

Environment Protection Authority

Appendix B: PIRMP Template – Premises and mobile plant



|  |  |
| --- | --- |
| Pollution incident response management plan  Licence number: <insert licence number> | |
| Approved by: <insert name>  **Position/Title:** <insert position/title> | **Signature:** <insert signature>  **Date:** <insert date> |
| **Purpose:**  <Insert licensee name> holds an Environment Protection Licence with the NSW Environment Protection Authority (EPA) for <insert premises name>. As per the *Protection of the Environment Operations Act 1997* (the POEO Act), the holder of an Environment Protection Licence must prepare, keep, test and implement a pollution incident response management plan (PIRMP) that complies with Part 5.7A of the POEO Act in relation to the activity to which the licence relates.  If a pollution incident occurs in the course of an activity so that material harm to the environment (within the meaning of section 147 of the POEO Act) is caused or threatened, the person carrying out the activity must **immediately** implement this plan in relation to the activity required by Part 5.7A of the POEO Act.  A copy of this plan must be kept at the licensed premises, or where the activity takes place in the case of mobile plant licences, and be made available on request by an authorised EPA officer and to any person who is responsible for implementing this plan.  Parts of the plan must also be available either on a publicly accessible website, or if there is no such website, by providing a copy of the plan to any person who makes a written request. The sections of the plan that are required to be publicly available are set out in section 74 of the Protection of the Environment Operations (General) Regulation 2022.  **Note:** This plan must be developed in accordance with the *Protection of the Environment Operations Act 1997* and the Protection of the Environment Operations (General) Regulation 2022.  Licensees should also refer to the EPA’s Guideline: Pollution incident response management plans. | |

|  |  |
| --- | --- |
| Environment Protection Licence (EPL) details | |
| **Name of licensee:**  (including ABN) | <insert name of licensee> |
| **EPL number:** | <insert EPL number> |
| **Premises name and address:** | <insert premises name and address> |
| **Company or business contact details** | **Name:** <insert name>  **Position or title:** <insert position or title>  **Business hours contact number/s**: <insert bh contact numbers>  **After hours contact number/s**: <insert af contact numbers>  **Email:** <insert email> |
| **Website address:** | <insert website address> |
| **Scheduled activity/activities on EPL:** | <insert scheduled activity/ies> |
| **Fee-based activity/activities on EPL:** | <insert fee-based activity/ies> |
| **Pollution incident – person/s responsible** | |
| Contact details must include the names, position titles and 24-hour contact details. Details are to include alternative person/s, should the primary contact be unavailable. | |
| **PIRMP activation** | **Name of person responsible**: <insert name>  **Position or title:** <insert position or title>  **Business hours contact number/s**: <insert business hour contact numbers>  **After hours contact number/s**: <insert after hours contact numbers>  **Email:** <insert email> |

|  |  |  |  |
| --- | --- | --- | --- |
| Pollution incident – person/s responsible, continued | | | |
| **Notifying relevant authorities**  Notification should be made by a person with an appropriate level of authority within the company. | **Name of person responsible**: <insert name>  **Position or title:** <insert position or title>  **Business hours contact number/s**: <insert bh contact numbers>  **After hours contact number/s**: <insert ah contact numbers>  **Email:** <insert email> | | |
| **Managing response to pollution incident** | **Name of person responsible:** <insert name>  **Position or title:** <insert position or title>  **Business hours contact number/s**: <insert bh contact numbers>  **After hours contact number/s**: <insert ah contact numbers>  **Email:** <insert email> | | |
| **Notification of relevant authorities** | | | |
| Identify any persons or authorities required to be notified as per Part 5.7A of the POEO Act in the case of a pollution incident that causes or threatens to cause material harm to the environment.  Relevant authorities include:  1. Fire and Rescue NSW and/or Rural Fire Service as applicable – 000 (first notification)  2. EPA – 131 555  3. NSW Health (nearest public health unit). See [www.health.nsw.gov.au/Infectious/Pages/phus.aspx](http://www.health.nsw.gov.au/Infectious/Pages/phus.aspx) for local contact details.  4. SafeWork NSW – 131 050  5. Local authority (usually the local council) in which the pollution has occurred.  Note: The local council and public health unit will vary depending on the location of the pollution incident. For mobile plant licences the PIRMP will need to include the person or people who are responsible for identifying the local authority and nearest public health unit. | | | |
| **Fire and Rescue NSW / Rural Fire Service** | | **Contact number/s:** | <insert number> |
| **EPA** | | **Contact number/s:** | <insert number> |
| **NSW Health** | | **Relevant Area Health Service:**  **Contact number/s:** | <insert name>  <insert number/s> |
| **SafeWork NSW** | | **Contact number/s:** | <insert number> |
| **Notification of relevant authorities, continued** | | | |
| **Local authority/s**  Identify the local authority for the area in which the premises to which the environment protection licence relates, and any area that is affected, or potentially affected, by the pollution. | | **Contact number/s:** | <insert number> |
| **Any other identified organisation or agency requiring notification (if applicable)** e.g. Water NSW, Department of Planning and Environment, Roads and Maritime Services. | | **Contact number/s:** | <insert number> |
| **Notification of neighbours and the local community** | | | |
| Identify owners or occupiers of premises in the vicinity of the licensed premises, including any sensitive premises (e.g. schools, preschools, hospitals, nursing homes):  <insert details> | | | |
| Details of how the neighbours will be informed of the incident, including early warnings and regular updates (e.g. door knock, phone call, emergency alert):  <insert details> | | | |
| **Description and likelihood of hazards** | | | |
| Provide a description of the hazards to human health or the environment associated with the activity to which the licence relates:  <insert description> | | | |
| Identify the likelihood of any such hazards occurring, including details of any conditions or events that could, or would, increase that likelihood:  <insert description> | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Pre-emptive actions to be taken | | | |
| Provide detailed descriptions of the pre-emptive actions to be taken to minimise or prevent any risk of harm to human health or the environment arising from the activities undertaken at the premises:  <insert descriptions> | | | |
| **Inventory of pollutants** | | | |
| **Provide an inventory of potential pollutants on the premises or used in carrying out the activity to which the licence relates**:  Identify the maximum quantity of any pollutant/s likely to be stored or held at particular locations (including underground tanks) at or on the premises to which the licence relates.  Example | | | |
| Location/tank | Max. quantity | Contents | Comments |
| e.g. Tank 1 – Workshop | 1,000kg | Hydrochloric acid |  |
| e.g. Stockpile 2 | 100,000m3 | Construction and demolition timber <50mm |  |
| <insert inventory> | | | |
| **Safety equipment** | | | |
| Describe the safety equipment or other devices used to minimise the risks to human health or the environment and to contain or control a pollution incident:  <insert description> | | | |

|  |
| --- |
| Communicating with neighbours and the local community |
| Identify details of the mechanisms for providing early warnings and regular updates to owners and occupiers of premises in the vicinity of the premises to which the licence relates or where the scheduled activity is carried out:  <insert details> |
| Develop any specific information that could be provided to the community, so it can minimise the risk of harm:  <insert information> |
| **Minimising harm to persons on the premises** |
| Identify 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 out: <insert arrangements> |

|  |
| --- |
| Maps |
| Provide a detailed map (or set of maps) showing the:   * location of the premises to which the licence relates * surrounding area likely to be affected by a pollution incident * location of potential pollutants on the premises * location of any stormwater drains on the premises.   It is recommended the position of any discharge points or any other useful information be included on the map/s, and that any important details on the map are labelled (e.g. the nearest water course or water body that stormwater drains located on the premises discharge to). |

|  |
| --- |
| Actions to be taken during or immediately after a pollution incident |
| Develop a detailed description of the actions to be taken immediately after a pollution incident to reduce or control any pollution. These should include as a minimum, early warnings, updates and actions to be taken during and after an incident:  <insert description> |
| Develop 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:  <insert description> |
| Identify any actions to be taken in combating the pollution caused by the incident and how any clean-up and associated funding resulting from an incident will be undertaken:  <insert actions> |
| **Coordinating with persons** |
| Identify the procedures to be followed for coordinating with the authorities or persons who have been notified:  <insert procedures> |
| Identify the person/s through whom all communications are to be made:  <insert details> |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Staff training | | | | |
| Identify the nature and objectives of any staff training program in relation to this plan:  <insert details> | | | | |
| **Testing and updating of the PIRMP** | | | | |
| It is a legal requirement to test the plan every 12 months and within one month of any pollution incident that caused or threatened material harm to the environment.  Detail the manner in which the plan is to be tested and maintained to ensure the information included in the plan is accurate and up-to-date and the plan is capable of being implemented in a workable and effective manner:  Detail how the testing is documented and recorded (this must include the testing dates and names of all staff members who carried out the testing):  <insert details>  Detail the dates on which the plan was updated:  <insert dates> | | | | |
| **Example: PIRMP testing details** | | | | |
| Date tested | Tested by  (to include the names of all people involved in testing) | Details of test  (e.g. nature of the test, involvement of other agencies)  Note: Testing must cover all components of the plan. | Finding of test, including issues identified | Next scheduled testing date  (must be within 12 months from current test) |
| e.g. 24.02.20 | Joan Smith, Environment Manager | Desktop simulation – chemical spill | Contact details, map and pollutant inventory out of date | 23.02.21 |
| **PIRMP update details** | | | | |
| Date update occurred | Reason for update  (e.g. address issues identified in testing, contact details/personnel have changed) | Details of updates  (nature of changes to PIRMP) | Date the updated version uploaded to website (if applicable) | Date of completion |
| e.g. 24.02.20 | Outdated items identified in annual testing | Contact details, map and pollutant inventory updated | 26.02.20 | 26.02.20 |

NSW Environment Protection Authority

Email: [info@epa.nsw.gov.au](mailto:info@epa.nsw.gov.au)

Website: [www.epa.nsw.gov.au](http://www.epa.nsw.gov.au/)

EPA 2022P3986

September 2022  
The EPA [disclaimer](http://www.epa.nsw.gov.au/about-us/contact-us/website-service-standards/disclaimer) and [copyright](http://www.epa.nsw.gov.au/about-us/contact-us/website-service-standards/copyright) information is available on the EPA website.