

Document: STANDARD OPERATING PROCEDURE	Version No: 3
Title: EMERGENCY PREPAREDNESS	
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1.0 PURPOSE/SCOPE

The purpose of this procedure is to outline what actions must be taken in the event of an Emergency Situation at Atlas Environmental Ireland (hereafter referred to as Atlas), Clonminham Industrial Estate, Portlaoise and immediate evacuation of employees. This procedure covers potential emergency situations arising from the recycling of oil and associated storage and other environmental services and associated products at Atlas. Possible emergencies covered in the Emergency Response plan are:

- a) A fire in the plant, of any sort
- b) A major/minor oil spill
- c) In the event of a medical emergency
- d) In the event of a chemical spill
- e) In the event of a bomb or a suspicious package

This plan will be reviewed annually or after an emergency situation.

2.0 DEFINITIONS/ABBREVIATIONS

2.1 DEFINITIONS

Emergency Any event or series of events which could cause harm or injury to the company's personnel, contractors or visitors.

Safe Distance >10 meters

2.2 ABBREVIATIONS REGULATORY AUTHORITIES

EPA	Environmental Protection Agency
HSA	Health and Safety Authority
LA	Local Authority
FB	Fisheries Board

OTHER

MSDS	Material Safety Data Sheet
PPE	Personal Protective Equipment
SOP	Standard Operating Procedure

3.0 RESPONSIBILITIES

Because of the nature of the work and process, the number of staff working on site at Atlas is small in comparison to other companies. Because of this, all emergency duties must be dovetailed with a few individuals carrying all of the requirements and responsibilities. Most of the staff are working off site on waste oil collections, tank cleaning and garage services.

3.1 Engineering Manager

- It is the responsibility of the Engineering Manager to present a statement describing the emergency to all employees
- It is also the responsibility of the Engineering Manager/Managing Director to deliver any statements to members of the media
- In the absence of the Engineering Manager, this responsibility will fall to the Operations Manager/Plant Manager/Managing Director or other senior manager as appropriate.

3.2 EMPLOYEES

- Each employee is responsible for monitoring the well being of staff and visitors during any emergency.
- In the event of a fire or oil spill they will be responsible to ensure that every effort is made to minimize the effect on the environment.
- The Health & Safety Officer/ HSE Co-ordinator will be responsible for contacting the Regulatory Authorities as appropriate and if necessary, conduct an on-site investigation.
- It is the responsibility of the direct supervisor/manager to instruct any new employees regarding the relevant emergency procedures during induction.
- Employees must evacuate immediately on hearing the fire alarm to the fire assembly point.
- Employees must be trained in and familiar with the evacuation procedures of the company.

3.3 INCIDENT CO-ORDINATOR

- The Health & Safety Manager officer and/or Environmental Officer will take on this role in the event of a major incident and in his absence, will fall to the previously named persons.
- Minor incidents will be dealt with by yard staff without the need for previously named incident co-ordinators.
- The Incident Co-ordinator will liaise with the Emergency Services on site.
- It is the responsibility of the Incident Co-ordinator to have readily to hand the Site Emergency lay out plan detailing the location of all fire protection and abatement equipment; layout of all on site hydrant connections.

- He/she will give directions to bring back evacuees when the emergency is over or when appropriate.
- The emergency fire alarm will be sounded at Fire Evacuation Drills to familiarize employees with the sound of the evacuation fire alarm.
- Full evacuation will be determined using the clock in cards, work permits and visitors book.

3.4 EMERGENCY MEDICAL TREATMENT/FIRST AID

- The following employees at Atlas are certified First Aiders, Catherine Slattery, Deborah Daffy, Serena Fitzpatrick, Ger Styles, Ray Bergin, Mick Bergin, Bernie Brady and Andy Dowling.
- During normal working hours, a first aid box is available in the office canteen or yard locker room. In the event of a serious incident, the following will be called, Company doctor, Ambulance or Fire Service if necessary (telephone numbers at the rear of this document).
- While awaiting further medical assistance or outside normal working hours, the person on shift will administer first aid if possible.

4.0 EMERGENCY PROCEDURES AND SPECIFIC RESPONSIBILITIES

Notice to evacuate is communicated to employees by means of an audible fire alarm. On hearing the fire alarm all employees are required to assemble in the Atlas/Emo car park assembly point.

4.1 RAISING THE ALARM

IN THE CASE OF AN EMERGENCY AN EMPLOYEE MUST:

- Raise the alarm by breaking the glass in the nearest fire point.
- Evacuate the buildings/yard immediately in an ordered fashion.

4.2 EVACUATION PROCEDURES AND EMERGENCY CALL OUT PROCEDURES

ON HEARING THE ALARM, EMPLOYEES, VISITORS AND CONTRACTORS MUST:

- Stop work immediately.
- Evacuate the building as quickly as possible. **WALK, DO NOT RUN.** Go to the nearest corridor and exit via nearest Emergency Exit. Do not return for personal belongings until the all clear is given.
- Proceed safely and orderly to the Evacuation Assembly point in the Atlas/Emo car park.
- Do not re-enter building under any circumstances until told it is safe to do so.

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INCIDENT CO-ORDINATOR MUST:

- Confirm that emergency services and responsible persons have been notified if they are needed.
- Assess the effectiveness and completeness of the evacuation. Use the Contractors/Visitors log, Permit book and clock cards to confirm that all persons are accounted for.
- Report to Emergency Service Chief on their arrival and advise on location of any utility services required and any hazardous areas.
- Give the emergency Service Chief a copy of the Emergency Site Plan detailing all on site plant, fire abatement units and in conjunction with all on site drains and interceptor units with the list of materials/ chemicals on site etc.
- Check with Fire marshall or in their absence the HSE Co-Ordinator that all personnel have been evacuated. On the second shift the plant operator will act as Fire Marshall.
- If personnel are not accounted for, delegate a member of staff with names of missing personnel to locate them.
- Retain all employees at the assembly point.
- Ensure that employees or visitors with disabilities have been assisted to clear the building.
- Issue re-entry instructions when authorized by the Emergency Service Chief.

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4.3 ***IN THE EVENT OF A FIRE***

- Personnel trained in the use of fire extinguishers should attempt to tackle the fire only if it is safe to do so i.e. the fire appears to be small and escape routes are present.
- Raise the alarm by breaking the glass at the nearest fire point on the route of exit, if the fire is too dangerous to tackle.
- Contact the fire brigade (phone 999 or 112) explaining the nature and location of the fire.
- Contact the Incident Co-Ordinator.
- Follow normal evacuation procedures.

THE INCIDENT CO-ORDINATOR MUST:

- Go to the Emergency Area
- Ensure that the immediate area is cleared and where there is a medical emergency, follow the instructions as outlined.
- Ensure that complete evacuation has taken place.
- Try to establish the exact nature of the fire, origin and quantities of materials involved so that this information is to hand for the fire and emergency services.
- Liaise with Fire and Emergency Services and give the Fire Chief a copy of the Emergency Response Plan.
- Advise employees only when it is safe to re-enter the area.
- Cause an incident report to be completed.

4.4 ***IN THE EVENT OF A MAJOR/MINOR OIL SPILL***

*Circa 5 litres is considered a minor spill
Circa 1 tonne is considered a major spill*

ANY EMPLOYEE MUST:

- In a minor spill situation clean up using absorbents, booms and absorbent pads stored on site in spill kits.
- Try to contain the spill if it is safe to do so by knocking off appropriate valves etc.
- If it is a major spill try to establish the exact nature of the spill, the origin and quantities of materials involved, so that it can be cleaned up by Atlas Spill Response personnel.

Atlas as part of their Environmental Services are trained and very experienced in dealing with oil spills of all kinds.

An Emergency Response van and trailer is normally present in the yard fully stocked to deal with any internal or external spills that may occur.

4.5 ***IN THE EVENT OF A MEDICAL EMERGENCY***

ANY EMPLOYEE ON THE SCENE MUST

- Assess the injury and if the injured person is in immediate danger, remove the person from the immediate area and administer first aid if possible. If no danger is imminent, do not move the person unless absolutely necessary.
- Bring the employee to the company doctor if on duty, or straight to casualty using one of the company vehicles.
- In the event of a serious injury call the ambulance and remain with the injured person until it arrives.

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4.6 *IN THE EVENT OF A MAJOR/MINOR CHEMICAL SPILL*

DUTIES OF PERSONS DEALING WITH MAJOR SPILLS, GREATER THAN 20 LITRES

RELEVANT EMPLOYEE MUST:

- Switch off forklift if using to transport the materials, if this applies.
- Switch off other electrical equipment in the vicinity if possible.
- Evacuate the immediate area.
- Use chemical absorbent to soak up small spills only if it entails no personal danger and using appropriate Personal Protective Equipment such as overalls, goggles, gloves and respirators.
- For a larger chemical spill determine
 - ✓ **Substance Spilled**
 - ✓ **Quantity spilled (approximate)**
 - ✓ **Location of spill**
- Contact the Environmental Officer who will act as Incident co-ordinator, or in their absence the Engineering Manager/Operations Manager.
- The Incident Co-Ordinator will determine how best to clean up the spill. Listed MSDS sheets retained in the laboratory should be viewed if necessary
- Ensure that all nearby surface water/storm drains are blocked off.
- Wear appropriate PPE to ensure no injury occurs due to the spilled chemical (observe hazard warnings).
- Clean up spilled material using absorbents on site and dispose of it appropriately.
- The Incident Co-Ordinator assesses if any of spilled material has entered the storm drains and determines which regulatory authorities if any are informed.
- Incident Co-Ordinator then causes an Incident Report Form to be filled out.

4.7 IN THE EVENT OF A BOMB THREAT OR DISCOVERING A SUSPICIOUS PACKAGE/BAG

ANY EMPLOYEE MUST:

- Alert employees to the location of the suspicious package and start evacuation away from it.
- Contact the Incident Co-Ordinator.
- If a Bomb Threat is received, the building will be evacuated by raising the fire evacuation alarm.
- Employees will follow normal evacuation procedures unless advised otherwise.

DO NOT USE RADIOS OR MOBILE PHONES NEAR SUSPECT PACKAGES.

INCIDENT CO-ORDINATOR

- Will contact the appropriate emergency services and co-ordinate evacuation
- Will instruct staff to move to a safer area if the location of the threat is near an assembly point.
- The incident Co-ordinator will advise employees when it is safe to re-enter the building.
- In the event of an explosion the emergency services (Fire Brigade, Ambulance, Gardai) would be called out to deal with the situation. First aid personnel would treat a possible victim of the explosion until the arrival of the emergency services.
- Will also decide whether to cancel fire brigade through Top Security and call other emergency responses, given nature and risk of device.
- Cause neighbours to be informed of the event.

**ALL EMPLOYEES MUST ENSURE THAT THEY ARE AWAY FROM
GLASS/WINDOW AREAS AFTER EVACUATION**

4.8 **PERSONAL PROTECTIVE EQUIPMENT**

- In the event of small manageable chemical spills, all employees must use their own supplied PPE. After a spill situation, all unusable PPE will be disposed of as hazardous waste.
- Respirators and goggles will be returned to storage
- Persons administering First Aid will use PPE (gloves, mouthpieces) provided in the First Aid Kits.
- General personal protection provided on site includes steel protector boots; helmets, a chemical protective suit and respirator; PVC/chemically resistant gloves; safety goggles, and earmuffs.

4.9 **TRAINING**

- Atlas has a team of employees experienced in responding to oil spills.
- Fire extinguisher training takes place annually.
- Evacuation drills take place twice annually.
- First Aid training takes place for designated employees.
- The Environmental officer and the Health and Safety officer will maintain records of trained personnel and Incident Report forms.
- Records of Fire Equipment service records will be maintained on site.

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4.10 RESPONSIBILITY AND PROCEDURE MODIFICATION

- The Environmental Officer and the Health and Safety Officer in conjunction with all staff will ensure that this procedure is implemented.
- If modification of this document is required, it shall be processed in accordance with the central Documentation Change and Control Procedure as part of the Environmental Management System. It is the responsibility of the Environmental Officer to review this SOP annually from the date of release.

5.0 APPENDICES

Appendix 5.1 List of Fire Abatement Equipment, Locations and Emergency Evacuation Routes shown on site map

Appendix 5.2 Emergency Phone Numbers

Appendix 5.3 Phone number for Regulatory Authorities

Appendix 5.4 Incident Report Sheet

Appendix 5.5 Bomb Threat Response Guidelines

APPENDIX 5.1

LIST OF FIRE ABATEMENT EQUIPMENT, LOCATIONS AND EMERGENCY EVACUATION ROUTES SHOWN ON SITE MAP

List of Fire Fighting Equipment and their locations

- 11 Dry Powder Fire Extinguishers
- 7 Carbon Dioxide Fire Extinguishers
- 4 Automatic Fire Extinguishers
- 2 Powder Mobile Trolleys
- 3 Fire Blankets
- 6 75 feet fire hydrant hoses
- 1 Foam branch connection
- 15 25kg drums of Fluoro foam
- 3 Water Hydrants (a) waste oil offloading
(b) Front of soil remediation pad
© Rear of truck wash shed

Location of Oil Spill kits stored on site

- Emo Gantry
- Black Oil Loading Area
- Outside Process Room
- Waste Oil Unloading Area

Schematic attached showing Plant Layout, Location of Fire Abatement Equipment (including hydrants and mains connection) and Emergency Evacuation route to Emergency Assembly Point.

FIRE EXTINGUISHER LOCATIONS AT ATLAS

No	Type	Location
1	CO ₂	Reception
2	CO ₂	Small Lab
3	Blanket	Small Lab
4	CO ₂	Lab
5	Blanket	Lab
6	CO ₂	Upstairs Offices
7	Powder	Upstairs Offices
8	Powder	Porto Cabin
9	Powder	Wall outside Boiler Room
10	CO ₂	Mains Electrics Boiler Room
11	Automatic	Over Pressure Washer
12	Automatic	Over Boiler
13	Trolley	Outside Control Room
14	Powder	Outside Control Room
15	CO ₂	Control Room
16	Automatic	Centrifuge Room
17	Automatic	Centrifuge Room
18	Powder	Bund Wall
19	CO ₂	Plant Office
20	Powder	Loading Emo Area
21	Trolley	Loading Emo Area
22	Powder	Loading Gantry
23	Powder	Filter Crusher
24	Powder	Factory
25	Powder	Factory

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APPENDIX 5.2 PHONE No. FOR EMERGENCY SERVICES AND HOSPITALS

Internal Emergency No. = Dial 0

Emergency Contact Numbers

Name	Position	Telephone No Home	Mobile
Declan Ryan	Managing Director	01 2831621	087 2451822
Matt Keogh	Operations Manager	0503 - 35698	087 - 8174411
Gareth Kelly	Engineering & Projects Manager	01 6208704	087 - 8201622
Andy Dowling	Plant Operator	0502 - 60578	087 - 8474339
Donal Conroy	Plant Operator	0502 - 22928	
Ger Styles	Plant Operator	0502 - 21396	087 - 6445628
Caroline Holdwright			
Anne Phelan	EHS Co-ordinator	0502 - 31522	

Phone No for Emergency Services

General Emergency	999 or 112
Portlaoise Garda Station	0502 - 74100
Portlaoise Hospital (Casualty)	0502 - 21364
Dr White	0502 - 22101
Fire Brigade	0502 - 64000
Top Security	01 - 4900333
Link Security (Christy Finlay)	0502 - 43900 087 2483261
Laois County Council	0502 - 64000

APPENDIX 5.3

PHONE No. FOR GOVERNMENT AGENCIES AND LAOIS CO COUNCIL AND INFORMATION TO BE SENT TO THE EPA

Reporting to the Health and Safety Authority (HSA) 01 – 6147000

Reporting to Regional Fisheries Board

Reporting to Laois County Council 0502 64000

Reporting to the EPA

Any incident with the potential for environmental contamination of surface water or ground water, or posing an environmental threat to air or land, or requiring response by the Local Authority.

During Business Hours

Inform their Licencing and Control Officer immediately by phone or alternatively phone EPA headquarters , PO Box 3000, Johnstown Castle Estate, Wexford, 053-60600: also notify local authority or Fisheries board.

Outside business hours

Fax details to the EPA headquarters, Wexford addressed to the Enforcement Section 053-60699

Telephone and leave a message on the answering service at EPA headquarters, Wexford using a touch tone telephone. At the start of the next business day, inform their Licencing and Control Officer by telephone

Information to give:

Where available, the notification at the minimum should contain

- Name of Company
- Contact person and telephone number
- Location of incident
- Date and time of incident and its duration
- Details of the occurrence
- Materials emitted
- Environmental significance of the incident
- Weather conditions i.e. rain, wind
- Vulnerable receptors
- Whether emergency services were contacted
- What other regulatory bodies were contacted including Local Authority and Regional Fisheries Boards
- The steps taken to minimize the emissions and avoid recurrence

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INCIDENT REPORT FORM

File No:

Date/Time of Incident: _____
 Name of Person Reporting Incident: _____
 Location/Address: _____

Supervisor/Manager report to: _____

Details of Incident: (If you prefer, write on a separate sheet and attach)

Date of Report: _____ **Signed:** _____

Corrective Action:

How will this incident be followed up to prevent recurrence or rectify damage/harm done?

Timescale: _____

Date: _____ **Signature:** _____

Close-out:

Date: _____ **Signature:** _____

Approved by: M.Hogan	Section: SOP 10	Version No: 3	Issued: Mar 02
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**ATLAS ENVIRONMENTAL PERSONAL ACCIDENT/DANGEROUS
INCIDENT REPORT FORM**

FILE NO. _____

Name of accident victim _____ Employee _____ Contractor _____ Visitor _____

Date of Incident _____ Time of Incident _____ Date of Report _____

To whom was it reported: Supervisor _____ First Aider _____ Safety Rep _____ Manager _____

Where did the accident occur _____ Is this there main place of work? Yes ___ No ___

Was medical attention given by: First - Aider _____ Nurse _____ Doctor _____ Hospital _____
Other _____

Name(s) _____

STATE BRIEFLY WHAT HAPPENED AND INJURY LEVEL CLASS

Name of Witnesses: 1. _____ 2. _____ 3. _____

Extent of Injuries: _____ Minor _____ Moderate _____ Severe _____ Fatal _____

IF ACCIDENT IS SEVERE OR FATAL, INFORM THE H.R. MANAGER IMMEDIATELY

Type of Injury	Part of Body Injured	Area	PPE
Breathing Injury	Ears	Left	Provided Y ___ N ___ Required Y ___ N ___ Suitable Y ___ N ___ Worn Y ___ N ___
Fracture	Head	Right	
Cut / Abrasion	Face	Back	
Sprain	Eyes / Sight	Front	
Strain	Hands	Thumb	
Bruising	Fingers	Index Finger	
Burns / Scald	Arms	Small Finger	Photographs Taken
Eye Injury	Back	1 st Middle Finger	YES _____ NO _____ NUMBER : _____
Hearing Loss	Feet	2 nd Middle Finger	
Concussion	Toes	Big Toe	
Amputation	Legs	Small Toe	
Crushing	Knees	1 st Middle Toe	
Irritation	Throat / Respiratory	2 nd Middle Toe	

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Gassing		Abdomen		3rd Middle Toe	
Broken Bones		Chest			
		Groin			
		Hip			
		Shoulder			
		Wrist			
		Buttocks			

CONTRIBUTING FACTORS TO THE ACCIDENT	
SUBSTANDARD ACTIONS	SUBSTANDARD CONDITIONS
Operating equipment without authority	Inadequate guards or barriers
Failure to warn of danger	Inadequate or improper PPE
Failure to secure	Defective tools or equipment
Operating at improper speed	Congested or restricted action
Making safety devices inoperable	Inadequate warning system
Removing safety devices	Poor housekeeping
Using defective equipment	Fire or explosion hazard
Using equipment improperly	Noise exposure over 90dB(A)
Horseplay	Inadequate ventilation
Failure to use P.P.E.	Inadequate illumination
Improper Loading	Excess Illumination
Inadequate Capability	Hazardous environmental conditions
	Work Procedure Defective
	Inadequate maintenance
STATE IF ANY OF THE FOLLOWING WERE INVOLVED IN THE ACCIDENT	
Forklift truck	Power saw/ Machinery
Pallet truck	Electrical hand tools
Motor vehicle	Manual Hand. Tools
Welding / Cutting equipment	Corrosive chemicals
Grinding equipment	Harmful / irritant chemicals
Scaffolding	Toxic chemicals
Ladders	Cherry picker

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CORRECTIVE ACTION TAKEN TO PREVENT A RECURRENCE

SIGNATURES OF RESPONSIBLE PERSONS

Supervisor : _____

First Aider : _____

Injured Party : _____

Area Manager : _____

Safety Officer: _____

Completion Date for Corrective Action: _____

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APPENDIX 5.5 BOMB THREAT RESPONSE GUIDELINES

Questions to Ask

- ✓ **Did you place the bomb?**
- ✓ **What does it look like?**
- ✓ **What is your address?**
- ✓ **What is your name?**
- ✓ **What will cause it to explode?**
- ✓ **When is the bomb going to explode**
- ✓ **Where is it right now?**

Exact wording of the threat

Sex of the caller: _____
 Race: _____
 Age: _____
 Length of call: _____
 Number at which it was received: _____
 Time: _____
 Date: _____

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WHAT NOT TO DO IN THE EVENT OF A BOMB THREAT/SUSPICIOUS PACKAGE

DON'T:

- DON'T ignore "Bomb Threats"**
- DON'T touch suspected explosives**
- DON'T touch suspected bombs**
- DON'T move suspected bombs**
- DON'T move or open things if you don't know what it is**
- DON'T place in water**
- DON'T shake**
- DON'T turn or twist**
- DON'T cut any wires**
- DON'T pull any strings**
- DON'T carry suspect bombs**
- DON'T place near vital equipment**
- DON'T use insulating materials (e.g. bob blankets or sand bags) unless you know they work**

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DON'T pull any wires

DON'T pull any fuses

DON'T stamp out fuses

DON'T undo any packages

DON'T undo glued packages

DON'T pass metallic tools near suspected bombs

DON'T move switches

DON'T release hooks

DON'T smoke near suspected bomb

DON'T attempt to carry bomb outside

DON'T move the bomb away from people

(DO move people away from bomb)

DON'T go near bombs

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Section:	W.I No 10 (Uncontrolled)	
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PURPOSE :

To provide a procedure for the discharge of effluent.

RESPONSIBILITY:

It is the responsibility of the Plant Processor/Laboratory Technician for the operation of this procedure.

PROCEDURE:

DRAINING WATER FROM PROCESS TANKS

1. The Laboratory technician decides if there is sufficient water to draw off from the process tanks W18 and W19 by carrying out regular checks from the top/middle and bottom valves for clear water, black water and oil. If oil/black water found, there is nothing to draw off. If water is drawn off it is written in the stock sheet.
2. When sufficient water is present the laboratory technician/plant operator logs on the computerised Scada system with their correct name and password.
3. When releasing from tanks W18 and W19 the appropriate valves on the Scada are opened then the plant operator manually opens the inlet valve to the Hodge-Stetfield and ensures that the correct flow is flowing into tanks 3 and 4 in the factory by monitoring the volume of tanks W18 and W19 and visually checking the flow and then adjusting the valves appropriately.
4. Tanks 3 and 4 contain high level alarms linked to the Scada which sound when a high water level is reached. The Plant Operator then closes the valve to the tank on the Scada.
5. When releasing water from tanks 3 and 4 the manual valves at the bottom of the tanks are opened. The valve leading into the Darcy from tanks 3 and 4 is opened on the Scada and the flow is visually monitored through the Darcy (mini interceptor) into Effluent Discharge tanks 1 and 2 in the bunded area.

RELEASE OF EFFLUENT:

6. The Laboratory Technician prior to water release tests effluent from Effluent Discharge Tanks 1 and 2 as appropriate for COD, suspended solids, Ammonia, pH, and temperature. All Laboratory testing is carried out to comply with our IPC licence requirements.

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7. The Laboratory Technician uses the COD result to calculate the batch volume (a higher COD value results in a smaller batch volume). This ensures that the IPC Licence requirements are fulfilled.

The laboratory technician has to manually set the batch volume to be released on the Scada to ensure release requirements of our IPC Licence are carried out.

8. A weekly analysis is carried out on a composite sample taken from the Auto Sampler, which collects released effluent on a flow proportional basis. Analysis is carried out for the following Fats Oils and Greases, Chlorides, Phenols, Sulphates, Total Phosphorus, Copper, Lead, Zinc, Cadmium, Ammonia, COD.

When all daily results are within specification the Laboratory Technician will then discharge the effluent on the Scada System.

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RELATED RECORDS

Daily Effluent Analysis
Weekly Effluent Analysis
Monthly Reports
Laboratory Diary
Stock Sheets

