

Environment Protection Authority

Appendix C: PIRMP Template – Waste Transporters



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| Pollution incident response management plan  Waste transport 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 the transport of trackable waste. 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 where the activity takes place 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*, the Protection of the Environment Operations (General) Regulation 2022 and the Protection of the Environment (Waste) Regulation 2014.  Licensees should also refer to the EPA’s Guideline: Pollution incident response management plans. | |

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| Environment Protection Licence (EPL) details | | | |
| **Name of licensee:**  (including ABN) | <insert name of licensee> | | |
| **EPL number:** | <insert EPL number> | | |
| **Licensee address:** | <insert premises name and address> | | |
| **Does the company have multiple sites for garaging waste transporter vehicles?** | Yes  No  If yes, how many? <insert number> | | |
| **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 ah contact numbers>  **Email:** <insert email> | | |
| **Website address:** | <insert website address> | | |
| **Pollution incident – person/s responsible** | | | |
| Include 24-hour contact details for all persons responsible and 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 bh contact numbers>  **After hours contact number/s**: <insert ah contact numbers>  **Email:** <insert email> | | |
| **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> | | |
| **Pollution incident – person/s responsible, continued** | | | |
| **Managing response to pollution incident**  Consideration should be given to who is responsible onsite during a pollution incident, as well as a 24-hour contact within the office. | **Name of person responsible**: <insert name>  **Position or title:** <insert position or title>  **Business hours contact number/s**: <insert business hours contact numbers>  **After hours contact number/s**: <insert after hours 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) where the incident has occurred  Note: The local council and public health unit will vary depending on the location of the pollution incident.  You need to identify the local authority for the area in which the transportation of waste takes place and any area affected, or potentially affected, by the pollution. For a listing of council contact details (business hours) see [www.olg.nsw.gov.au/local-government-directory](http://www.olg.nsw.gov.au/local-government-directory). To identify which council a location falls into see [www.olg.nsw.gov.au/find-my-council](file:///\\goulbfp01.dec.int\Group\EPA%20OpsProcedures\CIU\2016%20-%20PIRMP%20Review\Revised%20guidance%20material\www.olg.nsw.gov.au\find-my-council). | | | |
| **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 number> |
| **SafeWork NSW** | | **Contact number/s:** | <insert number> |
| **Local authority/s** | | **Contact number/s:** | <insert number> |
| **Any other identified organisation or agency requiring notification (if applicable)** | | **Contact number/s:** | <insert number>  <insert number> |
| **Local community and neighbour notification and communication procedures** | | | |
| **Detail the community engagement protocol, setting out procedures for identifying and notifying people living or working in the vicinity of a pollution incident and keeping them informed**: <insert details>  Where community notification is required following an incident involving trackable waste, this may be led by the incident controller from emergency services (NSW Police Force or Fire and Rescue NSW/Rural Fire Service).  Communication should be coordinated with emergency services personnel responsible for managing the incident.  Contact details of the company representative who is responsible for public communication during an incident must be included here. | | | |
| **Actions to be taken during or immediately after a pollution incident** | | | |
| **Pollution control action**  Develop a detailed description of the actions to be taken immediately after a pollution incident to reduce or control any pollution: <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> | | | |
| **Coordinating with the authorities or persons notified**  Identify the procedures to be followed for coordinating with the authorities or persons who have been notified, any action taken to combat the pollution caused by the incident: <insert procedures> | | | |
| Identify the person/s through whom all communications are to be made: <insert details> | | | |

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| 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 transport of trackable waste: <insert description>  These actions should, at a minimum, comply with the requirements set out in clauses 70, 72 and 73 of the Protection of the Environment (Waste) Regulation 2014. | | | | |
| **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: <insert details>  Detail how the testing is documented and recorded (this must include the testing dates and the 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 | John Smith, Environment Manager | Desktop simulation – chemical spill | Contact details out of date | 23.02.21 |

NSW Environment Protection Authority

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