

TRADE WASTE MANAGEMENT PLAN

(Example – small scale process)*

1.0 General Description

This trade waste management plan has been submitted to Watercare Services Limited to satisfy the requirement of clause 5 of our trade waste agreement application under the Auckland Trade Waste Bylaw 2013.

Company	UVW Ltd.
Site address	44 Smith Street, St Johns, Auckland.
Discharge point	Manhole Unit ID 123456 in Smith Street, St Johns, Auckland.
Key contacts	Sarah Mill, Operations Manager. Ph. 012 1234 543.
Principle operations	UVW Ltd washes machinery used by the construction industry. Dirt and oil are cleaned off the machinery on a 40m ² wash pad using high pressure water blaster. This waste water is then discharged to the sewer.

Refer to GIS viewer to identify manhole
<https://www.watercare.co.nz/Water-and-wastewater/Building-and-developing/GIS-maps>

2.0 Discharge Limits

UVW Ltd will meet all conditions and discharge limits as specified in:

- the Auckland Trade Waste Bylaw 2013, including the controlled substances standards and
- the Trade Waste Agreement, once issued and signed by Watercare Services Limited.

3.0 Wastewater Pre-Discharge Treatment Systems

Control for	System	Maintenance
Prohibited solids greater than 30 mm.	All drains to the trade waste network are screened with 6mm stainless steel fixed screens.	Daily inspection and cleaning.
Total petroleum Hydrocarbons	Single chamber 5m ³ ABI oil and grit inceptor.	Three monthly empty and clean by registered waste disposal company. Waste taken off site. Records of clean and disposal kept for five years.

Pre-treatment systems treat the wastewater prior to discharge to sewer. They ensure the wastewater is within the limits of the bylaw. They may include filters, screens, oil/grit interceptors, grease traps, sedimentation tanks and ponds, pH dosing systems, balance tanks, DAFs, pH control to precipitate out heavy metals, etc. Please provide specific details of each system that is in use at your site.

4.0 Monitoring and Reporting

We will meet all monitoring and reporting requirements as prescribed by clause 14.2 of our Trade Waste Agreement.

Include any systems that monitor and/or log your discharge eg. flow, temperature, pH.
Also include details of regular monitoring activities completed on your wastewater treatment system.

5.0 Risks and Controls

The table below identifies the on-site risks that could lead to a discharge of non-compliant wastewater to the sewer. The control measures taken to eliminate, isolate or minimise these risks are shown.

Risk	Control
Flow rate exceeding 0.6 L/s	Blast-a-lot Waterblaster is a high pressure water blaster with a maximum flow rate of 0.5 L/s.
24hr discharge volume exceeding 11 m ³	Washing activities occur for a maximum of 4 hours per day. At a max flow rate of 0.5 L/s, this only generates 7.2 m ³ of discharge per day, which is below the 11 m ³ limit.
Failure of pre-treatment system	The ABI oil and grit interceptor is inspected monthly. Any required maintenance is carried out as needed. In the event of pre-treatment system failure, all discharge would cease until repairs were complete.
Spill of stored chemicals, or fuel oil from machinery	All chemicals are stored in an area which is isolated from the wash bay and trade waste system. Only detergents with a concentrated volume of less than one litre are allowed in to the wash bay area. Spill kits are available on site and all staff are trained in our spill response procedure (see Appendix A).
Power failure	In the event of a power failure the water-blasting will stop as these are mains supply. Once power supply is restored a complete check of the interceptor system will be undertaken before the wash bay is used again.
Stormwater from areas outside the wash bay entering the sewer system	The wash bay is surrounded by a small raised hump to prevent stormwater from the surrounding area entering the wash bay.

This section should include all risks at your site as well as the controls in place to prevent non-compliant discharge, as per section 5.1 (c) and (d) of your application. It must at least include the risks for flow rate and volume exceeding the limits, failure of a pre-treatment system, non-complaint solids, spills and power failure.

6.0 Internal notification procedure

- All staff are trained to notify the Operations Manager if an incident occurs that will affect the discharge to the Watercare trade waste sewer. Within 60 minutes of the incident occurring the most appropriately qualified role will attend to the incident.
- The Operations Manager will report the incident to Watercare Services Ltd through the process outlined in the external notification procedure in section 7.0.
- Authority will be delegated in the event any role is absent or not available.
- On-call numbers are identified in the staff board in the administration building.
- All incidents will be discussed at our monthly operations meeting. Remedial work will also be monitored and reported at this meeting. Any changes to existing protocols and this plan are reported at this meeting.

Include that any incident will be attended to within 60 minutes as per section 5.1 (e) of your application. List any additional methods to avoid, remedy or mitigate the breaches as per section 5 (f).

7.0 External Notification Procedure

In the event of a potential or actual breach of any of the discharge limits of our trade waste agreement, the following will occur:

- a) As soon as practicable after becoming aware of the potential or actual breach, we will notify Watercare on (09) 442 2222;
- b) Within two working days, we will provide Watercare with written details of the potential or actual breach, and work undertaken to remedy or mitigate any adverse effects to the Watercare network arising from the breach;
- c) Within five working days, we will provide Watercare with written details of investigations into the cause of the breach, and implement measures to avoid a similar breach occurring in the future.

The plan must include the external notification procedure above as per section 5.1 (g) of your application.

8.0 Review of this Plan

This plan will be reviewed 12 months after the commencement date and annually thereafter. We will provide Watercare with a copy of the plan if it has changed. If it has not changed we will notify Watercare that it has been reviewed and no amendments have been made. The review of the plan will be discussed on an annual basis at our monthly operations meeting.

9.0 Appendices

Appendix A

Schematic and photos of each pre-discharge treatment system.

Include photos of each pre-treatment system discussed in section 3.0. If schematics or diagrams of the pre-treatment systems are available, provide a copy as well.

Appendix B

Photos of site operations and open areas draining to trade waste drains.

Appendix C

Emergency spill response procedure.

1. *Be Prepared*

- Evaluate any chemicals stored on site and ensure they are clearly identified and labelled.
- Ensure chemicals and materials are stored and handled correctly and that the storage area is tidy.
- If required, ensure the availability of Material Safety Data Sheets (MSDS).

2. *Be Safe*

- If it's an emergency, evacuate the area and call emergency services.
- Identify the spill, what is it?
- Put on appropriate protective clothing, gloves, etc.

3. *Protect the Trade Waste System*

- Ensure the spilt materials are not washed down any nearby drains.

4. *Notify*

- Tell your manager.
- If the trade waste network may be affected, as soon as practicable, contact Watercare Services Ltd., at (09) 442 2222.
- If the stormwater network may be affected, as soon as practicable, contact Auckland Council Pollution Hotline on (09) 377 3107.

5. *Clean Up*

- Where necessary, neutralize hazardous substances.
- Clean up and dispose of spilt materials as per manufacturer's instructions or material safety data sheets.
- Assess the cause and take necessary steps to prevent reoccurrence.
- Complete any necessary forms and communicate the lessons learned.

If this procedure forms part of another document, you may simply provide a copy of the relevant section from the other document.

***This trade waste management plan is an example only. The plan for your company must reflect your processes and trade discharges at your site.**