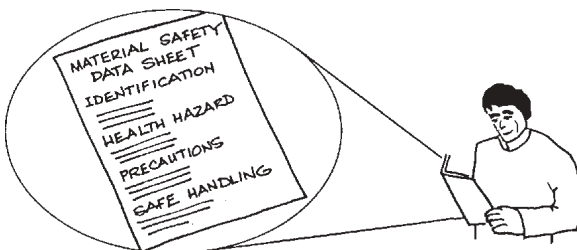


When moving, pumping, loading or unloading liquids make sure that a spill kit is available for use in case of a spill. Depending on the type of liquid, spill kits can be as simple as a drum full of sand or sawdust and a shovel.

For hazardous or dangerous liquids, manufactured kits are available in a range of sizes for different applications (oils, chemicals etc) and can be purchased from a number of local suppliers.

Remember – a vehicle delivering goods to your site may have other hazardous/dangerous goods on board and you may need to help in an emergency.

Solids



Spilt solid materials such as granules (powders, pellets), sawdust or wood shavings can enter the stormwater system and either block it or break down and cause pollution. Solid materials should be transported in an appropriate container and in the event of a spill, swept up and disposed of correctly.

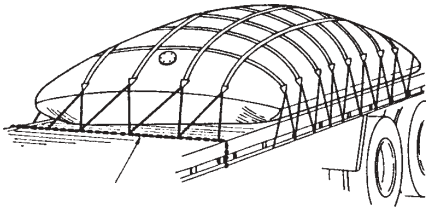
Correct disposal information can be found on MSDS's (Material Safety Data Sheets).



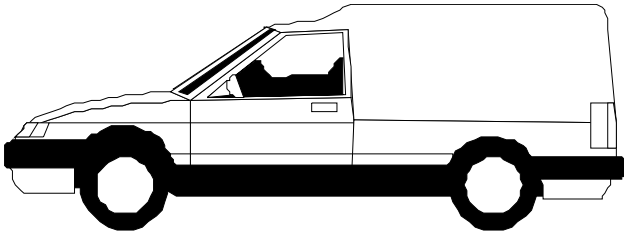
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Delivery



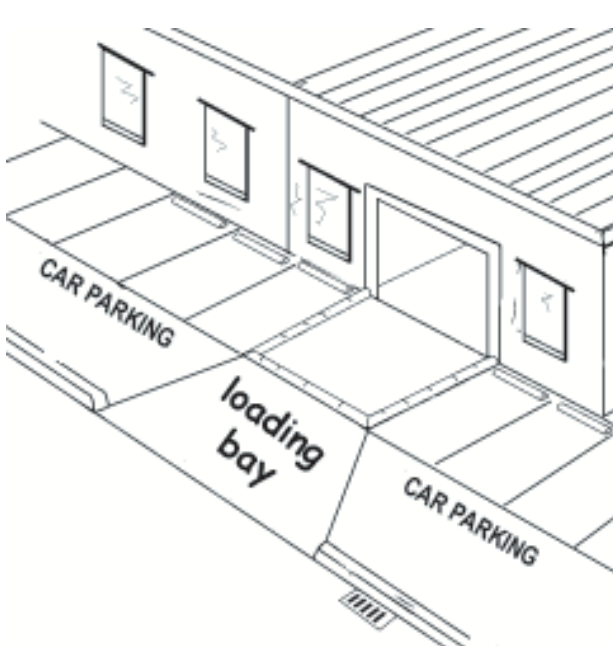
Cover and secure loads leaving your site to stop loose material or goods falling off or blowing away



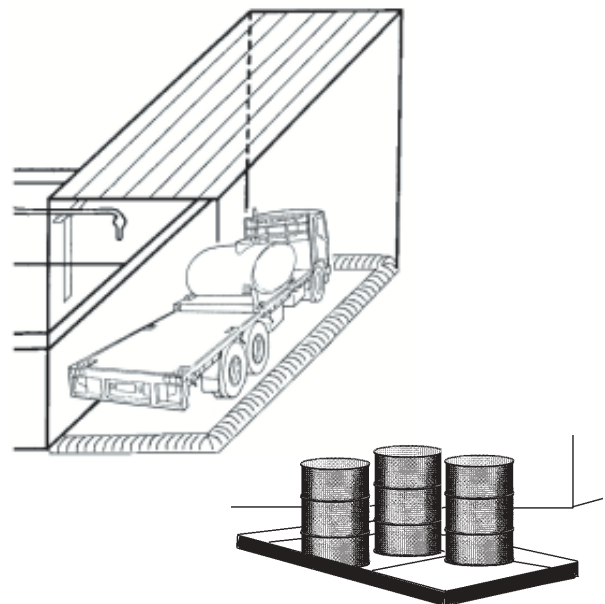
cover loads leaving your site

Yard Areas

Separate clean and dirty areas



driveways
and
car-parking areas



loading bays,
material collection points,
waste storage areas and yards

Separate relatively clean areas (e.g. driveways and car-parking areas) and relatively dirty areas (e.g. loading bays, material collection points, waste storage areas and yards).



SOLID MATERIAL STORAGE

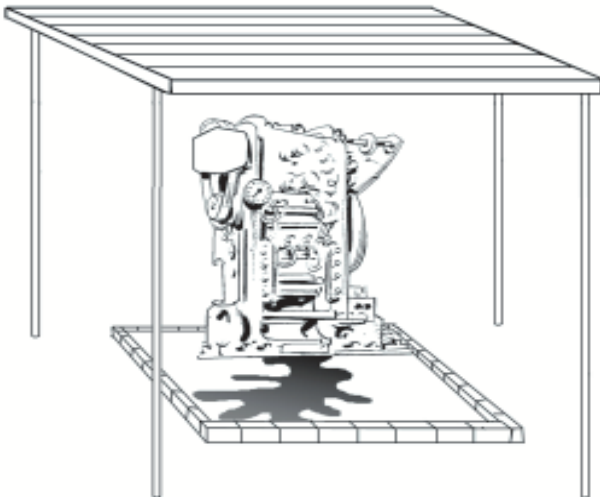


Stormwater Management Information Sheet 4.0

Stormwater Pollution From Solid Materials



pollution from stored powders or machinery



Always store old parts or engines with residual oil, grease or fuel in a bunded area, preferably under cover.



litter can pollute creeks

Solid materials may be non-hazardous or classified as hazardous substances or dangerous goods.

Solid materials usually occur in several forms:

Powders or dust, (powdercoat paint, sawdust, sand, cement, flour etc).

Pellets or granules, (plastics, stones, animal feeds etc).

Chipped materials (swarf, mulch, wood shavings etc).

Larger objects (timber, sheetmetal, angle iron etc)

Finished goods.

Non-essential goods (Old machinery, excess stock, empty oil/chemical drums, used packaging materials etc).

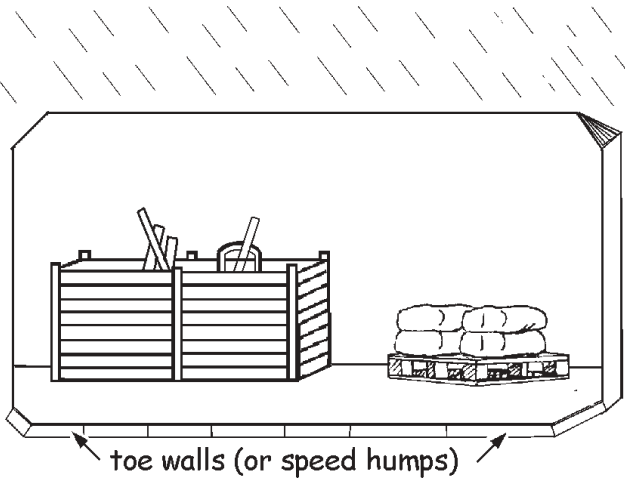
Solid materials can affect the quality of stormwater if they are blown or washed into the drains.

Pollution can be caused by flaking paint, oily residues or rust coming off finished goods, stored drums or new metal, oil leaking from stored machinery or vehicles, chemicals leaching from treated timber, pallets or crates.

This pollution can also cause blockages in the stormwater system if dusts, soils or pellets are not securely contained.

Visual pollution can be caused by items such as packaging materials (polystyrene, bubble wrap, cardboard etc) floating in creeks.

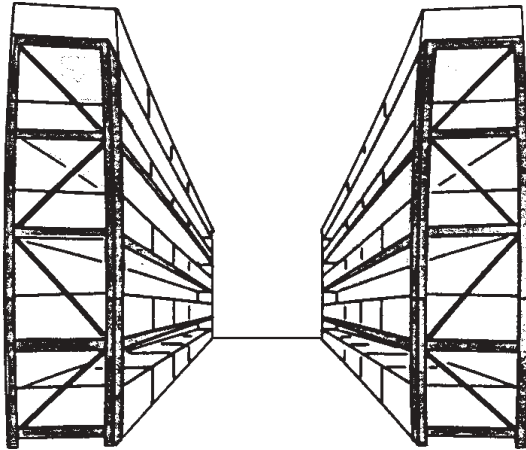
Securely Store Solid Materials To Stop Pollution



store under cover if possible

Where possible store solid materials inside, under cover, in weatherproof containers or in secure areas.

Storing goods securely will help reduce the risk of pollution and it will also prevent loss of raw materials and damage to your stock.



store goods securely in racks

Remove Your Unwanted Materials



recycle



sell

Outdated or unused machinery, excess stock or materials that are unlikely to be used should be recycled, sold off or correctly disposed of. Not only does this material have the potential to pollute, it may also be taking up useful storage or car parking space.

If you have excess or unused hazardous substances or dangerous goods on site, they must be removed by a licensed dangerous goods carrier. (Refer to Victorian WorkCover Authority website: www.workcover.vic.gov.au and search for 'Dangerous Goods'.)



correctly dispose



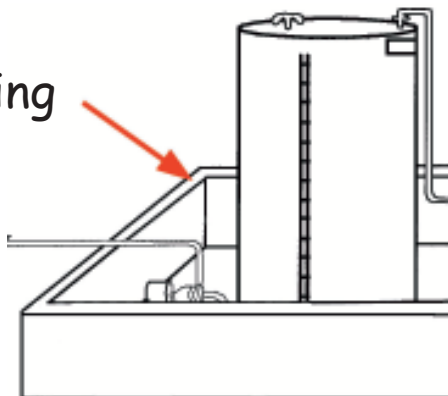
LIQUID STORAGE

Stormwater Management Information Sheet 4.1



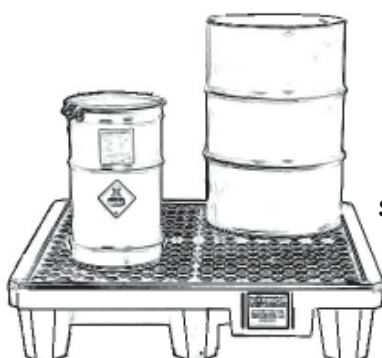
Drum And Tank Storage

bunding

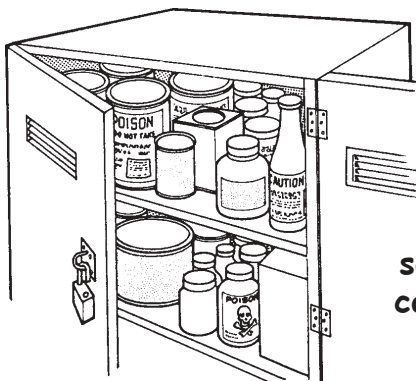


Example of bunding for bulk liquid storage tanks. Bund complies with:

 **Standards Australia** and
EPA Bunding Guidelines, Publication 347
(www.epa.vic.gov.au/Publications)



spill pallet



safety cabinet

Store In Bunded Areas

A bund is a simple and effective way to minimise the risk of liquid escaping into the environment.

A bund is generally a low wall built to contain spills from fixed tanks and containers such as 200 litre (44 gallon) drums. Bunds must comply with the relevant Australian Standard:

- 1894 - Non-flammable cryogenic & refrigerated liquids
- 1940 - Flammable & combustible liquids
- 2022 - Anhydrous ammonia
- 2507 - Agricultural & veterinary chemicals
- 2714 - Organic peroxides
- 2927 - Liquid chlorine gas
- 3780 - Corrosive substances
- 3833 - Mixed classes of Dangerous Goods
- 3961 - Liquefied natural gas
- 4081 - Polyfunctional isocyanates
- 4326 - Oxidising agents
- 4452 - Toxic substances
- 4681 - Miscellaneous Dangerous Goods

Store Drums On Spill Pallets

Spill pallets are plastic or metal tray-like containers that will capture the contents of any leaking drum.

Store Chemicals In Safety Cabinets

Safety cabinets are used to store small amounts of chemicals and flammable liquids in the workplace. They are fire resistant, lockable, have self-closing doors and they must comply with the relevant Australian Standard (see above).

Safety cabinets also have built-in sumps to capture leaks. A wide variety of sizes from 20 litre up to 8,600 litre capacity are available from different suppliers

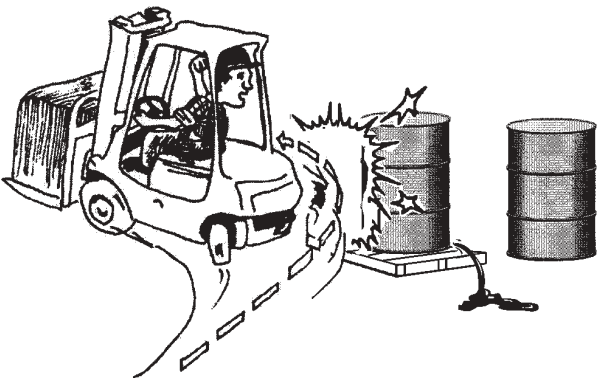
Preventing Spills



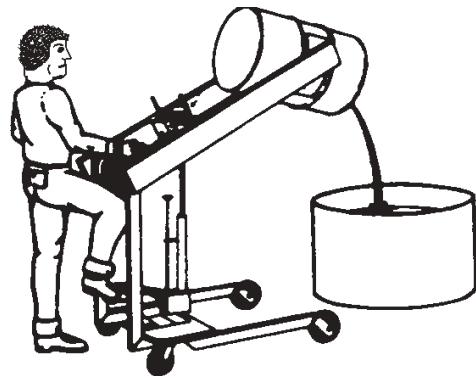
Regularly check equipment, operations or procedures where there may be a risk of a spill.



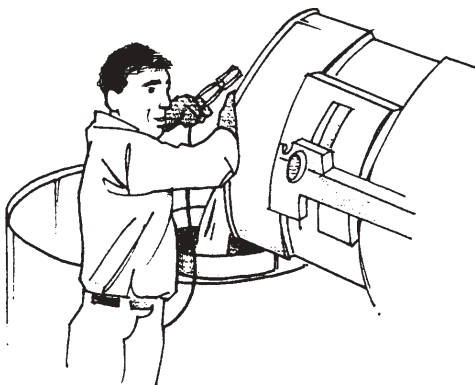
You can prevent spills by:



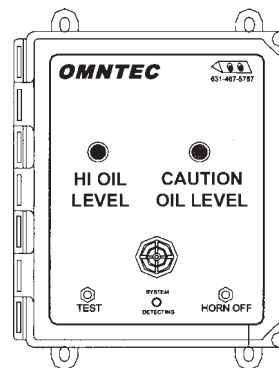
DO NOT put full or partly filled drums and containers where they may be damaged or knocked over by a forklift or reversing truck.



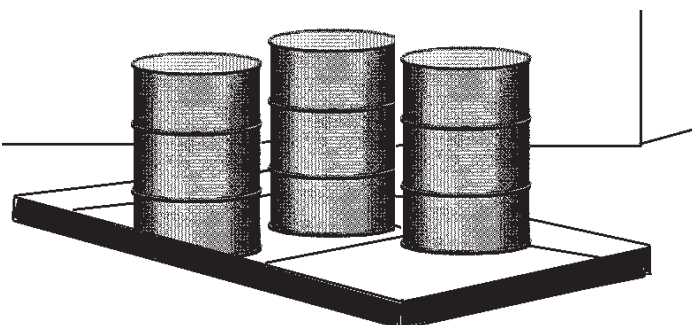
ALL WORKERS on the site should know how to handle equipment properly.



OPERATORS should constantly check during liquid transfer operations to make sure there is no spillage or leakage.



HIGH LEVEL ALARMS should be fitted on any tanks which are filled by a liquid transfer operation.



DRUMS and TANKS should be banded and kept under cover (unless they are completely empty).



SPILL MANAGEMENT



Stormwater Management Information Sheet 4.2

What To Do If There Is A Spill



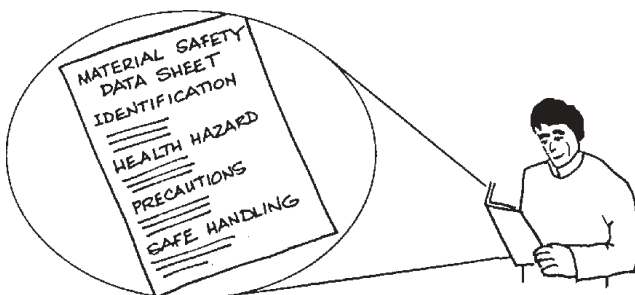
For large-scale dangerous goods or hazardous substance spills, phone the Fire Brigade on 000.



For spills that may harm the environment, phone EPA Victoria Pollution Watch Line on 9695 2777.



clearly mark location of absorbent materials



Follow the advice in the material safety data sheet (MSDS)

Make Staff Aware Of Emergency Telephone Numbers

For large-scale dangerous goods or hazardous substance spills immediately call the Fire Brigade.

For small-scale spills, follow the Material Safety Data Sheet (MSDS) instructions.

If the spill threatens or harms the environment, you must tell EPA Victoria (Environment Protection Authority Victoria) on 9695 2777 or Kingston Council as soon as possible on 1300 653 356.

Employees, employers, occupiers and contractors all have a duty to contact EPA Victoria.

Spill Clean-up Procedure

All staff should know how to clean up spills. Everyone should know what to do, where to find emergency equipment and how to use it. Prepare and practice your clean-up procedure.

Your equipment should include mops and brooms, rags, booms to contain liquids and materials to absorb spills and prevent them going into stormwater drains. Absorbent materials are commercially available and should be kept in a clearly labelled easy to get to place. You may also need protective clothing.

Clean Up Steps:

1. Stop the spill immediately if safe to do so.
2. Make sure no-one is at risk of becoming overcome by exposure to the spilled materials.
3. Contain the spill and control its flow or stop the spill getting into the stormwater drains by blocking the drain inlets.

Quickly clean up the spill by following the advice in the relevant material safety data sheet (MSDS). Even small spills can easily flow into stormwater drains or be washed there by rain.



Labels And Material Safety Data Sheets



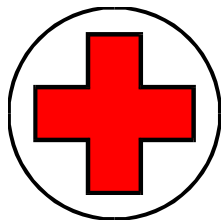
Read the label on chemical products.



Get useful information from WorkCover publications.



Material safety data sheets provide information that can save lives and help prevent pollution



Read The Label Of All Chemical Products

Reading the labels on all chemical products will help you to identify the product, what is in it and the hazards or dangers of the product.

The label also contains important health and safety information.

Useful information can be gained from the Victorian WorkCover Authority (VWA). Check for publications on managing chemical hazards in the workplace such as the VWA website:

www.workcover.vic.gov.au

Material Safety Data Sheets (MSDS)

Have on hand the Material Safety Data Sheet (MSDS) for every substance or material used in your operations.

An MSDS is an information sheet that covers:

- safe storage, handling and disposal of a substance.
- emergency procedures.
- first aid advice.

The MSDS is just as important as any tool or piece of equipment in your business. In an emergency it contains information that can save lives and help you prevent environmental pollution.

Ask your supplier for an MSDS for **every** material or substance you buy.

Some chemicals are less damaging to the environment. Carefully choose the chemicals you use. There may be alternatives to the chemicals you are currently using.



HAZARDOUS SUBSTANCES

Stormwater Management Information Sheet 4.3



General Information About Hazardous Substances

Useful contacts for further information:

- City of Kingston on 8585 3379.
- EPA Victoria on 9695 2722
- EPA Dandenong on 8710 5555
- EPA Pollution Watch Line on 9695 2777
- Victorian WorkCover Authority advisory service on 9641 1444 or 1800 136 089
- Yellow Pages. Look under 'Oil and Chemical Spill Recovery or Dispersal Services'. Also look under 'Environmental and Pollution Consultants'.



What Are Hazardous Substances

In factories hazardous substances may include chemicals and other materials that you use or produce that have the potential to harm human health if not stored or handled correctly.

Use Safer Chemicals If Possible

It may be possible for you to substitute less environmentally damaging materials or chemicals. Check for less harmful alternatives.

Dangerous Goods

Materials classified as dangerous goods are marked with a class label showing the type of hazard such as an explosive, a gas, a flammable liquid or solid, a poison, or a radioactive or corrosive substance.

The use and storage of dangerous goods is controlled by the Road and Rail (Australian Dangerous Goods Code). Check the regulations about the type of dangerous goods you have.

For information on the storage, handling and transport of dangerous goods check with the Victorian WorkCover Authority on 9641 1444 or 1800 136 089 (See also web site address below).

DANGEROUS GOODS



Individual Dangerous Goods - Hazard Class Diamonds



Warning notice for Dangerous Goods Package Store



Warning notice for Dangerous Goods Bulk Store

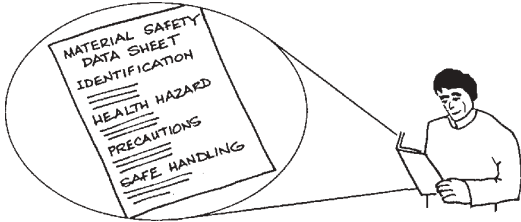
Placarding And Signage

If you store certain types or quantities of chemicals you may need to have placarding at entry points to your site or factory. Signs may also be required next to the storage area and be more specific. Information displayed on placarding will help emergency services such as the fire brigade in the event of a spill or fire.

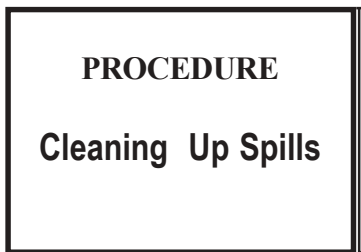
Placarding must comply with the Dangerous Goods Act, Regulations and Code of Practice (refer to Victorian WorkCover Authority website: www.workcover.vic.gov.au and search for 'Dangerous Goods').



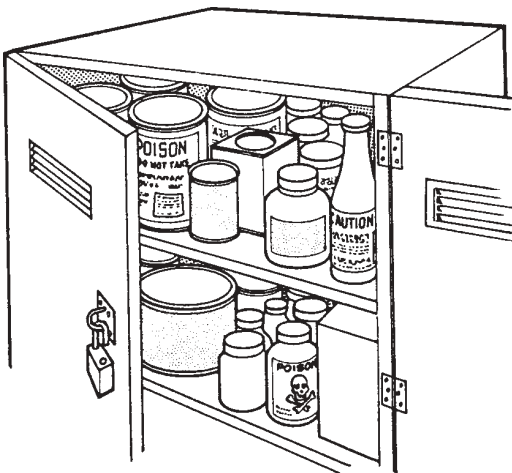
Read label on product



Check MSDS



Make sure your staff know what to do in an emergency



Store your hazardous materials safely



Labels And Material Safety Data Sheets (MSDS)

Read the labels on all chemical products. The label will help you to identify the product, its ingredients and the hazards or dangers of the product.

The label also has important health and safety information. Victorian WorkCover Authority has some useful publications on managing chemical hazards in the workplace.

Have on hand the Material Safety Data Sheet (MSDS) for each hazardous substance used. An MSDS is an information sheet on the safe use and disposal of a hazardous substance.

In an EMERGENCY the MSDS has information that can save lives and prevent pollution. Ask your supplier for a MSDS for **every** hazardous substance you buy and / or use.

Set Up Safe Working Procedures

Make sure all staff know and understand the possible hazards of the chemicals you use. Set up practices and procedures to prevent leaks, spills and emergency situations that could harm your employees or the environment.

Have a SPILL CLEAN-UP PLAN to show staff what to do in an emergency.

Storing Hazardous Substances

Store chemicals in a set area away from stormwater drains. Bund storage areas.

Store each type of chemical in a separate container. Clearly label each container with the name of the chemical it contains. DO NOT store incompatible chemicals with each other.

Clearly label any waste chemical that is put into another container prior to correct disposal. It may be necessary to remove the original label or to make it illegible otherwise confusion could occur (eg, if you put waste thinners into a drum originally marked 'Hydraulic oil' then the label must be changed)

You May Need An EPA Victoria Permit

For information on the storage and transport of prescribed industrial waste contact EPA Victoria (Environment Protection Authority Victoria) on 9695 2722. Check: www.epa.vic.gov.au and refer to Stormwater Information Sheet 2.0 'Waste Storage, Recycling and Disposal' in this series.

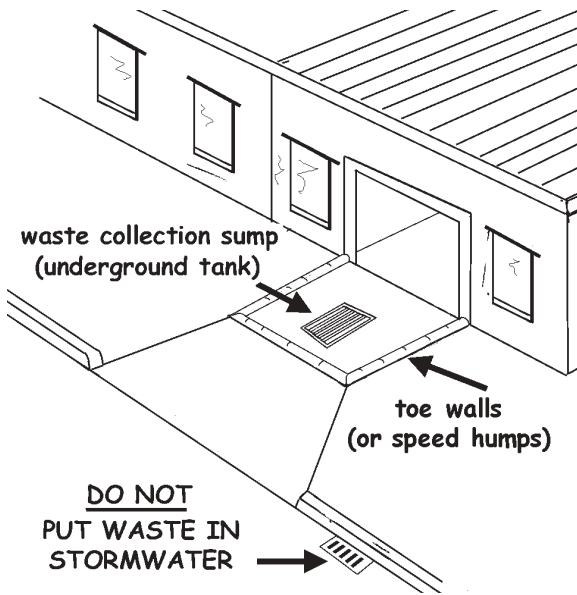


CLEANING

Stormwater Management Information Sheet 5.0



Cleaning Your Workplace



Collect or direct water into an approved trade waste system

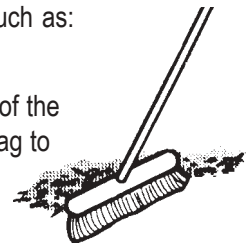
ONLY CLEAN RAINWATER should go into the stormwater drains on or near your property. Do not let washwater enter the stormwater drains where it gets into local waterways and eventually ends up in the bay. It is an offence to discharge contaminated waste water or liquid waste into stormwater drains.

Keep your workplace clean to stop accidental pollution of the stormwater system. Your customers and staff will also appreciate a clean and tidy work area. Good housekeeping can help improve safety.

Do not hose the factory floor or forecourt unless all the water can be collected or directed through an approved trade waste system.

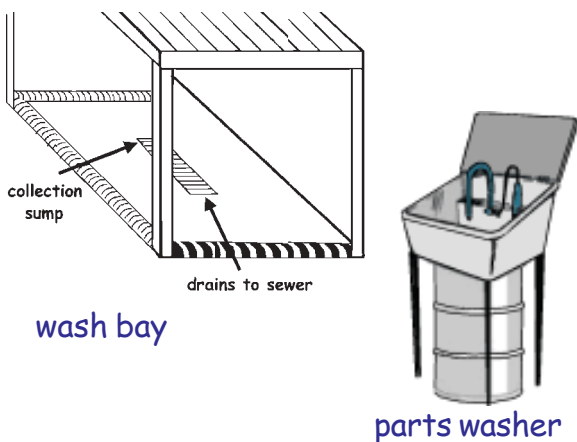
If you cannot hose down without getting dirty water in gutters or stormwater drains use another method such as:

- sweep or vacuum
- use absorbent material to remove most of the grime and then use some solvent on a rag to remove the rest and dispose of in a bin.



Paint the workfloor with a non-slippery paint to stop the floor absorbing oil.

Parts Washing



You can degrease parts and engines if you have a wash bay approved by South East Water or have some other means of storing or treating the wastewater.

Do not degrease parts outside your factory, or where any runoff can enter the soil or stormwater system. An alternative method of degreasing is to wipe parts with rags and dispose of in a bin.

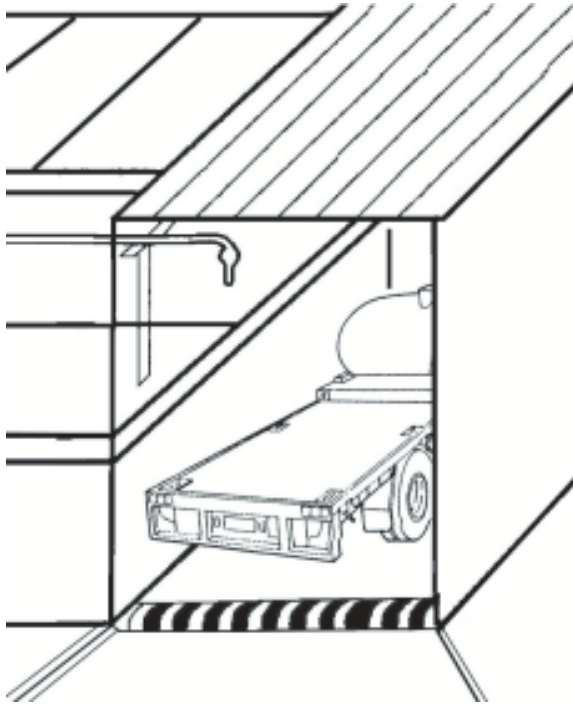
Biodegradable products are allowed in the sewer but not the stormwater.

Replace solvent-based degreasing machines with aqueous washer units which use biodegradable soap, are less labour-intensive, and cost less to operate.

Degrease your hands over a sink connected to the sewer (not the stormwater). If there is no sewer then pour the wastewater into a drum for proper disposal by a licenced contractor.

Store contaminated parts (e.g. used oil filters) inside in a covered container or in a covered, sealed and bunded area, even after they have been drained, to stop any residual oil leaking into the stormwater system.

Vehicle Washing Areas, Driveways And Car Parking



bunded washing area

Wash bays

Enclose the wash bay to stop splash contamination of nearby areas. Put rollover bunds (speed humps) at the entrance and exit to stop washwater from getting out.

Have a roof over the wash bay to stop rain getting in. Pave the floor with concrete.

Install a first-flush wash system in open air situations. This system has a cut-off valve to capture the first “flush” of dirty water and then a retention area or sump to cater for washwater and emergency events such as spills.

Alternatively, use a local car wash.

For further details check
www.epa.nsw.gov.au/stormwater

Wash water should be collected and disposed of in one of the following ways:



store or transport

1. Stored in a drum or tank and be transported to a licensed liquid recycling or treatment centre.

2. Put into the sewer. Do this according to South East Water regulations (Refer to Information Sheet 5.1 'Trade Waste' in this series).

You will need a written agreement giving you permission to do this (Trade Waste licence from South East Water).

This agreement may include a pre-treatment process, keeping to set discharge standards and a regular checking programme.

You will be charged a fee according to the volume you discharge and the suspended solid (SS) concentration levels.

3. Recycled or reused on-site. It can be used for pre-washing.

TRADE
WASTE
LICENCE

get permission to put waste
water into the sewer



RECYCLE



TRADE WASTE

Stormwater Management Information Sheet 5.1



What Is Trade Waste?



Trade waste is any wastewater from a commercial or business activity.

Wastewater from businesses may contain pollutants such as suspended solids, fats, grease and other chemicals. Trade waste may not be toxic but can be a problem if it is put directly into the sewer without removing problem substances.



Wastewater does not include sewage that goes into the sewer from toilets and sinks.

Do I Need A Trade Waste Agreement?

Office Use only

Trade Waste Number: _____

Date: _____

Fee: _____

Application for Trade Waste Agreement or Consent

Important Information

- If you manage a retail food outlet, please answer questions 1 to 6 and 10 to 12 only. All other applicants should answer questions 1 to 10 only.
- All Applications must include the following:
 - The fully completed Application for Trade Waste Agreement or Consent form;
 - A Site Plan;
 - A Process and Instrumentation Diagram, if appropriate; and
 - A Trade Waste Application Fee (as set out in the Trade Waste Charging Brochure - alternatively contact the Trade Waste Branch on the number below).
- Prior to the connection of any treatment apparatus to South East Water's sewerage system, an Industrial/Commercial Development Application (Fax-a-Plan) must be lodged and written consent received from our Sales and Service Branch. Development Applications can be lodged through our FAXAPLAN service. All works are required to be carried out by a licensed Plumber.
- Any development charges must also be paid prior to connection.

Further information about completing this application is available from the Trade Waste Application Guide. If you have any questions concerning the Trade Waste Application, please call the Trade Waste Branch at South East Water on (03) 9552 3662, or facsimile (03) 9552 3673.

1. Provide the following information about the site from which trade waste will be discharged.

Street No. Shop / Factory No.

Street Name

Suburb Post Code

Council Melway Ref

2. Who is the occupier or operator of the site from which trade waste will be discharged.

Business Trading Name

Company Name or if not a Registered Company, the Business Owner (s) Full Name (s)

Company's Registered Address or Partners / Individuals Home Address(es)

Australian Company Number (ACN)

Australian Business Number (ABN)

Address for Trade Waste correspondence Post Code

Page 1

You may need a written agreement from South East Water to put your wastewater into the sewer.

The agreement may specify pre-treatment process, discharge standards and a monitoring program.

You will be charged a fee depending on the volume you discharge and the concentration levels of biochemical oxygen demand, suspended solids, total nitrogen and total oxidised sulphur. concentration levels.

The trade waste agreement may gives South East Water the right to inspect your premises to make sure you are following the agreement.

Get permission to put wastewater into the sewer.



You can get a trade waste application form from:

http://www.southeastwater.com.au/downloads/Tradewaste_app.pdf

You may be disconnected from the sewerage system if you illegally discharge wastewater into the sewer.

Who Can I Contact To Ask About Wastewater?



Web: www.southeasternwater.com.au

Phone: (03) 9581 4567

South East Water is the wastewater utility for the City of Kingston area.

South East Water has trade waste officers who will give you advice on your wastewater requirements and help you fill out a trade waste agreement form if you require one.



Contact the City of Kingston
for information on trade waste.

(03)8585 3379



Check the Yellow Pages

Check the Yellow Pages

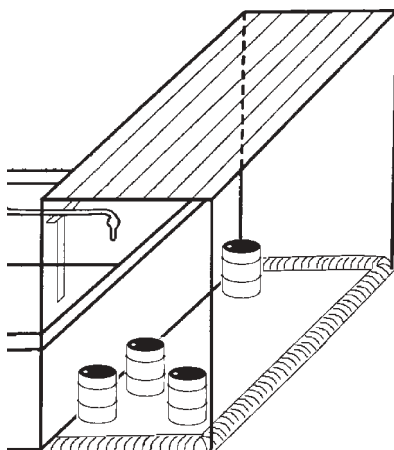
Look under:

- 'Sewage & Wastewater Treatment
- 'Effluent Treatment Equipment'
and
- 'Environment & Pollution Consultants'

Is There Any Other Way To Dispose Of Liquid Waste (wastewater) From My Business ?



If you are not connected to the sewer (and/or your liquid waste cannot be directed to the sewer even after pre-treatment) then you will need to collect the liquid waste in drums or tanks and have the containers transported to a permitted waste disposal facility.



Remember:

All tanks and drums containing liquid wastes should be stored in a roofed and bunded area until disposal.