Pollution Prevention Guidance

Industrial and Commercial Pollution Prevention

'PUTTING THE ENVIRONMENT AT THE HEART OF YOUR ORGANISATION'

Contents

All industrial and commercial sites have the potential to damage our natural environment purely by the nature of activities undertaken, the equipment used and substances stored on sites. This booklet aims to provide guidance to businesses on how to reduce the risk of causing pollution to the environment.

Pollution incidents occur every day as a result of spillages, accidents, negligence or vandalism. If pollutants enter the environment they can put human health at risk, cause damage to wildlife and their habitats and potentially lead to the loss of raw (untreated) water available to Jersey Water, which is used to provide clean drinking water to the population of Jersey.

To cause or allow pollution is against the law and there is increasing pressure from society for businesses to take their environmental responsibilities seriously.

Jersey's environment is protected by a number of laws, including:

- Water Pollution (Jersey) Law, 2000 (water pollution control and prevention, including the regulation of discharges to the aquatic environment)
- Waste Management (Jersey) Law 2005 (waste management regulation)
- Water Resources (Jersey) Law 2007 (water resource management)
- Pesticides (Jersey) Law 1991 (pesticide compliance)

Environmental Protection (EP), Department of the Environment, tel: 709535 are responsible for administering and enforcing these laws. EP also monitor and regulate the Island waters and waste sites and are responsible for providing targeted education and advice and extending agreed 'best practise' techniques to industry, States Departments and the population.

The pollution prevention guidance within this booklet expands on the pollution prevention plan (see appendix 1) in the Water and Waste guidance documents, offering additional but not exhaustive 'best practice' measures and ideas for improvements to the way your business operates. Many of which can be implemented at little or no cost. You must remember it is your responsibility to ensure that relevant environmental legislation is complied with at all times. Completing a pollution prevention plan will enable your business to better understand its pollution risk, how to prevent pollution from occurring and what to do in an emergency.

Please note to fulfill the criteria for Level 2 you only need to complete the pollution prevention plan within the water/waste guidance. However higher risk sites may wish to expand their plan to reflect activities on their site and the additional guidance provided within this booklet.

The pollution prevention guidance has been split into the following sections:

Site Drainage – a good knowledge of all the drainage systems on your site is **essential** to prevent pollution.

Deliveries and Handling – delivery and handling of material, such as oils, chemicals and food stuffs, around your site is always a high-risk activity. Good working practices are essential.

Storage – poor storage of oils, chemicals and other materials represents a major risk to the environment.

Waste Management – businesses should minimise waste production to save money and resources. **Correct** waste storage and disposal is an essential pollution prevention measure.

Trade Effluent – liquid effluents that are produced by a commercial or industrial process are known as "trade effluents" and require special consideration for their disposal.

Groundwater Protection – groundwater is out of sight, but must not be out of mind. As a valuable resource it must be protected from pollution.

Training and Emergency Planning – training plays a crucial role in protecting the environment. Trained and knowledgeable staff can help prevent or minimise the effects of a pollution incident – whilst also saving both money and time.

The type of activity taking place on your site will dictate which sections and action points apply to your business. For example, if you store hazardous chemicals, e.g. pesticides, you are a higher risk site and will need to complete more action points than that of an office block which only stores domestic heating oil.

This booklet is available as an editable document to allow actions to be recorded. However, once this document is edited it is no longer the property of the States of Jersey and the business altering the document is responsible for its entire content.

Information for this booklet was provided by the Environment Agency, EHS and SEPA

Contact details of relevant States Departments

Pollution Hotline number	709535
Waste Regulation	441600
TTS - Recycling	445509
Health Protection	443712
Building Control	445508

1. Site Drainage

A good knowledge of all the drainage systems on your site is essential to prevent pollution.

There are three principal types of drainage systems in Jersey:

Foul water drains carry contaminated water (sewage/trade effluent) safely to the sewage treatment works at Bellozanne, operated by the Transport and Technical Services Department (TTS), for treatment.

Surface water drains should only carry uncontaminated rainwater because they lead directly to streams, reservoirs and the sea. It is usual for roadside drains to be connected to the surface water system.

Combined drainage systems have one drain, which carries both foul and surface water to the sewage treatment works for treatment. This type of drainage is found in older urban areas of Jersey. TTS are gradually separating these historic systems to reduce the volume of uncontaminated water entering the sewage treatment works.

It is important that all manholes and surface water drain grills or gullies on industrial and commercial sites are identified as being connected to foul, surface or combined drains. Without this knowledge it is not possible to be sure that all drainage is connected to the right system. Wrongly connected drains can cause pollution and is also an offence under the Drainage (Jersey) Law 2005.

ACTION	Check
Produce an up-to-date **drainage plan/map** of your site, which accurately identifies all drains. If necessary a private drainage company can be used. Drains should be identified clearly by colour coding all manhole covers, drainage grills and gullies. • Foul water drains should be painted red. • Surface water drains should be painted blue. • Combined drains should be painted with a red letter C. Get involved with the Blue Fish Campaign and mark all surface water drains with a blue fish. For more information visit www.gov.je/bluefishcampaign Check to see whether nearby businesses/ developments could be connected to or influence your site drainage. Always check drainage plans before new building works are carried out and ensure that all new connections are made to the correct drainage system. Make sure any alterations in the drainage of your site are updated on your drainage plan.	

Check that there are no wrongly connected drains, especially in process areas in which trade effluent is generated – see Section 5. The following facilities are often overlooked and must be connected to the foul or combined drainage system:

- Mess rooms
- Showers
- Canteens
- Toilets
- Sinks, dishwashers and washing machines

Regularly maintain and empty private sewage treatment systems, such as a cesspool, septic tank or package plant and appoint someone to be responsible for its upkeep. You may need a Discharge Permit, so check with Environmental Protection – Tel: 709535.

High risk sites may need to provide permanent drainage isolation facilities, such as penstocks, valves or emergency containment systems. Contact Environmental Protection – Tel: 709535 for advice about isolating high-risk areas and sites.

High risk sites may need to provide oil separators (or interceptors) on surface water drains at risk from oil pollution – particularly fuelling
and vehicle parking areas. You may need a Discharge Permit, so check with Environmental Protection Tel: 709535.

2. Deliveries and Materials Handling

Delivery and handling of material, such as oils, chemicals and food stuffs, around your site is a high-risk activity. Good working practices are essential.

Special care should be taken during delivery, loading, unloading and transfer of all materials, particularly hazardous substances, as there is a risk of spillage and accidents.

It is important to identify these risks so they can be minimised wherever possible. Making someone responsible for supervising deliveries can help avoid spillages and so prevent damage to the environment and save valuable raw materials.

ACTION	Check
Minimise the quantity of high risk or hazardous materials stored on site. It is your responsibility to ensure storage containers and pipework are "fit for purpose" and comply with any relevant regulations. Their condition and storage levels must be checked before receiving each delivery to prevent loss of product, for example, by overfilling or tank failure. Ensure loading and unloading areas are designated, clearly marked and where practical isolated from the surface water drainage system, for example by using separators or sumps with isolating valves. Develop and implement procedures for supervising all deliveries. Avoid manual handling wherever possible to reduce the risk of human error and accidents. Reducing the need for materials to be moved around the site lowers the risk of accidents or spillage. Transfer routes should be identified and kept clear at all times. The potential for environmental damage should be assessed and risk reduction measures carried out. Fit appropriately sized drip trays to delivery pipe inlets and remove any spilt material immediately. Consider fitting an automatic cut-off valve or alarm to prevent spillages through overfilling. Have a contingency plan and make sure everyone is aware of what to do in the event of a spillage or other accident (see Section 7). Have a stock of **emergency equipment**, for example drain covers, absorbent materials and protective clothing, available to mop up small spillages. Ensure that all residues and contaminated materials are disposed of correctly.	

3. Storage

Poor storage of oils, chemicals and other materials represents a major risk to the environment.

The potential for accidental spillage is at its greatest during deliveries and dispensing, but storage containers (tanks, intermediate bulk containers (IBCs), drums, bowsers, etc.) are also a risk. It is essential that they are sited appropriately, designed and maintained to take into account environmental protection. The use of secondary containment systems prevents materials escaping to the environment.

In Jersey above and below ground oil storage tanks must be installed in accordance with the technical guidance Part 3 of the Building Bye-Law (Jersey) 2007. You must find out what oil storage legislation applies to your oil tank installation as some of the action points below may be a legal requirement.

ACTION	Check
Produce maintenance schedules for regular inspection (where appropriate use a qualified professional) of storage facilities and make sure any necessary remedial work is carried out promptly. Produce and regularly update a list of all potentially polluting substances used and stored on your site, such as oils and chemicals (e.g. solvents, pesticides, paints and detergents). Use an appropriate container for the material stored. Make sure it is fit for purpose and clearly labelled with product type, maximum capacity and both health and safety and environment protection information. Locate storage facilities away from watercourses, open drains, gullies and unsurfaced/porous areas. Roof storage is high-risk and should be avoided. Any leak/spill may result in the contents entering into the guttering and discharging into the surface water system. Protect all storage containers from impact damage where necessary. Oil storage tanks must have a secondary containment system, be impermeable to the material stored and able to hold at least 110% of the tank's maximum capacity. Secondary containment for drum storage should be provided by using a designated store, bunded pallet or drip tray and preferably covered to minimise rainwater collection. The capacity should be at least 25% of the total volume of the drums being stored. Regularly remove rainwater which may have collected within bunded areas. This wastewater may be contaminated and must be disposed of appropriately. Consideration should be given to integrally bunded tanks.	

All pipework must be protected against corrosion and physical damage (e.g. collision, vibration, ground disturbance, etc.). Above ground pipes should be properly supported and their condition checked frequently. Underground pipework should be tested regularly to ensure they are not leaking and their route should be marked clearly on all site plans. Provide security measures for the site and storage areas to prevent vandalism and theft. Storage system valves, taps, hatches or lids and delivery hoses should be fitted with locks and locked shut when not in use. Where possible materials should be stored in secure buildings. Avoid underground storage of oils and chemicals, unless absolutely necessary. Please contact Environmental Protection tel: 709535 for advice.	

4. Waste Management

Businesses should minimise waste production to save money and resources. Correct waste storage and disposal is an essential pollution prevention measure.

Waste management and disposal is subject to strict legal controls. You must find out how these affect your business. Information on the Waste Management (Jersey) Law 2005 is described below and for further information please contact, Head of Waste Regulation at the Department of the Environment, tel: 441600.

Proper waste handling and disposal is an essential pollution prevention measure.

Businesses should ensure that;

- Waste is managed and stored appropriately at their site or at any remote site where business activities produce waste.
- The subsequent disposal or recovery of their waste is carried out in compliance with the Law.

Waste management legislation is designed to control waste management operations to minimise environmental pollution from these activities. In Jersey this legislation is the Waste Management (Jersey) Law 2005 which is administered by the Department of the Environment. Commercial organisations must understand and comply with the Law where relevant in order to manage the waste which their businesses produce.

Waste Management (Jersey) Law 2005

Licensing of Waste Management Operations - Most businesses will either transport waste themselves or arrange for their waste to be collected by a Parish authority or a commercial contractor. Waste must be transported to a suitably licenced or exempt site. It is required by the Law, unless specifically exempt, that operators of all waste management sites apply for a Waste Management Licence. It is an offence for a person to deposit, keep, treat, dispose or recover waste on land (or by means of mobile plant), unless it is carried out in accordance with a waste management licence.

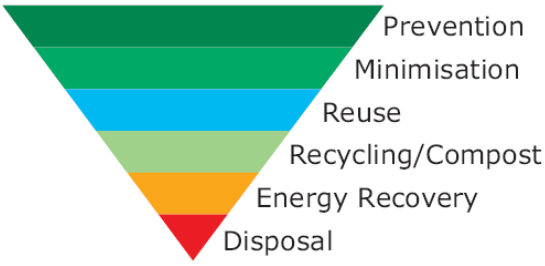
Registration of Waste Carriers - It is required by the law that, unless specifically exempt, companies / bodies who transport hazardous or healthcare wastes on the roads in Jersey register with the Department of the Environment.

Control Procedures for Hazardous and Healthcare Waste movements - Before moving hazardous or healthcare wastes via the Island's roads, companies / bodies must pre notify the Department of the Environment and await approval for that movement. Pre-notification is carried out by submission of prescribed forms (known as consignment notes) which are available from the Department of the Environment or from the Transport and Technical Services Department.

International Waste Shipments - The law requires that before any hazardous waste is exported from or imported to Jersey or can travel through Jersey's territorial waters, prior consent must be given by the Department of the Environment.

Waste Minimisation

The States of Jersey apply the internationally agreed waste hierarchy to the Island's waste:



In order to apply the waste hierarchy to your business, you should give priority to the prevention and minimisation of waste and then reuse and recycle the reduced amount of residual waste prior to final disposal.

Reducing waste in the workplace is about being efficient. It means using less (and consequently spending less), getting the most out of what is used and recycling whatever is left. By becoming more efficient, businesses not only increase profits but they also save resources and help the environment.

Direct cost isn't the only issue though. Many of today's customers are asking about the environmental credentials of the companies they do business with. Taking an environmental approach can boost your company image and help you gain commitment from employees.

A first step to understanding your waste is to conduct a waste audit. Understanding what waste you produce will help you save money on raw materials and waste disposal costs. For example, work with your suppliers and distributors to find ways to eliminate or reduce the amount of packaging. Further advice on waste minimisation and initiatives can be obtained from Transport and Technical Services (tel: 445509). For further independent advice on waste minimisation see section 8.

ACTION	Check
Find out what wastes your business produces. Carry out a waste minimisation review and consider methods to reduce, reuse and recycle waste. Contact Transport and Technical Services (tel: 445509). Try to substitute materials used by your business for less harmful ones, for example biodegradable lubricants and solvent-free paints. Waste must always be stored in appropriately designed containers that are fit for purpose and of sufficient capacity to avoid loss, overflow or spillage. All waste and waste containers should be stored in designated areas and where possible isolated from surface water drains or direct discharge to the environment. The area should be able to contain spillages. Assess the risks to the environment from the waste and take appropriate management measures to reduce the risk.	

Segregate and label both wastes for recycling and hazardous waste from general waste. Do not mix or dilute hazardous wastes. Where appropriate skips should be covered or enclosed unless stored undercover or within a building. Waste compactors can produce highly polluting run-off and must be isolated from surface drainage systems. It is best to drain the area to the foul sewer and to provide a roof to minimise the discharge. Prior permission of Transport & Technical Services Department is required for discharges to foul sewer (see section 5). Have waste taken off site frequently; do not allow large quantities to accumulate. Find out where your waste is disposed of or sent for recycling or reuse. Ensure you waste is transported to a site which is licenced to receive it. Describe your waste to the people who handle it. Tell the contractor removing the waste and/or the operator of the site you deliver waste to, so that they know they can accept the waste under the terms of their licence and so that it can be handled appropriately. Comply with the Law for the disposal of hazardous or healthcare wastes. The disposal of certain hazardous wastes (e.g. oily wastes, acids, solvents, solvent-based products) and healthcare wastes have particular legal requirements. Their movement must be accompanied by a consignment note and transportation must be by a registered waste carrier. Copies of consignment notes must be kept by everyone involved in the transfer of the waste. Contact Environmental Protection - Head of Waste Regulation (Tel: 441600) for information on whether your waste materials need to meet these requirements. Do not burn wastes in the open to dispose of them. Burning waste in the open air is an undesirable method of waste disposal and can cause pollution. Burning waste could be an offence under the Waste Management (Jersey) Law 2005 and could constitute a nuisance under the Statutory Nuisances (Jersey) Law 1999. Always try to find another way to dispose of waste that is less harmful to the environment. Contact Transport and Technical Services (tel: 445509) about waste disposal and recycling options. Ensure contractors working on your site are competent and are conversant and comply with the Pollution Prevention Plan (PPP). If you think someone is disposing of waste irresponsibly please contact the Pollution Hotline number tel: 709535.	

5. Trade Effluent

Liquid effluents that are produced by a commercial or industrial process, such as vehicle/equipment washings and discharge created from de-watering a site, are known as "trade effluents" and require special consideration for their disposal.

Trade effluents are polluting and must not be discharged to the surface water system. Generally the "Best Environmental Option" is to discharge trade effluent to the public foul sewerage system with the prior permission of Transport & Technical Services. There may be conditions set on the quality and quantity of a discharge and pretreatment may be necessary, depending on the nature of the effluent.

If discharge to the public sewerage system is not possible, a private treatment system may be considered in some circumstances, which must be designed specifically to treat all effluents connected to it. You may need a discharge permit under the Water Pollution (Jersey) Law 2000 for any treated trade effluent discharges to the environment (contact EP tel: 709535). Disposing of trade effluents, for example bleach and cooking oil, into private sewage treatment facilities could cause pollution.

If treatment or sewerage disposal options are not possible then, because trade effluent is regarded as a liquid waste, storage and off-site disposal will be necessary.

Certain types of liquid waste can not be put down the foul sewer or into private drainage systems and must be managed in accordance with the Waste Management (Jersey) Law 2005, see section 4.

5.1 Cleaning

Businesses who wash vehicles, components, plant and equipment, floors, surfaces and containers on their site need to be aware that these activities generate dirty water and the disposal of this effluent, as with all trade effluents, must be considered carefully. All cleaning agents are potential pollutants, as are the materials they are intended to remove. These include detergents (even the biodegradable ones), disinfectants, degreasers, dirt and oil.

5.2 Dewatering

Take care when removing excess water from a site, or dewatering generally, especially in areas that may be or are known to be contaminated. It is often necessary to dewater underground ducts or chambers for inspection and maintenance purposes. This results in a relatively small volume of liquid to dispose of. Larger volumes may be produced as a result of groundworks or construction projects in which excavations extend into groundwater sources or collect rainwater and other run-off.

Silt causes lasting damage to stream life because it:

- Blocks fish gills so they suffocate and die;
- Destroys spawning sites of fish;
- Destroys insect habitats
- Stunts aquatic plant growth;
- Can build up and lead to flooding.

ACTION	Check
Trade effluent drainage systems should be checked and maintained regularly, (where appropriate a maintenance contract should be put in place with a qualified professional). All treatment plants, including storage vessels and chemical storage areas, must be isolated from surface water drains. Discharge points for trade effluent gullies and drains should be checked and included on your site drainage plan. Some effluents may be a small volume or considered "clean", but the disposal route of all trade effluents must be considered: • Compressor/boiler blowdown • Cooling water • Compactor run-off • Steam condensates • Air conditioning • Pressure testing liquids **5.1 Cleaning** Carry out all washing and/or cleaning operations in a clearly marked, designated area. This includes cleaning vehicles or plant. Isolate all cleaning or wash-down areas from the surface water system and unmade ground or porous surfaces by using drainage grids, gullies or kerbs. Wash water should drain or be disposed of to the foul sewer; check with Transport and Technical Services before making a disposal. Ensure all contractors and/or cleaners know where they can dispose of waste waters properly. Cleaning agents including detergents are not suitable for discharge to surface water drains, even those described as biodegradable. **Do not** allow detergents to enter oil separators as they will dissolve the oil into solution, allowing them to be washed through the oil separator. If yard areas are cleaned do not allow the run-off to enter surface water drains. Think carefully about your site drainage before using a mobile steam or pressure cleaner, especially if detergents or degreasers are used. Ensure they are operated only in an area isolated from the surface water system. Detailed guidance for the use of steam and pressure cleaners is available from the Environment Agency (UK) (see Section 8). **5.2 Dewatering** Before any dewatering takes place, the collected water should be tested to determine its quality and the most appropriate disposal option. Discuss with Environmental Protection before discharging any polluted water. Silty water should never be pumped directly to a stream, road or yard gullies or surface water drains.	

Silt is generally a non-toxic pollutant and, in the absence of any other contaminants, can be disposed of by pumping to a settlement tank or over a large grassed area. If there is **any risk** that the silty water is contaminated with any other pollutant, you should consult with Environmental Protection (tel: 709535) before its disposal.	

6. Groundwater Protection

Groundwater is out of sight, but must not be out of mind. As a valuable resource it must be protected from pollution.

Spillage and unsuitable disposal of oils, solvents, chemicals or waste materials can cause serious damage to groundwater. Pollution can occur from discharges onto open ground and other porous surfaces or from drainage systems that soak into the ground (soakaways). It is vital that groundwater pollution is avoided, as once it has become contaminated, groundwater is very difficult and expensive to clean up.

It is essential to find out if your site is in a sensitive groundwater area (e.g. near to a borehole used as a drinking water supply) as you may have to take additional pollution prevention measures to minimise the risk of causing groundwater pollution. A location map of domestic and commercial water abstractions can be obtained from Environmental Protection (tel: 709535). Allowing polluting substances to reach groundwater could constitute an offence under the Water Pollution (Jersey) Law 2000.

ACTION	Check
Find out if your site is in a sensitive groundwater area; contact Environmental Protection for further information and advice about additional pollution prevention measures. Consult with Environmental Protection about your arrangements for storage and disposal of chemicals or waste. Only allow clean uncontaminated rainwater to discharge to soakaways. Never allow wastes or chemicals to be disposed of onto the ground. Spillage of oils, chemicals or wastes must be dealt with promptly. Any contaminated soil should be removed and disposed of according to your emergency plans and waste management procedures. Specialist advice may need to be sought on remedial action for spillages of certain substances. The Water Resources (Jersey) Law 2007, requires that all water abstractions from boreholes and wells be either registered or licensed. Registrations apply to all abstractions used solely for domestic requirements and other water abstractions that do not exceed 15 cubic meters (3300 gallons) in any 24 hour period. Abstractions from surface (reservoirs, ponds, springs and streams) and sub-surface sources (wells and boreholes) that exceed this volume must be licensed. Contact Health Protection tel: 443712 if you have concerns about the quality of your water and the effect on human health.	

7. Training and Emergencies

Training plays a crucial role in protecting the environment. Trained and knowledgeable staff can help prevent or lessen the effects of a pollution incident – saving both money and time.

Occasional accidents are inevitable so it is important to have plans in place to deal with pollution emergencies and make sure everyone knows what to do in the event of an incident.

Environmental Protection must be notified of any environmental incident as soon as possible, telephone the Pollution Hotline tel: 709535.

Training should cover environmental awareness, correct procedures and pollution incident response.

ACTION	Check
Make sure everyone is aware of the importance of protecting the environment and what your company does to prevent pollution. Reinforce pollution prevention with training and regular refresher programmes. Inform staff of the Blue Fish Campaign and its significance to them, displaying the posters and leaflets in prominent positions. People with specific responsibilities for procedures or plant with a potential environmental impact should receive regular and adequate training in their role. Contractors should be trained in relevant environmental management and emergency procedures before starting work. **7.1 Emergencies** Develop a pollution incident response plan to prevent harm to human health and minimise damage to the environment caused by accidents, fires or spillages. For further guidance see, the Environment Agency (UK) - Pollution Prevention Guidance Note 21 (see Section 8). Test your incident response plan by carrying out simulations and exercises for all those involved. Amend the plan to account for any deficiencies. Never leave anything to chance! Always have adequate emergency pollution-control equipment available to deal with spillages, accidents or firewater, such as absorbent materials, drain blockers or incident "grab packs". Do not forget to provide personal protective clothing. See the Environment Agency (UK) - Pollution Prevention Guidance Note 18 (see Section 8). Make someone personally responsible to regularly check and maintain routine and emergency pollution control and prevention equipment, devices and procedures. Make sure any remedial work is carried out as soon as possible.	

Devise procedures for the recovery, handling and disposal of all waste material that arise from incidents or emergencies. If you have an incident that has or is likely to damage the environment, inform Environmental Protection on tel: 709535 so that time is not wasted before you get expert help.	

8. Further Information

8.1 Jersey Guidance

Environmental Protection
Department of the Environment
Howard Davis Farm, La Route de la Trinite
Trinity, Jersey, JE3 5JP
Pollution Hotline: +44 (0)1534 709535
Tel: +44 (0)1534 441631
Fax: +44 (0)1534 441601
E-mail: s.hawkins@gov.je

Jersey Water
Mulcaster House, Westmount Road,
St. Helier, Jersey, JE1 1DG
Main switchboard: 01534 707300
Main Facsimile: 01534 707400
Email: **info@jerseywater.je**

Official Analyst's Laboratory
Pier Road, St Helier, Jersey, JE2 4XW
Tel: +44 (0)1534 736455
Fax: +44 (0)1534 766746
E-mail: analyst@gov.je

Eco-Active
Department of the Environment
Howard Davis Farm, La Route de la Trinite
Trinity, Jersey, JE3 5JP
Tel: +44 (0)1534 441600
Fax: +44 (0)1534 441601

Building Control
States Offices, South Hill, St Helier, JE2 4US
Tel: +44 (0)1534 445508
Fax: +44 (0)1534 445528

Transport and Technical Services
PO Box 412, States Offices, South Hill
St Helier, JE4 8UY
Tel: +44 (0)1534 445509
Fax: +44 (0)1534 445529

The States of Jersey has free pollution prevention leaflets. This is available from States buildings and can be downloaded from the States of Jersey website at www.gov.je/water (click on water pollution)

8.2 UK Guidance

Northern Ireland Environment and Heritage Service
Calvert House, 23 Castle Place, Belfast, BT1 1FY
Tel: (028)90 254754 Fax: (028)90 254777
www.ehsni.gov.uk

Sepa Corporate Office
Erskine Court, Castle Business Park, Stirling FK9 4TR
Tel: 01786 457700 Fax: 01786 446885
www.sepa.org.uk

The Environment Agency Head Office
Rio House, Waterside Drive, Aztec West, Almondsbury, Bristol BS32 4UD.
Tel: 01454 624 400 Fax: 01454 624 409
www.environment-agency.gov.uk
www.environment-agency.wales.gov.uk

The Environment Agency has free pollution prevention literature.
The following are of particular relevance:

- Pollution Prevention Guidance Notes:
- PPG2 *Above Ground Oil Storage Tanks*
- PPG3 *The Use and Design of Oil Separators in Surface Water Drainage Systems*
- PPG6 *Working at Demolition and Construction Sites*
- PPG11 *Preventing Pollution at Industrial Sites*
- PPG13 *High Pressure Water and Steam Cleaners*
- PPG18 *Managing Firewater and Major Spillages*
- PPG20 *Dewatering of Underground Ducts and Chambers*
- PPG21 *Pollution Incident Response Planning*
- PPG26 *Storage and Handling of Drums and Intermediate Bulk Containers*

Many of these publications are available from the Environment Agencies websites, together with other relevant information.
www.environment-agency.gov.uk