
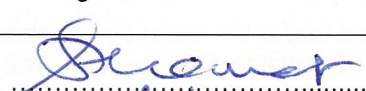
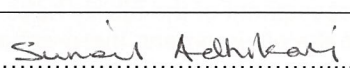


POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN
ADAMINABY SEWERAGE

(EPA Licence 450)

Protection of the Environment Operation (POEO) Amendment Act 2011

| Pollution Incident Response Management Plan ADAMINABY SEWERAGE (EPA Licence 450) | | | |  SNOWY RIVER SHIRE COUNCIL |
|--|---|----------------|---|---|
| Document Number | Revision Number | Revision Date | Effective From | Control Copy No. |
| TRIM ID: ED/12/23541 | Rev 0 | 29 August 2012 | 1 September 2012 | <input type="checkbox"/> |
| Prepared By: | Reviewed By: | | Approved By: | |
| Water and Sewer Department | Manager Water and Wastewater | | Director Technical Services and Operations | |
| Signature and Date |  Date...30/8/12 | |  Date...30/8/12 | |

Background

On the 29th February 2012 an amendment to the Protection of the Environment Operation (POEO) Act 1997 introduced a requirement for all licensees to prepare and implement a Pollution Incident Response Management Plan (PIRMP) for each of its licensed activities in accordance with the requirements set out in Part 5.7A of the POEO Act 1997. The amendment included the provision that licensees may link individual PIRMP to their existing Emergency Response Plans.

Definition of a 'pollution incident'

For the purpose of this response plan, a pollution incident is a serious leak or spill of wastewater from any of Snowy River Shire Council's licensed systems to the environment where it results in actual or potential loss or property damage of an amount or amounts in aggregate exceeding \$10,000. (see definition in section 147 of POEO Act 1997)

License Holder

Snowy River Shire Council under regulation of the Environmental Protection Authority (EPA), NSW is the holder of license numbers; 450 for Adaminaby, 456 for Berridale, and 773 for Jindabyne wastewater systems.

Adaminaby wastewater system is made up of;

- Sewerage Treatment Plant (ASTP)
- Reticulation gravity drainage system

This PIRMP addresses the specific hazards, risks, and response required for the above assets in the scheme.

Objective of the plan;

- Ensure that serious environmental consequences are negated by ensuring that appropriate pollution prevention measures are in place or immediately available to SRSC staff and Emergency Services
- Ensure that SRSC employees are appropriately trained to manage and undertake pollution incident response and remediation measures in the event of a sewage spill or discharge.
- Ensure that procedures are in place so that all affected parties are appropriately notified of a pollution incident.

Site Activities Overview – Adaminaby Wastewater Treatment Plant

The Adaminaby Wastewater Treatment Plant collects and treats wastewater from the township of Adaminaby. The collection and treatment of wastewater is completed to the standards required by the EPA, NSW for the discharge of treated effluent, under licence to Locker creek which is dry 70% of the time except during prolonged wet weather.

A failure at the Adaminaby Wastewater Treatment Plant having impacted on Locker creek has the potential to cause major environmental harm but have insignificant impact on public health.

Although the facility has pollution control measures it is recognised that there are residual risks of spillage/discharge to Locker creek

Operating hours

The Adaminaby Wastewater Treatment Plant operates intermittently on demand 24 hours a day, 7 days a week. The plant is staffed 7 days a week from 8:30 to 4:30 on week days and 7:30 to 11:30 on weekends by trained operators.

Description of surrounding area

Adaminaby Wastewater Treatment Plant is located on council reserve 850 meters east of Adaminaby township centre. Rural land predominantly surrounds the facility with Locker creek running along the east and north eastern boundary. The Snowy Mountains Motel is 300 meters from the facility and is the closest populated area.

Likelihood of a Pollution Incident Occurring

The combination of design, construction, contingency planning and long-term maintenance for this facility should result in a system where overflows only occur in exceptional circumstances.

Therefore the likelihood is: **possible to unlikely with major to moderate environmental consequences**

Hazards to human health and the environment at this site as a result of failure of the wastewater treatment plant and the discharge of wastewater to the environment

Risk assessment of the facility have concluded that in the event of a discharge of wastewater from the treatment plant to the environment there would be the potential for **major environmental harm**

| Hazard | Estimated Risk Rating | | Contributing Condition or Event | Action |
|--|-----------------------|-------------|--|---|
| | Likelihood | Consequence | | |
| Aeration and treatment of wastewater being undermined | Possible | Major | Infrastructure failure Structural failure of trickling filter which is and aged asset and internal condition not know | Aeration of maturation ponds to be carried out until Mobile treatment Plant is commissioned on site |
| Pollutants discharged to the Locker Creek | Unlikely | Major | Structural failure of maturation ponds | Create Bypass line until repairs have been completed |
| Wastewater flowing on Snowy Mountains Highway / Road reserve | Possible | Moderate | Leakage from private pumped connection from the Motel | Owner to be informed immediately for action to be taken to repair any leaks / chokes |

Pollution Prevention and Mitigation Measures

The Adaminaby Wastewater Treatment Plant has the following pollution mitigation measures incorporated into the design of the wastewater being directly discharged / spilled in the Locker Creek:

- Series of maturation ponds before it enters the Locker Creek. Retention times and containment within these ponds will prevent any catastrophic event from occurring.

Chemical Product Inventory and Material Handling

| Trade name of substance | State | Maximum Stored Amount | Location | Type of Containment |
|--------------------------|-------------------------|-----------------------|---|--|
| | Solid/Liquid/Gas/Powder | | | |
| Petrol | Liquid | 20 litres | Shed within secured fenced STP | Concrete floor / Locked Shed |
| Oil and grease and paint | Liquid | 2 litres | Shed within secured fenced STP | Concrete Floor / Locked Shed |
| Detergents | Liquid | 1 litre | Office Building within secured fenced STP | Locked premises |
| Alum | Not used currently | N/A | Within fenced area at the STP | Plastic Tank within secure concrete tank |

Safety Equipment and Personal Protective Equipment

| Equipment | Location | Personnel Trained/Certified in the use of equipment |
|--|----------|---|
| PPE (Gloves, Goggles, ear muffs, boots, helmets) | PPE Bags | SRSC Issues relevant PPE to all staff |
| Fire Extinguisher | Office | Fire control training certificates |
| Shower | Office | WHS Training |
| First Aid Kit | Office | First Aid Certificates - All W&S Staff |

Pollution Prevention Equipment Inventory (internal on and off site)

| Type | Amount | Location | Contact |
|--------------------------|--------|--------------------------------|---|
| Sewer cleaning equipment | 1 | Shed within fenced area in STP | Operator : 0427 432 167 Sewer Supervisor:0408 484 853 |
| Various pumps | 2 | Shed within fenced area in STP | Operator : 0427 432 167 Sewer Supervisor: 0408 484 853 |
| Pressure washer | 1 | Shed within fenced area in STP | Operator: 0427 432 167 Sewer Supervisor: 0408 484 853 |

External Resources

| Company Name | Service Supplied/Available | Contact Details |
|--|--|--|
| Top to Bottom Plumbing Cooma | <ul style="list-style-type: none"> - Truck mounted vacuum pump 9m³ capacity - Excavator - Backhoe - Tipper truck - Skilled day labour. | Landline: (02) 6452 2410 Mobile: 0418 630 233 |
| VanGlen Services Jindabyne | <ul style="list-style-type: none"> - Truck mounted vacuum pump 9m³ capacity | Landline: (02) 6456 7037 |
| Fieldtech Industries Berridale | <ul style="list-style-type: none"> - Truck mounted vacuum pump 9m³ capacity | Landline: (02) 6456 4110 |
| ALS Environmental Division Water Resources Group | <ul style="list-style-type: none"> - Water sampling and reporting | Landline: (02) 6202 5401 |
| McMahons Earthmoving | <ul style="list-style-type: none"> - Heavy Earth moving Plant | Landline (02) 6454 1142 Mobile 0427 270 492 |

SRSC Staff Responsible for the PIRMP

| Position | Responsibilities | Phone Number |
|---|--|--------------|
| Director of Technical services and operations | Authorisation and Activation of the PIRMP including Liaison with the General Manager and Councillors for any media releases. | 0427 018 846 |
| Manager of Water and Wastewater | Liaison with EPA, Inspect site, inform relevant authorities listed in the plan Management of Pollution Incident Response | 0418 284 553 |
| Water and Wastewater Engineer | Management of Pollution Incident Response | 0407 243 180 |
| Wastewater Supervisor | Action the Pollution Incident Response | 0408 489 853 |
| Water Supervisor | Action the Pollution Incident Response | 0418 672 523 |
| Plant Operator | Action the Pollution Incident Response | 0427 432 167 |

Procedures to be followed by SRSC (the licence holder) on notification of a pollution incident

- Emergency call out procedure for water and sewerage (ED/12/19283)
- Sewer spill action decision flowchart (ED/12/19518)
- Sewer overflow procedures (ED/12/19524, ED/12/19519, ED/12/19520; ED/12/19521)

Immediate notification of relevant authorities by authorised officer – Manger Water and Wastewater

1. Call '000' if the incident presents an immediate threat to human health or property. Fire and Rescue NSW, NSW police, and NSW ambulance service are the first responders, responsible for controlling and containing incidents
2. The Environmental Protection Authority (EPA), NSW – Environmental line on 131 555
3. Ministry of health – Greater Southern Health Emergency Number (02) 4814 1840

4. WorkCover 13 110 15
5. Call '000', 'notify only' Fire and Rescue, no immediate threat to life or serious threat to property. NO EMERGENCY RESPONSE RQUIRED.

Communications

Persons through whom all communications are to be made and procedures to be followed for co-ordinating with the authorities and other persons to be notified, including property owners affected and external organisations are to be set out

Training

An annual desktop training exercise will be conducted with the staff responsible for the management and operation of the PIRMP. The support contractors/cleanup companies listed in the PIRMP will also be invited to participate in the desktop exercise. A record of the exercise including the names of participants and issues raised will be maintained for each exercise and used to initiate improvements in the PIRMP.

An annual field training exercise will be conducted with the staff responsible for the management and operation of the PIRMP including the use of a range of equipment that could be required in a real event. A record of the exercise including the names of participants and issues raised will be maintained for each exercise and used to initiate improvements in the PIRMP.

Action Plan – in response to possible or actual wastewater overflow from the Adaminaby Wastewater Treatment Plant

| SRSC Responsibility | Actions | Notes and Contact Details |
|---|--|---|
| <u>Council Staff Receiving Report</u> | <ol style="list-style-type: none"> 1. Report from Public, Council staff or Telemetry <ul style="list-style-type: none"> - Obtain details of spill and location - Obtain contact details of person reporting spill (if applicable) | |
| <u>Wastewater Supervisor / Water Supervisor</u> | <ol style="list-style-type: none"> 1. Carry out Worksite Specific Risk Assessment to; <ul style="list-style-type: none"> - Assess incident. Take photographs to document the overflow/spill - Determine the cause of the failure/spill <ul style="list-style-type: none"> • Electrical failure • Mechanical failure • Blockage • Structural failure - Estimate of time until return of full services - Note any possible environmental concerns - Estimate the extent of work to be carried out and if any hazards exist <ul style="list-style-type: none"> • Phone cables • Power cables • Other utilities - Determine the Personal Protective Equipment (PPE) required - Determine any Manual Handling issues - Determine any Traffic Control methods/issues as required - Complete appropriate forms <ul style="list-style-type: none"> • Confined Space Risk Assessment and Entry Permit • Traffic Control Plan • Environmental Control Plan 2. Notify Manager of Water and Waste <ul style="list-style-type: none"> - Whether the spill could have major environmental consequences - Provide an estimate of the time until full services are restored - Confirm minor incident that can be managed by SRSC staff and/or local contractors - Confirm major incident requiring the services of an accredited emergency pollution incident management company 3. Commence Work <ul style="list-style-type: none"> - Carry out a site induction for all workers involved in the incident response (both council employees and contractors) so everyone is aware of their responsibilities and what work is to be carried out - Implement Traffic Control Plan and Pedestrian Management Plan (as required) - Implement Environmental Controls - Implement water sampling and testing plans | <p>Manager Water and Wastewater: 0418 284 553</p> |
| <u>Manager of Water and Wastewater</u> | <p>In the event of a major incident</p> <ul style="list-style-type: none"> - Notify Director of Technical Services and Operations - Notify the Environmental Protection Authority (EPA), NSW - Contact an accredited emergency pollution incident management company | |
| <u>Water and Wastewater Engineer / Manager Water and Wastewater</u> | <p align="center">General Procedure</p> <p>Minor Incident</p> <ul style="list-style-type: none"> - Engage a local contractor if required - Commence pollution prevention/mitigation measures as required, until failure has been corrected - Undertake clean-up, disinfection and incident reporting procedures | |

| | | |
|--|---|--|
| | <p>Major Incident</p> <ul style="list-style-type: none"> - Maintain all reasonable attempts to prevent wastewater from entering major water bodies - Continue with spill containment and clean-up measures until an accredited emergency pollution incident management company arrives on site - Brief the emergency pollution incident company's project manager <p>Minor and Major Incident</p> <ul style="list-style-type: none"> - At the completion of the clean-up and remediation works undertake a site inspection to confirm that the site has been successfully decontaminated - Remove all temporary works and traffic control signs - Undertake a debriefing with all staff and contractors and provide council with an incident report for approval and forward to the EPA as required | |
|--|---|--|

Evacuation Procedure

- Staff or visitors become aware that there is an emergency
- Wastewater Supervisor or operator in charge of the plant is to take charge as Emergency warden and determine whether evacuation is required
- Evacuate all persons on site as per evacuation procedure
- Ring 000
- Inform Manager of Water and Wastewater – 0418 284 553

Emergency warden is to

- Direct staff, contractors and visitors to the assembly point
- If possible, put on appropriate PPE and ascertain type of emergency and contributing factor
- Keep people away from hazardous areas

Emergency Warden is also to keep notes on activities including time for records, any possible review enquiry or investigation.

Method of Accounting for Persons

- Check names against site sign-in sheet

APPENDICES

NOTE: The appendices are subject to revision and the latest version of the appendices shall apply to the Pollution Incident Response Management Plan

Appendix A

TRIM ID: ED/12/25758 - List of Properties 5km downstream of the Adaminaby Sewerage Treatment Plant

Appendix B

TRIM ID: ED/12/25753 - List of External Contacts for the Adaminaby Sewerage Treatment Plant

Appendix C

TRIM ID ED/12/25780 - Map of the Adaminaby Sewerage Treatment Plant identifying key features of the plant

Appendix D

TRIM ID ED/12/25778 - Map of the Adaminaby sewerage networks of pipes and manholes

Appendix E

TRIM ID: ED/12/25582 - Report to Environmental Incident Hotline (Water Directorate Form)

Appendix F

TRIM ID: ED/12/19283 - Emergency call out procedures for water and sewerage

Appendix G

TRIM ID: ED/12/19518 - Sewer Spill Action Decision Flowchart

Appendix H

TRIM ID: ED/12/19524 - Sewer Choke Clean up Procedure

Appendix I

TRIM ID: ED/12/19519 - Sewer Flow Inside a Building Clean up procedure

Appendix J

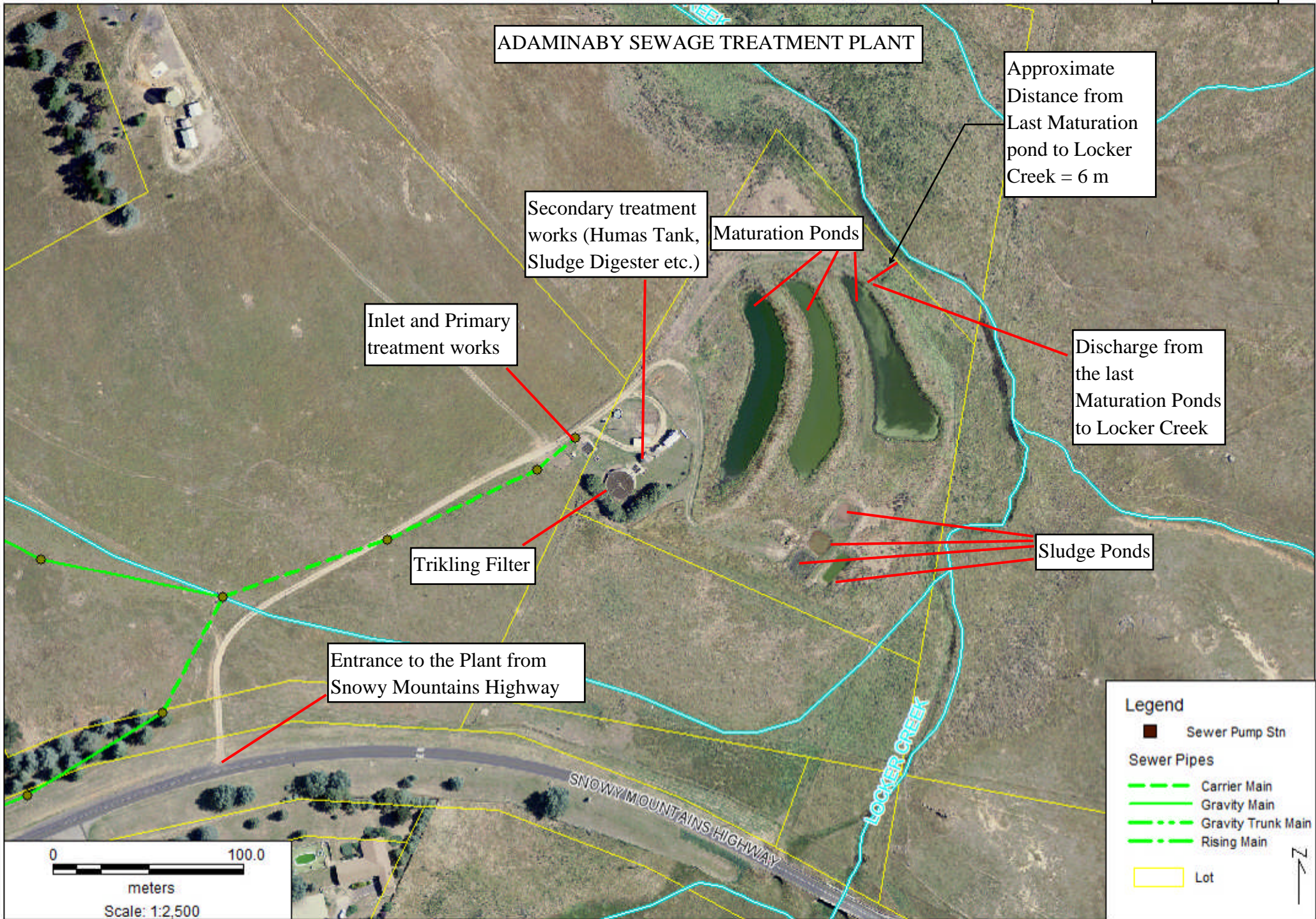
TRIM ID: ED/12/19521 - Actions on receipt of notification of a sewage overflow

Appendix K

TRIM ID: ED/12/19520 - Sewer overflow clean up and de-contamination procedure

| Properties Downstream of the Adaminaby Wastewater Treatment Facility | | | | |
|--|------------------|-------|-----------|----------------|
| Property No. | Property Address | Names | Phone No. | Postal Address |
| Redacted. Information available to SMRC staff. | | | | |

| External Contacts | |
|---|-----------------------|
| Company Name | Contact Number |
| The Environmental Protection Authority (EPA), NSW | - 131 555 |
| Department of Health – Emergency Number | - 02 4824 1840 |
| WorkCover | - 13 10 50 |
| Police, Fire, Ambulance – Emergency | - 000 |
| Police Local Command | - 6454 2244 |
| Fire Brigade | - |
| State Emergency Service (SES) | - 13 25 00 |
| Essential Energy – Electricity Utility Control Centre | - 13 20 80 |
| NSW Health Department – Division of Analytical Laboratories (DAL) | - 02 9646 0222 |
| NSW Food Authority | - 1300 552 406 |
| Catchment Management Authority | - 6452 1455 |
| Snowy Hydro Limited | |
| Safety and Environmental Incidents | - 1800 766 333 |
| Mr. Paul Robson | - 0427 419 599 |
| Department of Primary Industries | - 64523411 |





Legend

- Waterlines
- Sewer Pipes**
 - Gravity Main
 - Gravity Trunk Main
 - Rising Main
 - Carrier Main
- Lot
- ManHole
- Sewer Pump Stn
- Storm Pit
- Storm Pipe

PART A

Report to Environmental Incident Hotline

LOCATION OF INCIDENT



Recent changes to Part 5.7 of the *Protection of the Environment Operations Act 1997* (POEO Act) specify new requirements relating to the notification of pollution incidents. For more information see www.environment.nsw.gov.au/pollution/notificationprotocol.htm

Project Facility Activity Location/Name:

STREET NUMBER STREET NAME

SUBURB NEAREST CROSS STREET

WHERE DID THE INCIDENT OCCUR

SECTION/UNIT RESPONSIBLE FOR THE SITE

Sewage

- break in mains
- pumping station (sewage or chemical)
- sewage treatment plant
- other (ponds etc)

Waste

- waste from Council project/facility/activity
- dumped waste
- asbestos only

General

- spill/overflow (chemical, fuel, substance etc)
- additional detail required below
- vegetation - disturbance / damage
- general - (heritage, water, wildlife etc)
- other

Cause

- blockage
- mechanical failure
- electrical failure or power outage
- rainfall inundation
- trade waste incident
- break in main
- other

DESCRIPTION OF INCIDENT

ACTION TAKEN TO CONTAIN / MANAGE THE INCIDENT

Were photos taken: YES NO Were samples taken: YES NO

DETAILS OF PERSON REPORTING THE INCIDENT

NAME DATE

PHONE MOBILE

DEPARTMENT SECTION

PART B

Report to Environmental Incident Hotline INVESTIGATION



The appropriate Section Supervisor/Manager is responsible for completion of Part B of the incident report.

IMMEDIATE ACTION BY SUPERVISOR/MANAGER

Will the incident:

- | | | | |
|---|------------------------------|-----------------------------|-----------------------------------|
| 1. Require assistance from other agencies to contain, isolate or cleanup? If "Yes" call 000 immediately. | YES <input type="checkbox"/> | NO <input type="checkbox"/> | NOT SURE <input type="checkbox"/> |
| 2. Pose any actual or potential harm to human health that is not trivial? • Is it located within 100m of a school, childcare centre, aged care home? • Could it impact on users of public areas such as ovals, reserves, waterways? • Could the impact spread and potentially harm occupants of nearby properties? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | NOT SURE <input type="checkbox"/> |
| 3. Pose any actual or potential harm to ecosystems that is not trivial? • Could the incident flow / impact on a water body or drainage system? • Could the incident flow / impact on environmentally sensitive land? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | NOT SURE <input type="checkbox"/> |
| 4. Result in actual or potential loss or property damage of an amount over \$10,000? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | NOT SURE <input type="checkbox"/> |

If you answered 'YES' to any of the above then the incident should be considered as a notifiable "pollution event". There is a **duty to notify** the EPA, Ministry of Health, WorkCover and Fire and Rescue NSW immediately after becoming aware of a pollution incidents where material harm is caused or threatened. Failure to do so is an offence (*Protection of the Environment Operations Act 1997*)

AGENCY NOTIFICATIONS

If the incident does not require an initial combat agency, or once the 000 call has been made, notify the relevant authorities in the following order.

NSW EPA (EPA Environment Line: 131 555)

Contacted: YES NO Reason not contacted:

| NAME OF EPA REPRESENTATIVE | TIME AND DATE | EPA REFERENCE NUMBER |
|----------------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

ACTIONS REQUIRED BY EPA

NSW Health – Local Public Health Unit Goulburn PHU (Greater Southern AHS) (02) 9824 1840

Contacted: YES NO Reason not contacted:

| NAME OF PHU REPRESENTATIVE | TIME AND DATE | PHU REFERENCE NUMBER |
|----------------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

ACTIONS REQUIRED BY LOCAL PHU

WorkCover Authority (WorkCover: 13 10 50)

Contacted: YES NO Reason not contacted:

| NAME OF WORKCOVER REPRESENTATIVE | TIME AND DATE | WORKCOVER REFERENCE NUMBER |
|----------------------------------|----------------------|----------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

ACTIONS REQUIRED BY WORKCOVER

Fire & Rescue NSW (Emergency Hotline: 000)

Contacted: YES NO Reason not contacted:

| NAME OF FIRE & RESCUE REPRESENTATIVE | TIME AND DATE | FIRE & RESCUE REFERENCE NUMBER |
|--------------------------------------|----------------------|--------------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

ACTIONS REQUIRED BY FIRE & RESCUE

CONTINUES ON REVERSE

OTHER NOTIFICATIONS TO CONSIDER INCLUDE:

- Internal contacts eg Environmental Health Officer
- Media
- NSW Food Authority
- Shellfish programs
- River users eg boat hiring companies
- Marine education centres
- Other

PRELIMINARY INVESTIGATION

Notes from discussions with relevant operational staff

Any further observations or comments by Supervisor / Manager

CATEGORISATION BY AUTHORISED OFFICER

- Minor**
No notification required
 - Incident affects small area only (eg single property) AND
 - Incident is easy to clean up without additional assistance, AND
 - There is no risk of material harm to humans or the environment.

- Moderate**
Notify EPA and Local PHU only
 - Incident affects more than one property OR
 - There is a risk of pollution or material harm to the environment BUT
 - Cleanup can be completed without assistance AND
 - There is no danger to humans.

- Major**
Notification required - Notify EPA, Local PHU, Workcover and Fire & Rescue
 - Potential or actual harm to humans and the environment AND/OR
 - Assistance is required with cleanup from other agencies.

- Council Responsible**
Incident occurred as a direct result of Council activity or function.

- Response by Council**
Incident occurred on Council land, or land under Council care and control BUT Council did not cause the incident.

- Technical Licence Breach**
Relating to technical compliance such as exceedence of permissible discharge volume or environmental monitoring limits.

DETAILS OF APPROPRIATE SECTION SUPERVISOR/MANAGER REPORTING THE INCIDENT

| | | | |
|--------------------|---|--------|---|
| NAME | <input type="text"/> | DATE | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| PHONE | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | MOBILE | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| DEPARTMENT SECTION | <input type="text"/> | | |

EMERGENCY CALL OUT PROCEDURES FOR WATER AND SEWERAGE A-GEN-AA-EME-01

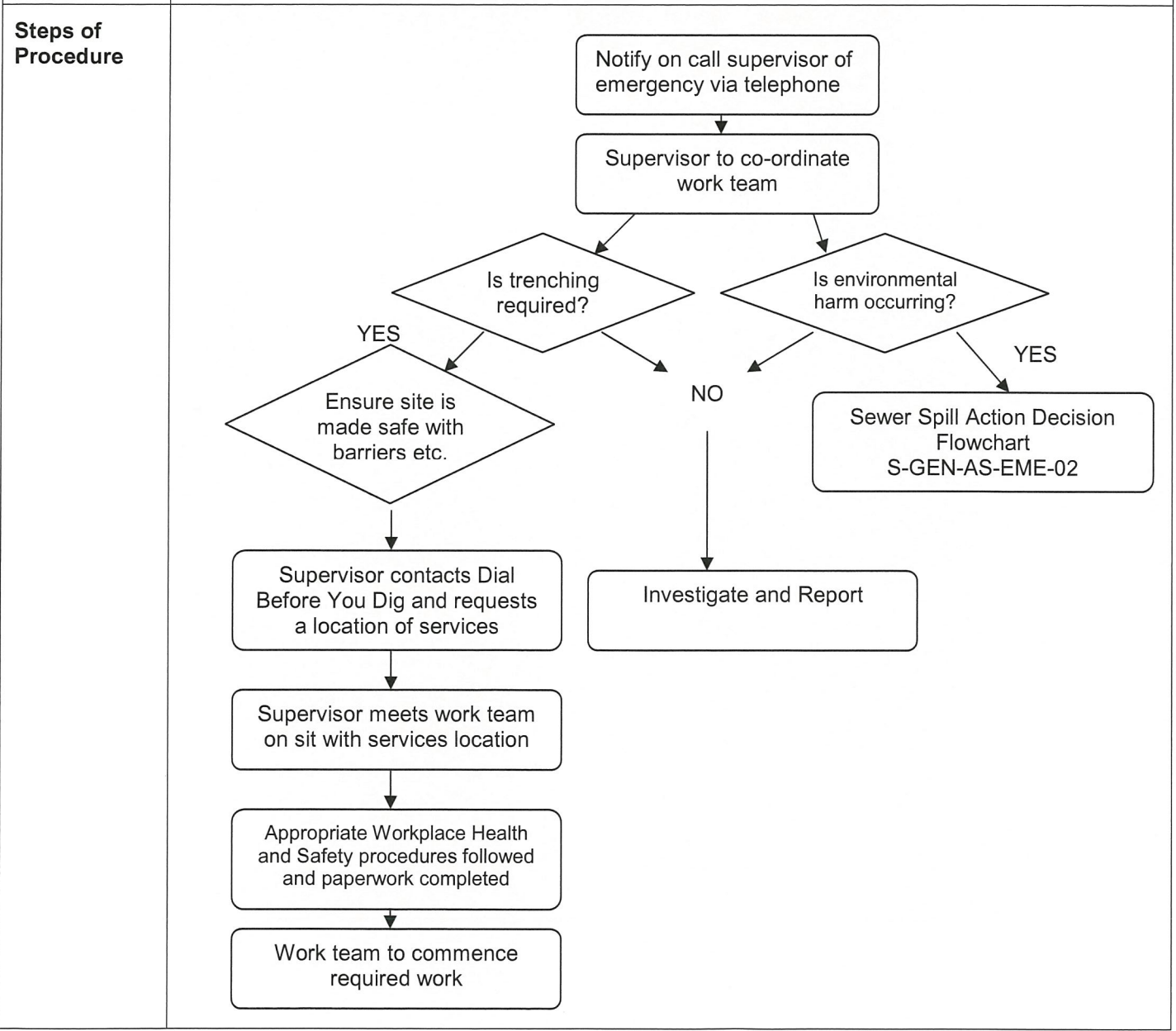


SNOWY RIVER SHIRE COUNCIL

| Document Number | Revision Number | Revision Date | Effective From | Control Copy No. |
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| TRIM ID ED/12/19283 | Rev. 0 | 30/8/2012 | 1/9/2012 | □ |
| Prepared By: | Reviewed By: | | Approved By: | |
| Water and Sewer Team | Manager Water and Wastewater | | Director Technical Services and Operations | |
| Signature and Date | <i>[Signature]</i> Date: <i>30/8/12</i> | | <i>[Signature]</i> Date: <i>30/8/12</i> | |

Applicable to All staff involved in undertaking this activity

Aim of the Procedure The purpose of this document is to provide guidelines for the procedure to be followed for a water or sewer emergency call out



SEWER SPILL ACTION DECISION FLOWCHART, S-GEN-AS-EME-02

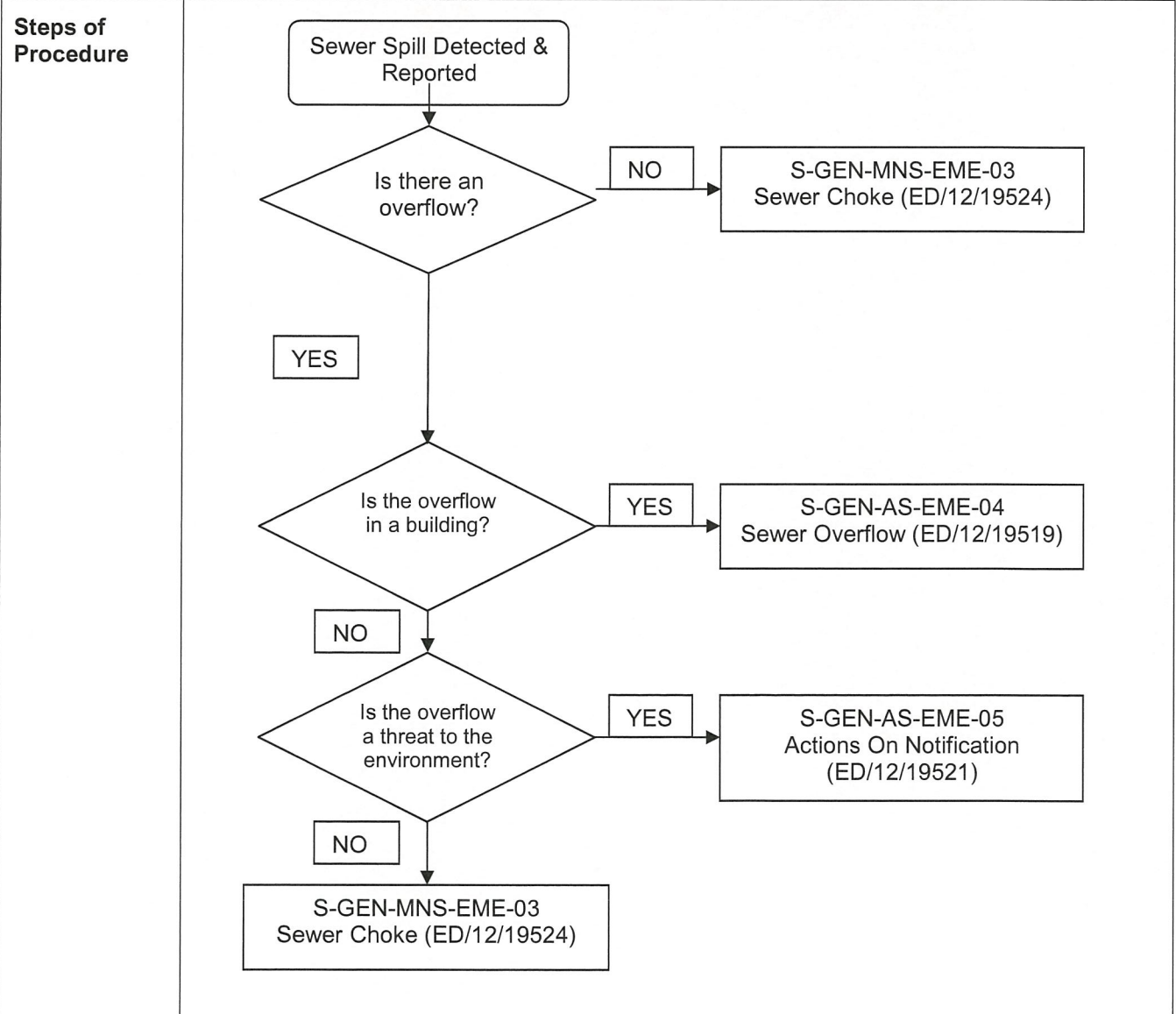


SNOWY RIVER SHIRE COUNCIL

| Document Number | Revision Number | Revision Date | Effective From | Control Copy No. |
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| TRIM ID ED/12/19518 | Rev. 0 | 30/8/2012 | 1/9/2012 | <input type="checkbox"/> |
| Prepared By: | Reviewed By: | Approved By: | | |
| Water and Sewer Team | Manager Water and Wastewater | Director Technical Services and Operations | | |
| Signature and Date | <i>[Signature]</i> Date <u>30/8/12</u> | <i>[Signature]</i> Date <u>30/8/12</u> | | |

Applicable to All staff involved in undertaking this activity

Aim of the Procedure The purpose of this document is to provide guidelines for sewer spill action



SEWER CHOKE CLEAN UP PROCEDURE

S-GEN-MNS-EME-03



SNOWY RIVER SHIRE COUNCIL

| Document Number | Revision Number | Revision Date | Effective From | Control Copy No. |
|------------------------------|--|---------------|--|--------------------------|
| TRIM ID ED/12/19524 | Rev. 0 | 30/8/2012 | 1/9/2012 | <input type="checkbox"/> |
| Prepared By: | Reviewed By: | | Approved By: | |
| Water and Sewer Team | Manager Water and Wastewater | | Director Technical Services and Operations | |
| Signature and Date | <i>[Signature]</i> Date <u>30/8/12</u> | | <i>[Signature]</i> Date <u>30/8/12</u> | |
| Applicable to | All staff involved in undertaking this activity | | | |
| Aim of the Procedure | The purpose of this document is to provide guidelines for the steps to be followed in the event of a sewer choke | | | |
| Frequency | Emergency | | | |
| PPE | | | | |
| Hazard Identification | <ul style="list-style-type: none"> • Sewage contamination of personnel and equipment | | | |
| Location | General | | | |
| Steps of Procedure | <ol style="list-style-type: none"> 1. Carry out an inspection of the work site 2. Conduct a risk assessment to determine a safe work procedure <ul style="list-style-type: none"> • Traffic control measures • Environmental controls • Confined space assessment 3. Ensure all workers suit-up, check safe access, erect signs and initiate all safety measures 4. Implement controls as required 5. Locate manholes upstream and downstream of the blockage 6. Remove the cover of the downstream manhole <ul style="list-style-type: none"> • If access can't be obtained through the downstream manhole open the first upstream manhole • Record the inaccessibility of any manhole for future investigation and repair 7. Erect barricades around manholes/pits that are to be open for a period of time <ul style="list-style-type: none"> • Hazard lights are to be used with barricades where required between dusk and dawn 8. Clear the blockage by either Rodding or High pressure water jet | | | |

Cleaning by Rodding

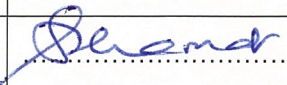
- 1. Assemble the pipe guide, insert the rod through the guide and attach the appropriate cutting head or auger**
- 2. Place the pipe guide and auger into the pipe**
 - When setting up the channel guide ensure that it protrudes from the manhole at a suitable height
- 3. Place channel rakes in the channel of a downstream manhole to catch debris**
- 4. Push the rods up the pipeline until the blockage is encountered**
- 5. Detach the rods from the reel, attach the rod handle and screw the auger into the blockage**
- 6. Move the rod back and forward to dislodge the blockage**
- 7. Remove and dispose of the blockage**

Cleaning by High Pressure Water Jet

- a) Locate an appropriate water supply for the water snorter**
 - Hydrant
 - Water tank
- b) Place channel rakes in the channel of a downstream manhole to catch debris**
- c) Operate the water snorter in accordance with the operators manual to remove the blockage**
 - When using the channel guide with the water snorter ensure the back wash is connected so that the hose is washed as it is removed from the guide
- 8. Once clear flow has been re-established, hose down any manholes affected by the blockage**
- 9. If an overflow had occurred any pooled effluent should be pumped into the nearest manhole**
- 10. Replace all manhole covers removed through the course of the work**
- 11. Wash down and disinfect any polluted areas or equipment**
- 12. Remove any traffic control signs**
- 13. Document details of the choke**

Related Documents

- Initial actions on notification of a sewerage overflow (ED/12/19521)
- Confined space identification (ED/12/19014)
- Water Snorter operators manual

| SEWER OVERFLOW INSIDE A BUILDING CLEAN UP PROCEDURE S-GEN-AS-EME-04 | | | |  SNOWY RIVER SHIRE COUNCIL | |
|---|--|---------------|---|--|------|
| Document Number | Revision Number | Revision Date | Effective From | Control No. | Copy |
| TRIM ID ED/12/19519 | Rev. 0 | 30/8//2012 | 1/9//2012 | <input type="checkbox"/> | |
| Prepared By: | Reviewed By: | | Approved By: | | |
| Water and Sewer Team | Manager Water and Wastewater | | Director Technical Services and Operations | | |
| Signature and Date |  Date 30/8/12 | |  Date 30/8/12 | | |
| Applicable to | All staff involved in undertaking this activity | | | | |
| Aim of the Procedure | The purpose of this document is to provide guidelines for the steps to be followed in the event of a sewage overflow within a building | | | | |
| Frequency | Emergency | | | | |
| PPE |  | | | | |
| Hazard Identification | <ul style="list-style-type: none"> • Sewage contamination of personnel and equipment | | | | |
| Location | General | | | | |
| Steps of Procedure | <p>ESTABLISH SEWER CHOKE LOCATIONS</p> <p>a) UPSTREAM OF PROPERTY BOUNDARY RISER INSPECTION OPENING (IO) – NOT Council issue infirm owner/occupier of premises</p> <p>b) DOWNSTREAM OF PROPERTY INSPECTION OPENING (IO) – Council Emergency</p> <p>NOTES</p> <p>Sewage spills inside buildings may be caused by the actions of the Council.</p> <p>Active cleaning with jet rodders may on rare occasions result in a discharge in to a building.</p> <p>The build up of fat, roots etc in a sewer pipe may also cause a discharge into a building.</p> <p>Building owners and occupiers may also cause or contribute to the situation by</p> <ul style="list-style-type: none"> • Failing to correctly construct boundary risers or overflow relief gullies (ORGs) • Obstruction of boundary risers or overflow relief gullies. • Construction of drainage fixtures in basements below the level of the sewer main or the ORG. • Blockage of their own sanitary drainage. | | | | |

As various factors such as the above may cause or contribute to the damage, **Council Employees should not accept council liability for the clean up** until these issues have been recorded and investigated. Observations and records taken concerning these features at the time of the event are invaluable in determining liability.

However for good community relations Council staff should proceed with all due haste to clean up the bulk of sewage spill.

With authorisation from the Manager, Sewer and Water Council staff may conduct or manage the whole clean up process including replacement of damaged materials and furnishings.

If the damage is considered to have been caused by the actions of the occupier all those activities marked OWNER may be left to the owner other wise the occupier is to be involved or consulted at these stages.

Procedure for Sewage Spill into a Building

- Remove any gross contamination.
- Open all windows and use fans where safe to increase ventilation and reduce humidity
- Excess water should be removed by pumps, wet vacs or mopping
- Discard all potentially contaminated food, food containers, cosmetics, medicines and medical supplies, stuffed toys, mattresses and pillows, upholstered furniture, carpet padding, cardboard and other objects that are porous or too difficult to clean
- Where possible discard large carpets, foam rubber and books and paper products. Otherwise professional cleaning is required
- Place discarded contaminated materials in plastic bags
- Plasterboard, wooden panelling and skirting should be discarded if they have absorbed water
- Washed affected areas and furnishings with a detergent solution to remove contamination, then disinfect, rinse with clean water and allow to dry thoroughly, preferably outside where UV light aids decontamination
- Avoid spreading contamination when moving furniture etc. by placing sheeting on the floor of clean areas
- Rinse fabrics with clean water then wash in a hot wash cycle with bleach added. Note that non-colourfast items may fade or change colour. Alternatively soak in nappy soaker, e.g. Napisan, before washing. Dry-cleaning or steam -cleaning are also effective, however cleaning agencies may refuse to deal with contaminated items
- Clean all equipment used and dispose of consumables responsibly
- Clean and disinfect all personal protective equipment or dispose of consumables responsibly
- Ensure surfaces are completely dry before replacing carpeting, plasterboard, etc. to prevent mould growth occurring. This may take up to 30 days
- Check personnel off site and clean up personnel and equipment.
- Inform Manager Water and Waste when the problem has been satisfactorily resolved.

Re-inspect the contaminated building after one week

SNOWY RIVER SHIRE
COUNCIL

ACTIONS ON RECEIPT OF NOTIFICATION OF A SEWAGE OVERFLOW, S-GEN-AS-EME-05

| | | | | |
|-----------------------------|---|--|------------------------------------|-------------------------|
| Document Number | Revision Number | Revision Date | Effective From | Control Copy No. |
| TRIM ID ED/12/19521 | Rev. 0 | 30/8/2012 | 1/9/2012 | □ |
| Prepared By: | Reviewed By: | Approved By: | | |
| Water and Sewer Team | Manager Water and Wastewater | Director Technical Services and Operations | | |
| Signature and Date | <i>[Signature]</i> Date... 30/8/12 | | <i>[Signature]</i> Date... 30/8/12 | |
| Applicable to | All staff involved in undertaking this activity | | | |
| Aim of the Procedure | The purpose of this document is to provide guidelines for the initial actions to be taken following notification of a sewage overflow | | | |
| Frequency | Emergency | | | |
| PPE | | | | |
| Location | General | | | |
| Steps of Procedure | <ol style="list-style-type: none"> 1. Record details of the overflow from informant on the Sewer Overflow Record form 2. Notify <ul style="list-style-type: none"> • Sewer Supervisor • Water and Waste Operations Engineer • Manager Water and Waste • Environmental Health Officer <p><u>Sewer Supervisor is to</u></p> <ol style="list-style-type: none"> 1. Notify a sludge removal contractor of overflow and request attendance 2. Notify sewer team to attend and bring equipment for containment and clean up 3. Attend the site with Engineer and Manager <p><u>Engineer is to</u></p> <ol style="list-style-type: none"> 1. Attend site with Manager and Supervisor 2. Collect any relevant information regarding overflow for collating into final report. 3. Collect appropriate samples for testing 4. Liaise with Supervisor regards correction of fault and clean up of site <p><u>Manager is to</u></p> <ol style="list-style-type: none"> 1. Attend site with Supervisor and Engineer to asses overflow and risks to the environment 2. Notify external organisation Environmental Incident Notification 2012 Form from Water Directorate for the attachment to Pollution Incident Response Management Plan, reference ED/12/25582 3. Liaise with Environmental Health as to potential public health issues 4. Notify Director of Technical Services & Operations and General Manager 5. Complete Incident Report on Form ED/12/25582 and forward to the EPA | | | |

Sewer team is to

1. Attend site, contain overflow and clean up site

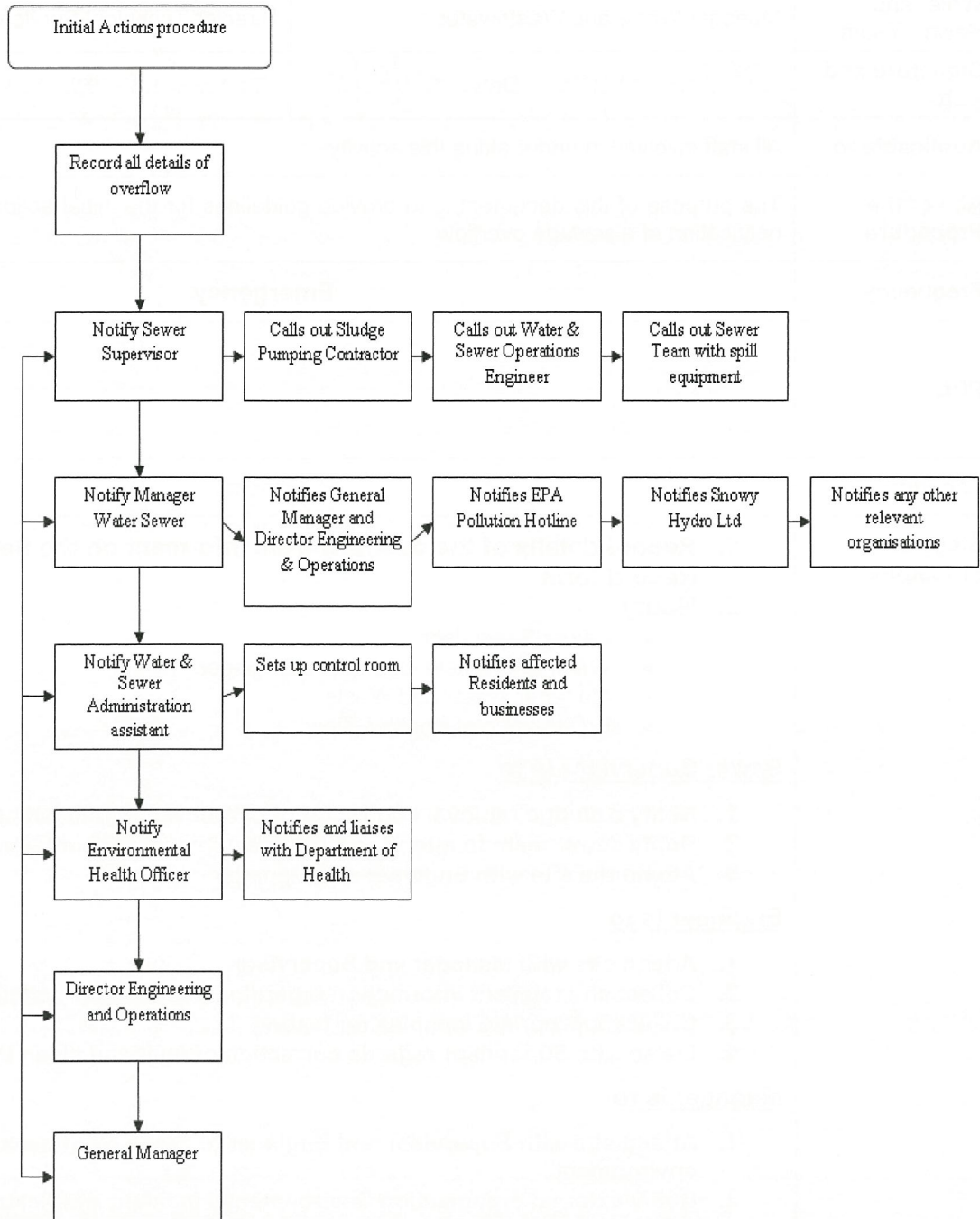
Admin assistant is to

1. Arrange for any samples to be sent for testing to laboratory
2. Set up as point of contact and conduit for information

Environmental Health Officer is to

1. Attend site, if required, to assess risks to public health
2. Liaise with relevant Managing Authorities as to potential public health issues

Action Decision Flowchart



SEWER OVERFLOW CLEAN UP AND DECONTAMINATION PROCEDURE S-GEN-MNS-EME-06



SNOWY RIVER SHIRE COUNCIL

| Document Number | Revision Number | Revision Date | Effective From | Control Copy No. |
|------------------------------|--|---------------|--|--------------------------|
| TRIM ID ED/12/19520 | Rev. 0 | 30/8/2012 | 1/9/2012 | <input type="checkbox"/> |
| Prepared By: | Reviewed By: | | Approved By: | |
| Water and Sewer Team | Manager Water and Wastewater | | Director Technical Services and Operations | |
| Signature and Date | Date 30/8/12 | | Date 30/8/12 | |
| Applicable to | All staff involved in undertaking this activity | | | |
| Aim of the Procedure | The purpose of this document is to provide guidelines for the clean up and decontamination of a sewer overflow event | | | |
| Frequency | Emergency | | | |
| PPE | | | | |
| Hazard Identification | <ul style="list-style-type: none"> • Sewage contamination of personnel and equipment | | | |
| Location | General | | | |
| Steps of Procedure | <ol style="list-style-type: none"> 1. Evacuate the area immediately except for operational staff 2. Conduct a risk assessment to determine a safe work procedure 3. Ensure all workers suit-up, check safe access, erect signs and initiate all safety measures 4. Clean up gross solids 5. Remove sewage from water courses using pump or sludge tanker 6. Clean flow path and water course using water jets and rakes 7. Repeat as necessary 8. Fence off area using Para-web and star-pickets 9. Erect signs "keep out contaminated" 10. Spread disinfectant powder on dry contaminated areas not likely to run into receiving waters 11. Check personnel off site and clean up personnel and equipment 12. Inspect site after any rain 13. Remove any revealed gross solids 14. Re-inspect contaminated area after one week 15. Re-inspect contaminated area after one further week 16. Remove fences and signage if the site is clean | | | |