

ENVIROMENTAL MANAGEMENT SYSTEM

Management Plans and Reports

For
The MAESYDD,
Pool Quay, Welshpool, Powys
SY21 9LA

Site	Maesydd AD facility
Site Permit number	AB3791FG
Permit Holder	Maesydd Biogas Ltd

Contents	Have you completed the template for your site and has it been filed?	Signed by: Date:
1. Environmental Impacts Plan and Controls	Yes	Haydn Langford
2. Accident / Pollution Incident Management Plan, including; A – Site Plan B – Key Site and Emergency Contacts C – List of Substances and Storage Facilities D – Preventing Accidents... and what to do if they happen	Yes	Haydn Langford
3. Maintenance Checklist and maintenance record	Yes	Haydn Langford
4. Training Checklist / Record for your staff	Yes	Haydn Langford
5. Complaints Form for recording complaints about your site from members of the public.	Yes	Haydn Langford
6. Accident (and incident) recording form	Yes	Haydn Langford

EMS Part 2

1. Environmental Impacts Plan and Controls (Table 1)

Table 1																				
Site Activity: (Please Specify)																				
The key pieces of environmental legislation affecting this sector are: (Add as many as apply to your site activities – you should ensure that this list is kept up to date for your site and covers all applicable legislation)			• The Environmental Permitting (England and Wales) Regulations 2007, SI 3538 • Groundwater regulations 1998, SI 2746 • Water Resources Act 1991, as amended. • Environmental Protection Act 1990 • Control of Pollution (Oil Storage) (England) Regulations 2001, SI 2954						•											
Process / Activity/Equipment			A	W	E	D	L	N	R	Process / Activity/Equipment			A	W	E	D	L	N	R	
Processes / Activities / Equipment at your site: (insert H or M or L where applies) List all the processes / activities / equipment at your site in these columns. Then put an (H) high impact, or (M) medium impact, or (L) low impact in the box next to the process / activity / equipment if it can result in an environmental impact listed below under normal or abnormal operation. ➤ Emissions to Air (including dust) - A ➤ Emissions to Water - W ➤ Energy Usage (e.g. electricity, gas, oil) - E ➤ Waste Disposal - D ➤ Land Contamination - L ➤ Nuisance (i.e. noise or odour) - N ➤ Resource Consumption (e.g. water, chemicals, not energy) - R			Delivery of feedstock (chicken litter)	M	-	L	-	-	M	L										
			Delivery of feedstock(cattle slurry)	L	L	L	-	-	L	L										
			Reception storage of feedstocks	L	-	-	-	-	L	L										
			Mixing pit	M	-	L	-	-	M	L										
			Gas holder	L	-	L	-	-	L	L										
			CHP engines	M	-	M	-	-	M	L										
			Pre-store	L	L	L	-	M	L	L										
			Gas Flare/Boiler	L	-	M	-	-	L	-										
			Digestate storage	L	-	-	-	L	-	L										
			Digestate spreading	L	M	L	-	L	L	-										

1. Environmental Impacts Plan and Controls

For each Process / Activity / Equipment identified in the Table 1 above complete the following tables if there is an environmental impact [i.e. at least High (H) or Medium (M)] under normal or abnormal operation (*the examples included are guidance only*)

Table 2A. Emissions to Air [A] (use as many forms as required)						
Process / Activity / Equipment on Site	Potential Impact	Is impact controlled by equipment?	Is equipment included on maintenance checklist?	Is impact controlled by a procedure?	Person using the procedure received training?	Comments
Mixing pit	Emissions include CO ₂ ,CH ₄ ; greenhouse gases contributing towards global warming; NO _x contributes to acidification, potential for local air quality issues	Yes – plc monitoring	Yes – daily site check	Yes – O&M Manual	Yes	Refer to O&M Manual
CHP engine	Emissions include CO ₂ ,CH ₄ ; greenhouse gases contributing towards global warming; NO _x contributes to acidification, potential for local air quality issues	Yes – plc monitoring	Yes – daily site check	Yes – O&M Manual	Yes	Refer to O&M Manual.
Gas holder	Emissions include CO ₂ ,CH ₄ ; greenhouse gases contributing towards global warming; NO _x contributes to acidification, potential for local air quality issues	Yes – plc monitoring	Yes – daily site check	Yes – O&M Manual	Yes	Refer to O&M Manual
Digestate store	Emissions include greenhouse gases contributing towards global warming; NO _x contributes to acidification, potential for local air quality issues	No	Yes – daily site check	Yes – O&M Manual	Yes	Refer to O&M Manual
Combustion & process	Emissions of CO ₂ and unburnt CH ₄ as above	Yes – plc monitoring	Yes – daily check	Yes – O&M	Yes	Refer to O&M Manual

Table 2B. Energy Usage [E]						
Process / Activity / Equipment on Site	Potential Impact	Is impact controlled by equipment ?	Is equipment included on maintenance checklist?	Is impact controlled by a procedure ?	Person using the procedure received training?	Comments
Electricity usage for the AD site equipment	The impacts associated with electricity production are well documented (for example, air emissions) There is scope to reduce these impacts by using electricity efficiently on site.	Yes – included in plc monitoring	Yes- included in plc monitoring	Yes – plc monitoring	Yes	Electricity generated from the biogas produced from the AD process. Low parasitic load requirement.

Table 2C. Emissions to Water [W]						
Process / Activity / Equipment on Site	Potential Impact	Is impact controlled by equipment?	Is equipment included on maintenance checklist?	Is impact controlled by a procedure?	Person using the procedure received training?	Comments
Ferric chloride dosing pump	FeCl ₃ 5% contained in IBC within bunded area. If accidental leakage results in the bund being breached there is the potential to enter the watercourse potentially causing harm to environment	Yes – IBC containment; Bund containment;	No	Yes – drainage into reception mixing pit	Yes –	
Surface water run-off within AD site	Under normal conditions surface water run-off should be uncontaminated. However, if contamination occurs by accident, it has the potential to cause water pollution to local watercourse if there is a site drain failure	Yes – Bund containment;	Yes – daily site check	Yes - water hose to direct flow into reception mixing pit	Yes -	The accidental contamination case is considered in our Accident / Incident Management Plan

Table 2D. Waste Disposal [D]						
Process / Activity / Equipment on Site	Potential Impact	Is impact controlled by equipment ?	Is equipment included on maintenance checklist?	Is impact controlled by a procedure ?	Person using the procedure received training?	Comments
Used engine oil, filters, spark plugs, rags		Yes – containers stored in dedicated waste store	Yes – checklist identifies waste disposal route	Yes – maintenance checklist	Yes -	Handled in accordance with Hazardous Waste Legislation
General waste	Most general unsorted waste is landfilled and this has associated impacts e.g. ecotoxicity, global warming and nuisance e.g. odour. General waste volumes can be reduced if sorting systems are used. Need to meet legal Duty of Care requirements.	General waste sorted, separated and recycled where facility exists	All personnel trained to use appropriate disposal route	Yes – maintenance checklist	Yes	

Table 2E. Nuisance (e.g. Noise, Odour) [N]						
Process / Activity / Equipment on Site	Potential Impact	Is impact controlled by equipment?	Is equipment included on maintenance checklist?	Is impact controlled by a procedure?	Person using the procedure received training?	Comments
Engine room	The CHP Container is fitted with materials to reduce noise, however on occasion that all building exits are open there is the potential for noise levels to increase.	Building fitted with acoustic reducing materials. Exits are routinely kept shut.	PPE ear protectors available when working within the vicinity	Site and PPE training	Yes	Section III of the Environmental Protection Act 1990, noise can be classified as a statutory nuisance. Trained in basic trouble-shooting. Supplier maintenance support may be required
Loading and unloading pumps	Located in open air. Operating noise levels in accordance with manufacturer specifications. Equipment breakdown could potentially increase noise levels	n/a	Yes – daily site check	Yes – site O&M checklist	Yes	Trained in basic trouble-shooting. Supplier maintenance support may be required
Noise from transport movement on site	Transport is operated under normal conditions. Potential for occasional excessive vehicular movement could increase noise level	n/a	n/a	Yes – transport activity monitored		Section III of the Environmental Protection Act 1990, noise can be classified as a statutory nuisance.
Odour from incoming feedstock	Section III of the Environmental Protection Act 1990, odour can be classified as a statutory nuisance.	Sheeting stock piles	Yes – daily site check	Yes – daily site check. Refer to OMP	Yes	Section III of the Environmental Protection Act 1990, odour can be classified as a statutory nuisance.
Noise from loading solid feedstocks	Hopper located in open air. Tipping out of manure from telescopic handler bucket may increase noise levels.	n/a	n/a	n/a	Yes	Telescopic handler operator certificates. Minimise bucket rattling where possible. Aim to load hopper during acceptable hours

Table 2F. Resource Consumption (not energy) [R]						
Process / Activity / Equipment on Site	Potential Impact	Is impact controlled by equipment ?	Is equipment included on maintenance checklist?	Is impact controlled by a procedure ?	Person using the procedure received training?	Comments
5% Ferric Chloride FeCl ₃	Refer to MSDS	Contained in IBC;	Yes – daily site check	Yes – daily site check	Yes	
CHP engine oil	Refer to MSDS	n/a	n/a	Yes – supplies held in dedicated store	Yes	
Use of water	Inefficient use results in natural resource depletion	Stop tap and pipework maintained in good working order	Yes – daily site check	Yes – daily site check		Run-off collected and processed through AD

Table 2G. Land Contamination (e.g. storage of hazardous substances) [L]						
Process / Activity / Equipment on Site	Potential Impact	Is impact controlled by equipment?	Is equipment included on maintenance checklist?	Is impact controlled by a procedure?	Person using the procedure received training?	Comments
5% Ferric Chloride FeCl ₃	FeCl ₃ 5% contained in IBC within bunded area. If accidental leakage results in the bund being breached there is the potential to enter the soil and leak into groundwater potentially causing harm to environment	Yes – IBC containment; Bund containment;	Yes –daily site check	Yes – drainage into reception mixing pit	Yes –	Refer to MSDS
Surface water run-off from AD site	Under normal conditions surface water run-off should be uncontaminated. However, if contamination occurs by accident, it has the potential to cause water pollution to local watercourse if there is a site drain failure	Yes – Bund containment;	Yes – daily site check	Yes - water hose to direct flow into reception mixing pit	Yes -	The accidental contamination case is considered in our Accident / Incident Management Plan
CHP engine oil	Refer to MSDS	n/a	n/a	Yes – supplies held in dedicated area	Yes	

Table 3. General Waste Management					
Waste Produced at Site (with EWC, if known)	Where does the waste go?	Can it go to recovery / recycling?	Is it being stored correctly on site?	Are Duty of Care requirements being met?	Comments
CHP engine oil	Potters	Yes	Yes	Yes	Stored and taken to recycling when quantity is economically viable to do so.
Spark plugs	Potters	Yes	Yes	Yes	Stored and taken to recycling when quantity is economically viable to do so.
Engine filters	Potters	Yes	Yes	Yes	Stored and taken to recycling when quantity is economically viable to do so.
Rags	Potters	No	Yes	Yes	Stored and taken to recycling when quantity is economically viable to do so.

Table 4. List of Procedures (list procedures identified in Table 2A to 2G above, and any other procedures you have in addition)

Procedure Name	What process / activity / equipment does it relate to?	Where is the procedure kept?	Version Number	When was the procedure last reviewed?	Comments
AD Plant operations and maintenance Manual	AD Plant operations and maintenance overview	Site office – control room file cabinet	1	May 2025	New document v01
Loading feedstocks	Feeding the digester	Control Container	1	May 2025	New document v01
De-gritting procedure	Removing grit from the digester	Site office – control room file cabinet	1	May 2025	New document v01
Maintaining CHP	Operations and maintenance of CHP biogas engines	Site office – control room file cabinet	1	May 2025	New document v01
Monitoring biogas generation	IPC data analysis of biogas yield	Control Container	1	May 2025	New document v01
Daily Checks	Checks of site including: Digester, Feed system, Separator, Post Storage (Digestate), Feedstock, Bunded Site, Effluent Tanks	Control Container	1	May 2025	New document v01

2. Accident / Pollution Incident Management Plan

Further help is available from [PPG21: Pollution incident response planning](#) (See section 7)

Created by:
v Date: 19/07/2026

Haydn Langford

Review Date: 19/07/2027

Version:3

Accident / Pollution Incident Management Plan Contents

A – Site Plan

B – Key Site and Emergency Contacts

C – List of Substances and Storage Facilities

D – Preventing Accidents / Incidents... and what to do if they happen.

A – Site Plan

Insert site plan showing location of the following items:

- **Site entrances and exits** available to the emergency services
 - **Buildings**; the buildings and other main constructions
 - **Drainage**; including
 - foul drainage (marked in red),
 - surface water drainage (marked in blue)
- showing
- the direction of flow and
 - the discharge points to the sewer, watercourse or soakaway.
 - The location of manhole covers and drains,
 - The location of stop and diverter valves and interceptors
- **Service mains**; the routes of
 - water supply, gas, electricity)
 - mains water stop tap, and gas and electrical supply isolating valves / switch.
- **Storage of hazardous materials**; eg oil and fuel tanks, chemical stores, raw materials, waste materials etc.
- **Process lines**; location and direction of main process lines/pipes.
- **Accident and emergency response items**; such as fire extinguishers, fire hydrants, fire water tanks / ponds, spill kits, sand bags, alarms, first aid kit etc.
- **Vulnerable receptors**; on site or adjacent receptors that could be affected by the site operations, such as porous / unmade ground, watercourses, springs, boreholes, ecologically sensitive sites, residential properties, schools, offices, hospitals etc.

EMS Part 2

- **Pollution control points**; such as inspection or monitoring points, bunds,.
- **Treatment**; location of any on site trade effluent or sewage effluent treatment plant.

B – Key Site and Emergency Contacts

SITE DETAILS			
Location: Y Maesydd Farm, Pool Quay, Welshpool, Powys			
Postcode: SY21 9LA			
Site Access Grid Reference:			
SITE CONTACTS	Name	Office Hours (specify)	Out of hours
Owner:	Haydn Langford	All hours	None
General Manager:	As above		
Site Manager:	As above		
Site Supervisor:	As above		
Security Contact:	As above		
Landowner / Agent:	As above		
EMERGENCY SERVICES		Office Hours	Out of hours
Emergency		999	999
Medical: Welshpool Health Centre		01938 553118	
Police:		999	
Fire:		999	
REGULATORS		Office Hours	Out of hours
Health and Safety Executive (HSE)		02030285093	
Local Authority: Powys County Council		01597 826000	
Environment Agency (Local)		0300 065 3000	
EA (24 hour emergency hotline)		0800 80 70 60	
Natural England (for Wales, Countryside Council for Wales)		0300 060 3900	
UTILITY / KEY SERVICES	Name	Office Hours	Out of hours
Water undertaker:			
Sewerage undertaker:			
Gas supplier:	n/a		
Electricity supplier:	Scottish Power	150	150
Oil supplier:	n/a		
Fuel supplier:	n/a		
Chemical supplier:	2G	01928 718533	
AD supplier:	Fre Energy	01829 270397	07798 913128
Maintenance contractor:	2G	01928 718533	07785 623520
Electrician:	M Pearce	07967 820118	
Plumber:	Neil Clark	07876 495666	
Locksmith:	n/a		
Joiner:	n/a		
OTHER KEY CONTACTS	Name	Office Hours	Out of hours
Head Office:	Haydn	07980 684738	
Adjacent landowners:			
Neighbours:			
Specialist advisors:			

C - List of Substances and Storage Facilities

The following is a list of liquids, powders etc that are stored on site and could be harmful to the environment if they escape.

Material	Maximum Quantity	Type and size of storage	Type and size of Secondary Containment
<i>Poultry Litter</i>	<i>350 tonnes</i>	<i>Above ground concrete pad.</i>	<i>Drainage into sump and pumped into above ground tank</i>
FYM	100 tonnes	As above	As above
Raw cow slurry	10000 cm3	Above ground storage tank	Blocked store above ground level for overflow
Liquid Digestate	25cm3 per day	Above ground metal tank	3,600 m3 storage
Engine oil	200 litres	Stored within bund area	n/a
Ferric Chloride	10000 litres	IBC's within bund area	n/a
Electrical equipment	1 or 2 pieces	n/a	n/a
General waste	1 × 180 litre bin	1 bin	n/a
Effluent Tanks	NVZ and FRFW compliant	2 Effluent tanks	Primary Digester

D - Preventing Accidents / Incidents and what to do if they happen

Possible Accident / Incident	What would the environment harm be?	How do we reduce the chances of it happening?	What to do if it happens
Spillages			
Spillage during delivery of feedstocks,oil or ferric chloride.	Contamination of land, drains, groundwater and watercourses.	Supervise deliveries.	Follow the spill response procedure. It describes what to do in the event of a spill and where the spill kit is kept.
Slow seepage of liquids from imported contaminated materials. Slow seepage can be less noticeable than 'spills'.		Use drip trays and spill materials.	
Spillage during loading digester		Train the staff	
Overfilling			
Overfilling of oil reservoirs.	Contamination of land, drains, groundwater and watercourses.	Level control checks, supervised delivery and warning alarms.	Spill response procedure as described above.
Failure of Plant or Equipment			
Leakages; due to faulty pipe work, valves, over-pressure, blockages, corrosion, severe weather, ground movement and so on.	Contamination of land, drains, groundwater and watercourses.	Daily visual inspection and completion of weekly inspection checklist record. Preventative maintenance regime. Any underground pipes and tanks will be tested for integrity. Insulation and protection of pipe work.	Spill response procedure as described above.
Puncture; of vessels and tanks etc due to impact – such as fork lift trucks.		Tanks and vessels generally located within / on secondary containment facilities. Storage locations of IBC's and non-permanent vessels protected by use of barriers or fencing. Movement of IBC's and containers using safe techniques.	
Fire			
Fire	Smoke and pollution, Firewater causes	Separation of incompatible materials	Fire procedure describing what to do in

EMS Part 2

Possible Accident / Incident	What would the environment harm be?	How do we reduce the chances of it happening?	What to do if it happens
	contamination of land, groundwater and watercourses.	and of combustible materials and ignition sources. Incorporation of fire breaks into site layout and containment of fire water. No smoking policy.	the event of a fire, including details about fire alarms, exit routes and assembly points, responsible personnel and the location and use of emergency fire equipment such as extinguishers,
Cross contamination			
Due to accidental transfer and mixing of digested and undigested materials	Contamination of land, drains, groundwater and watercourses.	This would be unlikely as undigested material can also be used as a manure on the land.	Evaluate the risk to the environment and act as necessary. Prevent major isolated contamination into waterways.
Flood			
Due to ingress of watercourse floodwater, blocked drains, burst water main, use of fire water.	Contamination of digested material, equipment, buildings, land, drainage system, groundwater and watercourses with fire and flood water.	Bunded area is sealed. All liquid captured in the bund is recycled into the system	If contaminated with material not suitable for recycling, use of sand bags, movement or protection of sensitive materials would be implemented.
Failure of Services			
Due to failure of supply; water, electricity, and of sewerage system. Due to utility supply being struck and broken / cut.	Flooding, explosion with subsequent contamination of land, drains, groundwater and watercourses.	Provision of standby facilities. Maintenance of up to date plans showing location of utility services. Procedure for contractors to work on site including induction training and permit to work.	Utility supply failure procedure describing what to in the event of services supply failure such as manual shut down of process valves; start-up of emergency generator, use of standby materials etc. Flood and fire procedure as described above.
Failure of Containment			
Failure of containment facilities due to land movement, impact, corrosion and so on.	Contamination of land, drains, groundwater and watercourses.	Provision of secondary containment for hazardous liquids. Inspection of primary and secondary containment facilities. Integrity testing of tanks and bunds & pressure loss alarms.	Spill response procedure as described above.

EMS Part 2

Possible Accident / Incident	What would the environment harm be?	How do we reduce the chances of it happening?	What to do if it happens
Vandalism			
Unauthorised entry and tampering or malicious damage to property, plant and equipment.	Contamination of land, drains, groundwater and watercourses.	Secure gate and perimeter fence.	Spill response procedure as described above.

3. Maintenance Checklist

(General Sector Site) *Use as many forms as required (the examples may or may not be applicable for your site – amend as appropriate)*

Item requiring maintenance	How often? (tick the appropriate box)						Where are maintenance instructions?	Who is responsible?
	Day	Week	Month	Year	2 years	5 years		
In cold weather alter loading to frost settings on the IPC				✓			Site manual	Haydn Langford
Check temperature on digester Interface Control Panel (IPC)	✓						Site manual	Haydn Langford
Check digester contents level on digester Interface Control Panel (IPC) is >90%	✓						Site manual	Haydn Langford
Check gas volume is stable on digester Interface Control Panel (IPC)	✓						Site manual	Haydn Langford
Check IPC alarm log	✓						Site manual	Haydn Langford
Check gas mixing pumps are operational	✓						Site manual	Haydn Langford
Check gas mixing pumps lubrication level	✓						Site manual	Haydn Langford
Check gas holder is fully inflated and pressure regulator	✓						Site manual	Haydn Langford
Check the separator	✓						Site manual	Haydn Langford
Check the rotating arm, rams, and the gas indexing valves are working	✓						Site manual	Haydn Langford
Check the lifting rams are not at the top of their travel	✓						Site manual	Haydn Langford
Degrit if the lifting rams are at the top of their travel	✓						Site manual	Haydn Langford
Look through viewing port to check digestate level	✓						Site manual	Haydn Langford
Look through viewing port to check that there is no crust	✓						Site manual	Haydn Langford

EMS Part 2

formation								
Top up oil in all pumps		✓					Site manual	Haydn Langford
Grease all bearings		✓					Site manual	Haydn Langford
Grease top drive cogs; follow safety instructions		✓					Site manual	Haydn Langford
Check drains and drainage channels for blockages.		✓					Site manual	Haydn Langford
Check bund is not filling with rainwater – pump out if necessary			✓				Site manual	Haydn Langford
Check bunds to make sure they aren't damaged or leaking, for example cracks or deformation from impact damage.		✓					Site manual	Haydn Langford
Check the de-pollution area concrete for cracks or excessive oil.				✓			Site manual	Haydn Langford

4. Maintenance Record

You then need to keep a record that you have actually done these checks when they were supposed to be done. You could do this in a 5 year diary (easiest).

If you do them you should enter:

- The check or maintenance job done (e.g. *Checked interceptor*)
- Who did it (e.g. *Fred Smith*)
- The result (e.g. *40cm of oil was emptied*)

Alternatively you could use these forms. You will have to keep a good supply of them, for each line on your inspection checklist.

(use as many forms as required)

Item:		Due: Weekly
Completed on	Completed by	Comments
		<i>Refer to on site file in AD office</i>

5. Training Checklist

(General Sector Site) *Use as many of these forms as required*

(the examples included may or may not be applicable for your site – amend as appropriate)

Other jobs e.g. Operator A (Grab), Operator B (Separator), Operator C (Trainee), Contractor 1 (Maintenance).

JOB	TRAINING REQUIRED																								COMMENTS	
	(tick boxes to show who needs which training)																									
	Environmental awareness							Maintenance/operations													Accidents and emergency					
	Certificate of Technical Competence	Supervision of AD site O & M	Environmental and permit awareness	Feedstock receipt inc Duty of Care	Feedstock separation and storage	Awareness of local sensitive sites for example sites of special scientific interest		Daily site checks	Daily and weekly maintenance	Operating AD Interface Control Panel	Feeding the anaerobic digester	Feedstock loading	Pit mixing	Removing digestate from the digester	Rotating arm and gas indexing	Emptying the grit trap	Gas holder and pipes	CHP maintenance	Foam alleviation svstem		Fire procedure	Spill response procedure	Flood procedure (where applicable)	Failure of services	Non-conformance reporting	
Site Manager		✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	
O&M technician				✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	

4. Training Record

Employee Name	Job Title
---------------	-----------

Training Required	Date due	Date done	Passed as competent? yes/no	Reviewers Signature	Date for Refresher	Comments
WAMITAB	Feb 2026	26/02/2026	YES	(see Appendix 10)	03/03/28	Haydn Langford

5. Complaints Record

Who made the complaint?	Name:	
	Address	
	 Phone No	
Date and time they made the complaint		
What happened, what was it about?		
Was anyone else aware of this – other neighbours or your staff? If so who?		
Did the complaint relate to your site? If so, what happened? What went wrong?		
What have you done to make sure that it does not happen again?		
Was there any significant pollution or environmental damage to land, water or protected areas – for example: dust, odour or noise pollution outside the site or spillage of polluting liquids onto the ground, or at a site of special scientific interest, or into a drain or a watercourse? (If so, then complete an incident form in Section 6)		
If there was, then you must take steps to prevent further damage and notify the Environment Agency on 0800 807060 and any other relevant regulators ASAP . Have you done so? Yes / No		Who did you phone? At what time did you phone?
You must also write or send an email to confirm this to the local office (see your accident management plan for the address) Have you done so?		Yes/No What date did you contact?
Please print your name and sign:		

6. Accident (and Incident) Record

Record of accidents, incidents or near misses

Date and time of the incident	
What happened, what was it about?	
Was anyone else aware of this – other witnesses? If so who?	
What caused it?	
What have you done to make sure that it does not happen again?	
Was there any significant pollution or environmental damage to land, water or protected areas – for example: dust, odour or noise pollution outside the site or spillage of polluting liquids onto the ground, or at a site of special scientific interest, or into a drain or a watercourse? If so what?	
Is there a continuing threat? Yes / No	
If there was (or still is), then you must take steps to prevent further damage and notify the Environment Agency on 0800 807060 and any other relevant regulators ASAP . Have you done so? Yes / No	Who did you phone? At what time did you phone?
You must also write or send an email to confirm this to the local office (see your accident management plan for the address) Have you done so?	Yes/No What date did you contact?
Please print your name and sign	

7. Further Help

Pollution Prevention Guides

(<http://www.environment-agency.gov.uk/ppg>)

PPG1: General Guide to the Prevention of Pollution

PPG2: Above ground oil storage tanks

PPG3: Use and design of oil separators in surface water drainage systems

PPG4: Disposal of sewage where no mains drainage is available

PPG8: Safe storage and disposal of used oils

PPG13: The use of high pressure water and steam cleaners

PPG18: Managing fire water and major spillages

PPG21: Pollution incident response planning

Pollution Prevention Pays – Getting Your Site Right (24-page Guide & DVD)

(<http://www.environment-agency.gov.uk/business/topics/pollution/36641.aspx>)

How to Comply with Your Environmental Permit

(<http://www.environment-agency.gov.uk/business/topics/permitting/32320.aspx>)

NetRegs – NetRegs provides **free environmental guidance** for small and medium-sized businesses in the UK

(<http://www.netregs.gov.uk/>)

Environment Agency Contact Information – National Customer Contact Centre

(<http://www.environment-agency.gov.uk/contactus/default.aspx>)

National Customer Contact Centre
PO Box 544
Rotherham
S60 1BY

Telephone: 08708 506 506 (Mon-Fri, 8am - 6pm)

