

	<p style="text-align: center;">INSTRUCTION FOR PERIODIC COMPLIANCE ASSESSMENT WITH MEASURES TO PREVENT/REDUCE EMISSIONS OF ODOROUS SUBSTANCES</p>	<p style="text-align: center;">EA-I 14</p>
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1.0 Aim/Scope

This instruction sets out the mechanism and responsibilities for immediate action to identify the causes of odours and containment measures, including:

- Registration of odour complaints
- Identification of the affected off-site territory
- Checking the signal
- Identifying the source of odours
- Registering of non-compliance
- Establishing the cause of the appearance of the source of odours
- Undertaking corrective measures.

2.0 Affected activities

- Collection and temporary storage of hazardous waste – used oils.

3.0 Records form

EA-R 21 - Register of sources of fugitive emissions and odours and verification of measures to limit fugitive emissions from these sources

EA-R 16 - Non-compliance register

EA-R 17 - Corrective actions register

EA-R 22 - Complaints Register

4.0 References

Waste Permit (not yet issued)

5.0 Definitions

None.

6.0 Instruction

6.1 Registration of a complaint about the presence of odors - In the event of a complaint about the presence of off-site odours, the operator who accept the complaint immediately informs the Site Operational Manager, who fills out a form *EA-R 22 - Complaints Register*.

- The date and time of receipt of the complaint.
- The name of the person/persons who filed the complaint.

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- Brief description of the complaint.

6.2 Identification of the affected territory outside the site - Upon receiving a signal of the presence of odours, the Site Operational Manager takes immediate actions to identify the causes of their appearance and measures to prevent/remove the emissions of intensely smelling substances generated by the activities of the site. As soon as possible, he appoints a commission to check the signal.

6.3 Commission participants - The Commission consists of a chairman and members:

Chairman - the Site Operational Manager

and members – the complainant, operator (or driver, security guard, etc.).

The Commission conducts a tour to identify the affected territory and gives an opinion on:

- The presence of an unpleasant odour in the affected territory.
- Determining the source of the odours.

The commission draws up a protocol in which it enters the conclusions reached.

The protocol is signed by all participants

6.4 Registration of non-compliance - When there is a registered non-compliance related to the spread of off-site odours, the Site Operational Manager filled-in the *EA-R 21 - Register of sources of fugitive emissions and odours and verification of measures to limit fugitive emissions from these sources* and *EA-R 22 - Complaints Register*

6.5 Corrective actions - When there is a registered discrepancy related to the distribution of unpleasant smell, the Site Operational Manager is responsible for the implementation of actions to eliminate the non-compliance and makes record in the *EA-R 17 - Corrective actions register*.

6.6 Preventive actions - The Site Operational Manager ensures that all activities on the site are carried out in a way that prevents the spread of odours beyond the boundaries of the site.

7 Records

7.1 Type of Records – All records are kept electronically. They shall be printed out at the end of each year or upon request by the competent authority.

7.2 Compliance – The records must be stored in accordance with Procedure EA-P 04 – Documents management