SNOWY MONARO
REGIONAL COUNCIL

BOMBALA AREA

POLLUTION INCIDENT RESPONSE MANUAL

March 2017

Contents

PURPOSE

The purpose of this document is to enable Council staff to respond correctly in the event of a pollution incident. Each incident must be assessed and responded to according to the actual or potential environmental impacts and the risks associated with the incident.

Other agencies that may be involved and/or assist in a coordinated response to a pollution incident in an emergency situation include:

- Local Government (Snowy Monaro Regional Council);
- Neighbouring Councils Bega Valley and Vic Boarder);
- NSW Environmental Protection Authority;
- NSW Maritime;
- Work Cover NSW;
- HAZMAT;
- Fire & Rescue NSW;
- NSW Police Service;
- NSW Roads and Traffic Authority; and
- NSW Ambulance Service.

This document provides details about the role of each agency in responding to a pollution incident, the types of resources available to the Council officer (including equipment), relevant contact details and other relevant information.

ROLES OF VARIOUS AGENCIES

Local Government

- Council may be in control of the entire clean up operation depending on what has been spilt, the location, amount of material spilt, the source of the spill and the danger to human health and the environment
- It is Council's responsibility to notify the Fire & Rescue NSWs and/or HAZMAT in an emergency pollution spill situation.
- Council may be required to contact the EPA on pollution line 131555.
- In an emergency where the Fire & Rescue NSW is involved, the Senior Officer of the Fire & Rescue NSW assumes the role of the site controller and is responsible for the pollution incident. Council officers must take directions from that person. In this situation, Council's role is to provide resources such as a soaker-all (or the like), earth moving equipment, labour and information on the local area. In addition as the Appropriate Regulatory Authority (ARA) Council Officers collect evidence and are the enforcement officer.

NSW Environmental Protection Authority (EPA)

- Will attend the site where there are concerns about the impacts of an incident upon the environment.
- Will generally be responsible for clean up directions where the EPA is the appropriate regulatory authority (ARA)
- Responsible for directing and coordinating the clean up of hazardous materials that pose a threat to the environment, once the site has been rendered safe by the Fire & Rescue NSW.
- May request Council resources to assist with the clean up of spills.
- May provide advice to Council officers on the correct procedures for handling the clean up of a spill.

Fire & Rescue NSW

- Generally attend the site in the case of a hazardous material emergency.
- Are the combat agency for rendering the incident site safe with respect to health and property?
- Will notify other combat agencies, as they deem necessary.
- Has the overall control of the combat site until it has been rendered safe.
- Within the Fire & Rescue NSW there is a special branch that deals with hazardous materials (HAZMAT).

NSW Police Service

- Is the designated combat agency for law enforcement
- Is the designated combat agency for search and rescue (outside any contaminated area)
- As necessary, controls and coordinates the evacuation of victims from the area affected by the emergency
- Controls access to the vicinity of the incident.

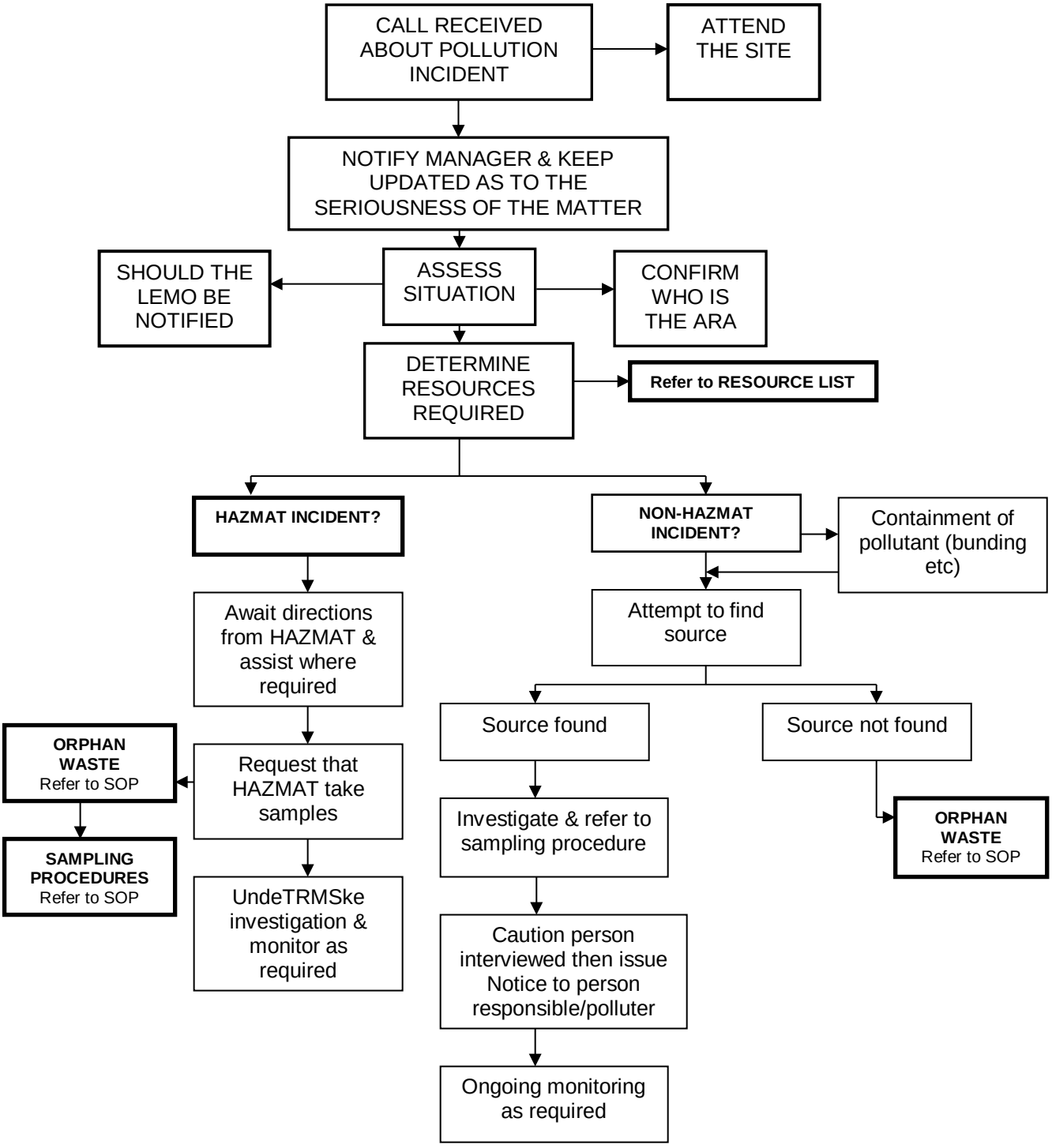
NSW Transport Roads & Maritime Services (TSMS)

- Responsible for cleaning up spills on arterial roads while Council controls sub-arterial roads.

NSW Ambulance Service

- Responsible for triage and subsequent treatment of injured persons on-site as a result of the incident.
- Responsible for transport of injured persons to Hospital for further medical treatment.

PROCEDURE FOR GENERAL INCIDENT RESPONSE

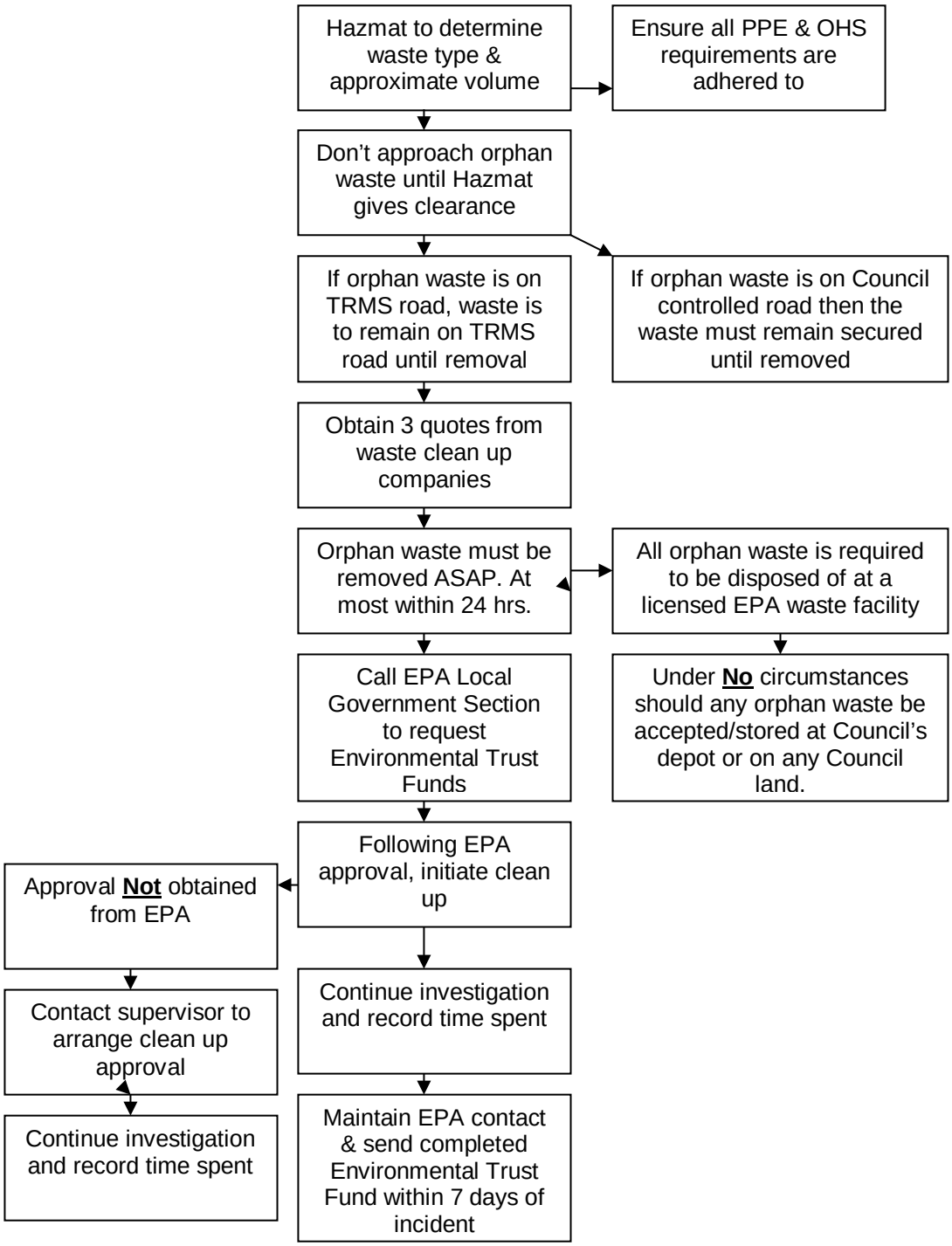


Complete incident response sheet and attach to file

NB ▭ denotes a separate section of the procedures detailing further information on that subject

PROCEDURE FOR DEALING WITH ORPHAN WASTE

'Orphan waste materials are materials (including solids, liquids and gases) that have been placed or disposed of on premises unlawfully. For example, materials that have been dumped accidentally or intentionally on private or public land, roads or waterways and may have the potential to pose a hazard to public health or the environment. They are usually unidentified materials and the owner or dumper cannot be identified.' *(NSW Environmental Trust, Emergency Pollution & Orphan Waste Clean Up Program, Guidelines for applying for Environmental Trust funds towards clean up costs, February 2008)*.

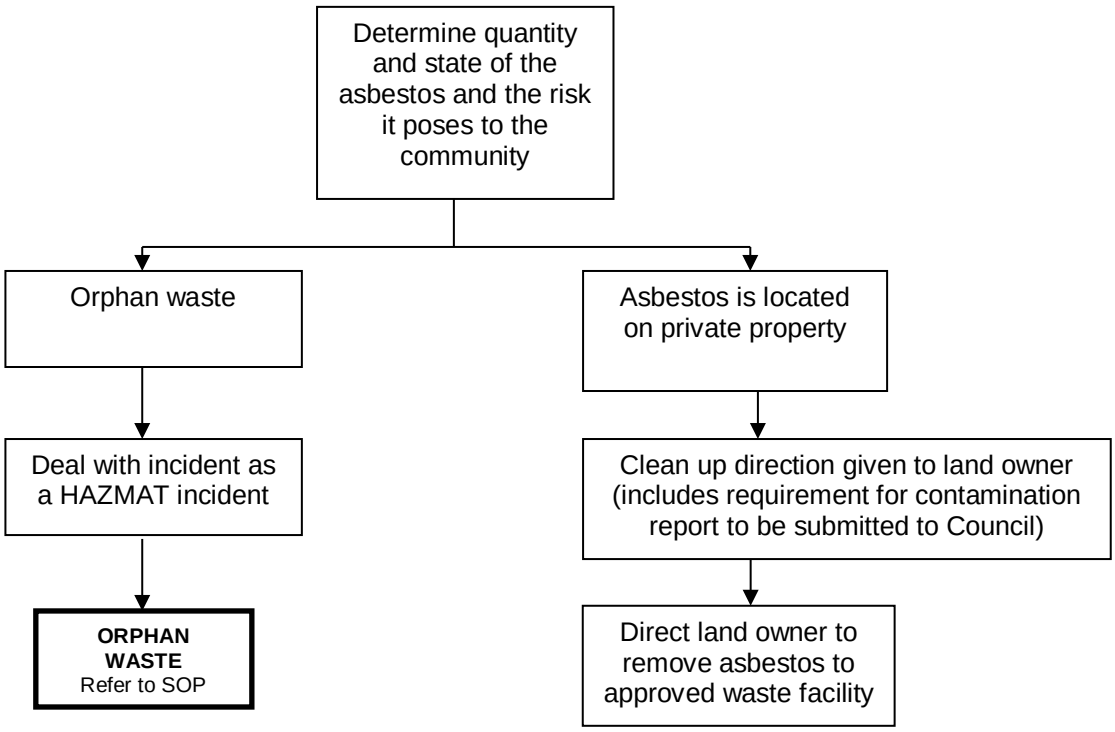


PROCEDURE FOR DEALING WITH ASBESTOS

SAFETY SHOULD BE THE FIRST CONSIDERATION AT ALL TIMES

- Ensure appropriate Personal Protective Equipment (PPE) is worn at all times. See list.
- An approved (P2) disposable face mask or half-face respirator fitted with particulate cartridges, disposable gloves, steel capped boots and other appropriate PPE should be worn.
- Always stay upwind of the asbestos.
- Don't assume that a fibrous material is not asbestos. HAZMAT or Work Cover NSW will be able to identify if the material is asbestos.

Treat ALL orphan waste complaints about asbestos as HAZMAT incidents.



LOCATION OF ARTERIAL ROADS IN BOMBALA COUNCIL AREA

- Monaro Highway
- Bombala/Cathcart Road
- Delegate Road

NB: The TRMS is the ARA for incidents that occur on these roads.

INCIDENT REPORT

Officer/s attending: _____

Date: _____ Time: _____

Complainants Name: _____

Complainants Address: _____

Complainants Contact Details: _____

Location of Incident: _____

Details of Incident: _____

Environmental Impacts Observed: _____

Public Health Impacts: _____

Details of Alleged company/ person responsible: _____

Substance/s involved: _____

Details of Agencies Attending

Organisation: _____

Contact Name/ Number: _____

Details of Clean Up: _____

Photographs attached: Yes No

Samples Taken: Yes No

Samples Analysed for: _____

Sample results attached Yes No

Comments: _____

Costs Incurred:

Summary Chart

Notification of Spill

Environment Off/Rangers	Environment Serv Mgr	Inspect Site	Control	Clean Up	Costs	Proceedings	Trust Fund
1. Obtain sampling & pollution equipment 2. Conduct site investigation 3. Coordinate outdoor staffing spill containment 4. Trace source of spill if possible 5. Take samples 6. Obtain admission & take photographs 7. Corodinate contamination removal 8. Deliver samples to analyst 9. Report legal proceeding	1. Inform Manager to organise stand by crew 2. Inform Directors and General Manager and Mayor 3. Inform the DEC 4. Coordinate support facilities 5. Liaise with Manager Publicity about media liaison	1. Determine the nature of the spill 2. Inform Authorities of Emergency Procedures 3. Inform surrounding Councils 4. Obtain additional pollution spill equipment if necessary 5. Inspect downstream control points	1. Set up equipment at spill control point 2. Ring for tanker if required 3. Flush contaminated drainage lines into containment area	1. Remove equipment after a suitable amount of time 2. Remove any absorbent material from site and arrange appropriate disposal (DEC approval may be necessary) 3. Clean equipment 4. Store equipment	1. Replacement of non reusable equipment 2. Cost of supply of pollution control equipment 3. Removal and dumping costs 4. Wages for crew 5. Officers salaries 6. Contractor's charges	1. Local Court and Land and Environment Court 2. Penalty costs 3. Recovery of costs	1. Reimbursement 2. Trust fund

CHAIN OF CUSTODY FORM

NOTE: Analysis report is to contain any sample observations detected by all laboratory technicians

Client Name:_____ Person Sampling:_____

Client Contact Details:_____

Date of Sampling:_____ Time of Sampling:_____

Weather Conditions:_____

Sample Information:

Sample ID No.	Description of sample location	Analytes to be analysed	Observations e.g. colour, odour

Person Delivering Samples:_____ Person Receiving Samples:_____
Time & Date of Sample Received:_____

LIQUID SPILLAGES

- Ensure all PPE is worn by attending officer/s. If you are unable to identify the liquid then don't approach the liquid spillage until HAZMAT arrives.
- Minimise the pollution/impact of the incident by utilising vehicle spill kits to contain spill (if a small volume).
- If the pollutants have begun to drain off the property, contain by the use of damming material such as sand and soil, as close as practicable to the source and allowing for recovery equipment access.
- Engage pollution control valve if available.
- Using stormwater and sewer maps, determine the nearby stormwater and sewerage drainage pattern proximity to natural waterways and select pre-determined sites to dam the flow for full recovery.
- For major oil spillages, the use of solid and/or absorbent oil containing booms must be put into use as close as possible to the source. Stretch out and secure the lengths of booms across the flow.

FIRE FIGHTING WATERS

- Seek expert advice from the company representative and/or EPA chemists' or HAZMAT regarding the possible effects of the type of contaminants that could discharge from that fire.
- Contain and recover all waters depending upon the source of the fire. Most fire fighting waters will have soluble contaminants together with considerable amounts of debris.

Contact List

Contact	Phone	Mobile
Council Office	02 6458 3555 Fax: 02 6458 3777	
Manager –Water & Sewer		0417 842 765
Steve Baldwin –Works Manager		0427 797 145
Mark Reed – Delegate Contact		0409 329 454
Water/Sewer On-Call Phone		0417 677 153
Pia Jackson – Swimming Pool Contact	02 64583555	0448 355 886
Environment Protection Authority – Pollution Incidents	131 555	
Fire Brigade – Spill Response/HAZMAT, Ambulance and Police	000	
NSW Waste Services (SITA)– Head Office	1300 651 116	
NSW Health	02 9391 9000	
NSW Food Authority	1300 552 406	
WorkCover - Enquiries	131 050	
WorkCover – Bega Office	02 6491 6600	
Bombala Police Station	02 6458 3444	
Bombala Hospital	02 6458 5777	
Essential Energy – Enquiries	132 356	
Essential Energy – Natural Gas	1800 046 633	
Police Radio – Monaro Channel	02 4255 6200	
Hampshires Sewerage Pump Out Service	02 6458 3075	

DEFINITIONS

POLLUTION INCIDENT

Is an incident or set of circumstances during, or as a consequence of which, there is, has been or is likely to be a leak, spill or other escape of a substance, as a result of which pollution has occurred, is occurring or is likely to occur. It includes an incident or set of circumstances in which waste has been placed or disposed of on premises unlawfully, but it does not include an incident or set of circumstances involving only the emission of any noise or odour (*Protection of the Environment Operations Act 1997*, dictionary).

HAZMAT POLLUTION INCIDENT

Means any spillage or escape of a hazardous material during its manufacture, use, handling, transport or storage in sufficient quantity to endanger, or threaten to endanger, the health or safety of any person, or damage or destroy, or threaten to damage or destroy any property, or the environment and requires a significant and co-ordinated response. Such emergency may be land based, or occur on or in the inland waters or the marine waters of New South Wales.

ORPHAN WASTE

'Orphan waste materials are materials (including solids, liquids and gases) that have been placed or disposed of on premises unlawfully. For example, materials that have been dumped accidentally or intentionally on private or public land, roads or waterways and may have the potential to pose a hazard to public health or the environment. They are usually unidentified materials and the owner or dumper cannot be identified.' *(NSW Environmental Trust, Emergency Pollution & Orphan Waste Clean Up Program, Guidelines for applying for Environmental Trust funds towards clean up costs, February 2008)*.

CONTAINMENT

It is the responsibility of the Fire Brigades, using any appropriate and available resources, to contain the escape of chemicals where human life or the environment is at risk. This containment may take the form of physical barriers (bunds and dams), absorption (sand or earth provided by TRMS, local government or companies), chemical treatment (neutralisation with chemicals obtained from appropriate sources, or dilution with water.

RECOVERY, TREATMENT AND CLEAN-UP

The primary aim is to have the chemicals recovered and only when this is not possible should treatment and/or disposal be considered.

Industry (including the owner, agent, manufacturer or importer of the chemicals) has primary responsibility for salvaging or recovering chemicals involved in any incident and providing chemical treatment agents (soda ash, lime, etc.) to render date or neutralise chemicals released to the environment.

The NSW Waste Services and the EPA elsewhere are responsible for determining, with advice from other government authorities, local government, the chemical industry and the waste disposal industry, the method of the removal of the chemicals to temporary storage, final disposal or recovery, as appropriate.

ASBESTOS

Asbestos is the generic term for a number of fibrous silicate materials. There are two (2) major groups of asbestos.

The serpentine group contains chrysotile, commonly known as white asbestos. In the past, chrysotile has been used in the manufacture of:

- Asbestos cloth, tapes, ropes and gaskets for packing and in thermal and chemical insulation;
- Asbestos cement sheets and pipes for construction, casing for water and electrical/telecommunication services;
- Rubber, plastic, thermosetting resins, adhesives, paints, coatings, caulking compounds and sealants for thermal, electrical and insulation applications;
- Fire-rated doors, equipment and structural beams of buildings; and
- Fillers and filters.

The amphibole group contains amosite (brown asbestos), crocidolite (blue asbestos) as well as some less common types, which are tremolite, actinolite and anthophylite. The amosite (brown asbestos) and crocidolite (blue asbestos) were used in many products until the early 1980's. The use of all types of asbestos in the amphibole group was banned in the mid 1980's. These products were mainly:

- Asbestos cement sheets and pipes for construction, casing for water and electrical/telecommunication services; and
- Thermal and chemical insulation i.e. fire rated doors, limpet spray, lagging and gaskets.

Don't assume that if a product indicates 'asbestos free' that it is. If you identify any of the above mentioned types of products and are unsure then HAZMAT and Work Cover NSW should be contacted in order to secure the area and to identify the type of material.

LIST OF LICENSED PREMISES (JANUARY 2007)

Licence Holder	Location	Suburb	Licence Number
SMRC	Monaro Highway	Bombala	1752
SMRC	Delegate River	Delegate River	10SL0019181D
SMRC	Coolumbooka River	Coolumbooka River	10SL0043377D
SMRC	Park Reserve	Bombala	10SLO55592D
SMRC	Part Road Fronting	Bombala	10SLO55591D
SMRC	Swimming Pool	Bombala	381244

DANGEROUS GOODS CLASSES

What are the nine classes of dangerous goods?

Class 1.1 – Explosives with a mass explosion such as TNT, gun powder & gelignite
Class 1.2 – Explosives which are a projectile / fragment hazard such as grenades & ammunitions
Class 1.3 – Explosives which are fire / minor blast hazards or minor fragment hazards
Class 1.4 – Explosives which are not a significant mass explosion hazard such as flares, fireworks & safety cartridges
Class 1.5 – Explosives with a mass explosion hazard, but are insensitive substances
Class 1.6 – Substances which are a minor explosive hazard, very insensitive substances

Class 2.1 – Flammable gases such as acetylene & LPG
Class 2.2 – Non flammable non toxic gases such as air, argon & liquid oxygen
Class 2.3 – Toxic gases such as nitrogen dioxide & methyl bromide

Class 3 – Flammable liquids such as petrol, kerosene & paint thinners

Class 4.1 – Flammable solids such as sulphur & nitrocellulose picric acid
Class 4.2 – Spontaneously combustible substances such as charcoal, seed cakes and non activated carbon
Class 4.3 – Danerous when wet subances such as calcium carbide

What are the nine classes of dangerous goods?

Class 5.1 – Oxidizing substances such as Calcium hypochlorite, dry pool chlorine and hydrogen peroxide
Class 5.2 – Organic peroxides such as dibenzoyl peroxide & methyl ethy ketone peroxide

Class 6.1 – Toxic substances such as Sodium, Cyanide, Arsenic Trioxide
Class 6.2 – Infectious substances such as vaccines and pathology specimens

Class 7.1 – Radioactive substances (liquid or solid) which spontaneously emit ionising radiation (lowest level), controlled by the EPA
Class 7.2 – Radioactive substances (liquid or solid) which spontaneously emit ionising radiation (medium level), controlled by the EPA
Class 7.3 - Radioactive substances (liquid or solid) which spontaneously emit ionising radiation (high level), controlled by the EPA

Class 8 – Corrosive substances (liquid or solid) such as hydrochloric acid and caustic solutions

Class 9 – Miscellaneous substances not covered by other classes such as molten bitumen & aerosols

INVESTIGATION PROCEDURES

ARRIVAL AT SCENE

Observe and note:

- Time of arrival
- Weather
- Terrain
- Signage, eg. dangerous goods, business
- Distinctive equipment on site
- Landmarks
- Description of incident
- Notes of any verbal Clean up notices issued
- Indications of source and cause of pollution
- Draw diagrams and sketches of site and its surrounds
- Photographs
- Samples

INQUIRIES WITH WITNESSES/ALLEGED POLLUTERS

Observe and note:

- Names
- Addresses
- Job descriptions
- Employers name and contact details
- Ask witnesses to sign notebook to confirm accuracy
- Obtain signed statements if appropriate
- Make notes of any conversations
- Determine who, how, when, where and why
- Avoid assumptions and inquire as to the facts
- Enquire as to whether or not the interviewee has the authority to speak on behalf of the employer / company.

SAMPLING PROCEDURES

Work Health and Safety

The most important issue when taking water samples is Occupational Health and Safety. Ensure that the following equipment is always available when taking water samples. The following WHS equipment is stored in Council's Laboratory:

- Rubber Gloves
- Sample Pole
- Sunscreen
- Insect Repellent
- Safety Boots
- Distilled Water

NB: Use extreme care if water bodies are flooded. Always sample using the sample pole. Never sample alone. If it is suspected that a hazardous substance is in the water body utilise the services of HAZMAT, **do not** take a sample.

EQUIPMENT

Should you need to take water samples after/during a pollution incident, the following equipment is available in Council's Laboratory:

- Plastic Water Sample Bottles
- Sample Container "Sealing Tape"
- ALS laboratory sampling bottles (used if sampling is needed that cannot be carried out in Council's laboratory)
- Water sampling pole
- Biological (sterile) sampling containers
- Esky
- Ice bricks
- Waders
- Chain of Custody Documents
- pH Strips
- Conductivity/pH meter
- Dissolved Oxygen Meter

IMPORTANT INFORMATION

- To prevent contamination of samples ensure that all water sampling equipment is thoroughly cleaned prior to use and in between samples.

- Sample containers must not be re-used to prevent contamination.

- If possible take a water sample from the following locations:

    - Upstream of the source
    - The source
    - Downstream of the source

NB: If possible take multiple samples from each sampling location.

- Ensure that sampling containers are filled with the sample substance.

- Record the temperature of the water body.

- Label each sample container, prior to filling the bottle, with the following information:
    - Location
    - Incident Identification (if available)
    - Time
    - Date
    - Samplers Name
    - Your Name

- Immediately seal sampling containers with "Sealing Tape".

- Immediately place samples in an esky with an ice brick.

- Ensure that Chain of Custody documentation is completed for each sample.

EQUIPMENT AVAILABLE IN COUNCIL'S LABORATORY & DEPOT

Sample Bottles

250ml screw cap jars (food samples)
250ml Bacteriological water sample-THIO
1 litre plastic bottles

Field Equipment

Eskies
Sample poles
Electro conductivity meter
pH strips/ pH meter
Vacuum Pump
Distilled Water
Stream watch kit
Gloves - disposable
Fluorescein
Nessler's Reagent Ammonia
Eye Wash
Noise Meter
Earplugs
Compass
Video Camera
Paper Towels
Colour zoning / stormwater drainage maps (A3)

Testing Equipment

Incubator
Petri dishes
Pipettes
Metrocell- Filter paper for E.coli
Palintest- spectrophotometer (instructions provided)
Pressure cooker
Kettle

Snowy Monaro Regional Council Bombala Depot

Safety clothing
Road suction trailer (street sweeper)
Sweeper
Trenching machine
Generator
Backhoe
Grader
Sand
Pump
Sandbags
Temporary fencing
Road barriers
Safety barrier mesh

PERSONAL PROTECTIVE EQUIPMENT (PPE) – TO BE STORED IN PERSONAL VEHICLES

- Reflective vest
- Rain coat
- Hard hat
- Disposable gloves
- Safety glasses
- Disposable face mask (P2)
- Steel capped boots
- Sunscreen
- Hat
- Ear plugs
- Eye wash
- Disinfectant