

Permit to Pump Water, Trade Effluent or Over-pumping

Site		Contract No		Permit No		
Site representative		Duration	From: To:			
Discharge Location:			Discharge	<input type="checkbox"/>	Overpumping <input type="checkbox"/>	
1) Regulator approval						
1.1) Is formal approval in place for discharge / overpumping? See notes 11 & 12	EA/SEPA/ NRW	<input type="checkbox"/>	Water Company	<input type="checkbox"/>	Not Required <input type="checkbox"/>	
1.2) Where is water being discharged / pumped to? <i>(ensure discharge points are highlighted on site plan)</i>	Foul Sewer	<input type="checkbox"/>	Open Ground	<input type="checkbox"/>	River / Stream / Surface Drain <input type="checkbox"/>	
1.3) Summarise consent requirements						
If the answer to 1.1 or 1.2 is not known then do not discharge						
2) Assessment of water to be discharged						
2.1) Condition of water before controls	Silt/solids	<input type="checkbox"/>	Odour	<input type="checkbox"/>	Oil/fuel <input type="checkbox"/>	
3) Control Measures						
3.1) What control measures are in place?	Settlement Tank	<input type="checkbox"/>	Soakaway / lagoon	<input type="checkbox"/>	Geotextile trap <input type="checkbox"/>	Straw bales <input type="checkbox"/>
	Pumpsafe / TFS	<input type="checkbox"/>	Spill Kit	<input type="checkbox"/>	Standby Pump <input type="checkbox"/>	Response Plan <input type="checkbox"/>
	Other (describe)					
3.2) Overpumping controls	Security fencing	<input type="checkbox"/>	Couplings secured		<input type="checkbox"/>	
4) Approval for discharge/overpumping		Name		Signed		
For discharges to controlled waters, please insert name of Company Environmentalist who has approved the proposed controls						
5) Acceptor – controls are understood		Name		Signed		
New Acceptor (see note 12 for further requirements)		Name		Signed		
<i>*Approvers and Acceptors of this form must have attended an environmental training course within the last 3 years</i>						
6) Permit Cancelled	Date		Name		Signed	

7) Monitoring – record time (at least hourly) and initial to confirm no pollution is occurring

[illegible]

Take a sample in a clear plastic cup/bottle and compare against standards in Water Management Plan. If three consecutive samples show deterioration stop pumping to review controls or carry out maintenance

Notes

A permit to pump water, trade effluent or overpumping must be used for every discharge of groundwater or trade effluent (including overpumping for sewage). The permit is to ensure that a thought process is followed for every discharge as even small discharges can have a damaging effect to the environment.

Responsibilities of the approver:

1. Must be a competent staff member (e.g. Site Environmentalist, Agent, Engineer or Foreman) or under specified circumstances a competent operator in charge of the works. The issuer must be aware of the environmental aspects and impacts of the operation and have received environmental management training.
2. To explain the details and scope of the permit to those involved with the operation
3. To complete sections 1, 2, 3, and 4 of the permit.
4. To ensure that the permit is cancelled (section 6) after it has expired or at any time when it is invalidated by a change in conditions.
5. To ensure that the discharge is going where it is meant to and the location of discharge points are clearly specified in site plan.
6. To ensure that the monitoring requirement is in place and being carried out at least hourly.
7. Where discharges are being made to the water environment (surface water drains or direct to a watercourse), a Company Environmentalist **MUST** be consulted **AND** agree the controls proposed before a permit can be issued.

Responsibilities of the acceptor:

8. Must be a competent operative who has received environmental awareness training.
9. To work to the controls set out by the permit.
10. To stop the operation and notify the issuer in the event controls are not preventing pollution.
11. To frequently monitor the operation and record that no pollution is occurring.
12. If there is an Acceptor change-over, there must be a formal hand-over. The Approver must re-brief the new Acceptor on the monitoring controls to ensure monitoring responsibilities are clearly understood.

General Instructions:

13. The duration must not be extended. If an operation is incomplete, a new permit must be issued to ensure precautions remain in.
14. To cancel, double score through the document, sign and ensure that all copies are collected and filed.
15. The comment boxes are there in order for entering important information including actions taken to improve the arrangements and reasons for giving certain answers.
16. The discharge of small quantities of **unpolluted** waters is normally acceptable to the Environment Agency/SEPA/NRW without a formal approval i.e. pumping out rainwater from small excavations. However, this must be agreed with an Environmental Advisor prior to setting up the Permit to Pump
17. Formal approval could mean a written permit from the Environment Agency, SEPA, NRW or the water company. In some cases it might be deemed by the EA, SEPA, NRW or the water company that a full written permit is not required. This might mean working under a "duty of care". In this case it is important to get some form of agreement in place whether this is a letter or a signed method statement. Overpumping into existing infrastructure will normally require a permit from the LSU and if the works are near a watercourse the EA/NRW should be consulted.
18. Have you considered whether drain covers are marked up for foul and storm/surface water?

ONLY CLEAN WATER CAN BE DISCHARGED UNLESS SPECIFIC CONSENT LIMITS ARE SET BY THE ENVIRONMENT AGENCY/SEPA/NRW