

Government of Western Australia Department of Environment and Conservation

LICENCE FOR PRESCRIBED PREMISES Environmental Protection Act 1986

LICENCE NUMBER: L8535/2011/1

FILE NUMBER: 2011/001655

LICENSEE

Shire of Boyup Brook P.O. Box 2 Abel Street BOYUP BROOK WA 6244

PREMISES

Boyup Brook Transfer Station Lot 147 on Plan 225864 Jayes Road BOYUP BROOK WA 6244 (as depicted in Attachment 1)

PRESCRIBED PREMISES CATEGORY

Schedule 1 of the Environmental Protection Regulations 1987

CATEGORY NUMBER	CATEGORY DESCRIPTION	CATEGORY PRODUCTION OR DESIGN CAPACITY	PREMISES PRODUCTION OR DESIGN CAPACITY
62	Solid waste depot: premises on which waste is stored, or sorted, pending final disposal or re-use.	500 tonnes or more per year	Not more than 5 000 tonnes per year

CONDITIONS OF LICENCE

Subject to the conditions of licence set out in the attached pages.

Officer delegated under Section 20 of the Environmental Protection Act 1986

ISSUE DATE COMMENCEMENT DATE: EXPIRY DATE:

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DEFINITIONS

In these conditions of licence, unless inconsistent with the text or subject matter:

"clean fill" means material that will have no harmful effects on the environment and which consists of rock or soil arising from the excavation of undisturbed material. For material not from a clean excavation, it must be validated to have contaminants below relevant ecological investigation levels (as defined in the document *Assessment Levels for Soil, Sediment and Water, Department of Environment, 2003*);

"Director" means the Director of the Environmental Regulation Division of the Department of Environment and Conservation for and on behalf of the Chief Executive Officer as delegated under Section 20 of the *Environmental Protection Act 1986*;

"Director" or "Department of Environment and Conservation" for the purposes of correspondence means:

Regional Manager, South West RegionDepartment of Environment and ConservationP.O. Box 1693Telephone: 9725 4300BUNBURY WA 6231Facsimile: 9725 4351Email: southwestregion.industryregulation@dec.wa.gov.au;

"Fire Control Officer" means a person who holds current and recognised qualifications in fire fighting and fire control as are specified in the licence and that person is appointed to the position of Fire Control Officer by the licensee;

"garden waste or green waste" means biodegradable waste comprising plants and their component parts such as flower cuttings, hedge trimmings, branches, grass, leaves, plants, seeds, shrub and tree loppings, tree trunks, tree stumps and similar materials and includes any mixture of those materials;

"Landfill Waste Classification and Waste Definitions" 1996 (As amended December 2009); means the DEC document of that name published by the Director General, Department of Environment and Conservation on 17 December 2009 pursuant to items 63, 64 65 and 66 in Schedule 1, Part 1 of the Environmental Protection Regulations 1987;

"licensee" means the Shire of Boyup Brook;

"premises" means Lot 147 on Plan 225864, Jayes Road, Boyup Brook as depicted by the red line in Attachment 1;

"putrescible waste" means the organic component of the waste stream which can be decomposed by microbial action and become putrid and likely to cause obnoxious odours and attract (scavenging) birds or animals; putrescible waste includes food wastes or wastes of animal or vegetable origin;

"Type 1 Inert Waste" and "Type 1 Special Waste" means waste as defined in the DEC document titled 'Landfill Waste Classification and Waste Definitions' 1996 (As amended December 2009); and

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"Waste" means one or more of the following:

- any substance that is discarded, emitted or deposited in the environment in such volume, constituency or manner as to cause an alteration in the environment;
- any discarded, rejected, unwanted, surplus or abandoned substance;
- any otherwise discarded, rejected, unwanted, surplus or abandoned substance intended for sale or for recycling, reprocessing, recovery, or purification by a separate operation from that which produced by the substance; and
- any substance described in regulations under the *Environmental Protection Act* **1**986 as waste.

GENERAL CONDITIONS

WASTE ACCEPTANCE

- 1 The licensee shall ensure only the following waste types are accepted for transfer or recycling at the premises:
 - (i) Clean Fill;
 - (ii) Type 1 Inert Waste (Building and demolition waste);
 - (iii) Type 1 Special waste (Asbestos Waste); and
 - (iv) Putrescible Waste.

DISPOSAL OF NON-CONFORMING WASTE

2 The licensee shall ensure that any Waste that does not conform to condition 1 of this licence is separated out immediately, placed in an enclosed bin and directed to an appropriate DEC licensed landfill for disposal by 1700 hours every Friday.

DISPOSAL OF WASTE ON THE PREMISES

3 The licensee shall not dispose, or allow the disposal of, any waste on the premises.

MANAGEMENT OF TRANSFER ACTIVITIES

- 4 The licensee shall remove the following Waste types to an appropriate DEC licensed landfill capable of accepting that Waste a minimum of once per week:
 - (i) Type 1 Special waste (Asbestos Waste); and
 - (ii) Putrescible Waste.
- 5 The licensee shall locate the transfer bin(s) in an area capable of collecting and retaining contaminated stormwater.

FENCING

- 6 The licensee shall, by 1 October 2013, maintain a chain-link fence of at least eighteenhundred (1 800) millimetres high around the whole of the perimeter of the premises, except where there is a lockable gate that prevents access to the premises by persons not employed by the licensee.
- 7 The licensee shall ensure that any entrance to the premises is securely locked when the premises are unattended.

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8 The licensee shall inspect the premises fence and gates weekly to ensure that conditions 6 and 7 are adhered to and that any damage to the fence is repaired within two (2) working days of its discovery.

SIGNAGE

- 9 The licensee shall maintain a sign at the entrance to the premises which clearly displays the following:
 - (i) contact telephone number for information and complaints or notification of fires;
 - (ii) a list of materials that are accepted;
 - (iii) the types of waste that are not accepted on the premises and a contact telephone number for alternative disposal options; and
 - (iv) a warning, indicating the penalties for people lighting fires.

WINDBLOWN WASTE

- 10 The licensee shall take all practicable measures to prevent and remove the accumulation of windblown waste from fences, gates and roads at the premises.
- 11 The licensee shall ensure that no waste, including litter, is discharged beyond the premises boundary.

GARDEN AND GREEN WASTE STORAGE

- 12 The licensee shall store all garden waste, green waste, mulch and compost on a hardstand base of compacted limestone or lateritic gravel.
- 13 The licensee shall store all mulch and compost in windrows not exceeding five-hundred (500) cubic metres.

EMISSIONS TO AIR

ODOUR

14 The licensee shall ensure that odour emitted from the premises does not unreasonably interfere with the health, welfare, convenience, comfort or amenity of any person who is not on the premises.

BURNING OF WASTE

- 15 The licensee shall not burn, or allow the burning of, any waste on the premises.
- 16 The licensee shall ensure that there are appropriate procedures in place at the premises so that any unauthorised fire is promptly extinguished.
- 17 The licensee shall notify the Director if a fire has not been extinguished within two (2) hours of the licensee becoming aware of the fire.

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DUST SUPPRESSION

- 19 The licensee shall ensure that all trafficked areas are sealed, or otherwise treated, to minimise dust emissions at the premises.
- 20 The licensee shall ensure that visible dust is not discharged beyond the boundary of the premises.

REPORTING CONDITIONS

- 21 The licensee shall by 31 March each year, provide to the Director an Annual Environmental Report containing data required by any condition of this licence, collected during the period beginning 1 January the previous year and ending on 31 December in that year. The report shall include, but not be limited to, the following:
 - (i) the total volume of waste accepted and transferred off the premises;
 - (ii) the measures taken to suppress dust on the premises;
 - (iii) the measures taken to control windblown waste on the premises;
 - (iv) the number and severity of any fires on the premises;
 - (v) the number and type of complaints received including the date and time of complaint, nature of complaint (where appropriate cross referenced with prevailing wind directions) and action taken;
 - (vi) any issues raised from inspections or incident responses during the reporting period together with details as to how these have been addressed/rectified or, if the required work has yet to be completed, how and when they will be rectified/completed; and
 - (vii) any proposed changes to premises boundaries, internal buffer zones, surface drainage channels and on-site or off-site impacts or pollution.
- 22 The licensee shall provide the Director within fourteen (14) days from the time of becoming aware of a fire at the premises, a report outlining the following:
 - (i) the date and time that the fire was first discovered;
 - (ii) the date and time that the fire was extinguished;
 - (iii) the location of the fire;
 - (iv) the cause, or suspected cause, of the fire.
 - (v) confirmation of attendance of any emergency services personnel;
 - (vi) the time the fire was declared safe by the Fire Control Officer for the premises;
 - (vii) any known or suspected damage to the transfer station or transfer station infrastructure as a result of the fire;
 - (viii) action undertaken by the licensee to replace or repair any damage to the landfill or landfill infrastructure; and
 - (ix) actions undertaken by the licensee to prevent another fire occurring at the premises from the same known or suspected cause.
- 23 The licensee shall by 31 March each year, provide to the Director an Annual Audit Compliance Report in the form of Attachment 1 to this licence, signed and certified in the manner required by Section C of the form, indicating the extent to which the licensee has complied with the conditions of this licence, and any previous licence issued under Part V of the *Environmental Protection Act 1986* for the premises, during the period beginning 1 January the previous year and ending on 31 December in that year.

ATTACHMENT 1

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PLAN OF PREMISES

SHIRE OF BOYUP BROOK BOYUP BROOK TRANSFER STATION LOT 147 ON PLAN 225864 BOYUP BROOK WA 6244



ISSUE DATE COMMENCEMENT DATE: EXPIRY DATE:

ATTACHMENT 2

LICENCE NUMBER: L8535/2011/1

ANNUAL AUDIT COMPLIANCE REPORT

SECTION A

LICENCE DETAILS

Licence Number:	Licence File Number:
Company Name:	ABN:
Trading as:	
Reporting period:	
to	·

STATEMENT OF COMPLIANCE WITH LICENCE CONDITIONS

1. Were all conditions of licence complied with within the reporting period? (please tick the appropriate box)

Yes D Please proceed to Section C No D Please proceed to Section B

Each page must be initialed by the person(s) who signs Section C of this annual audit compliance report

INITIAL:

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ISSUE DATE COMMENCEMENT DATE: EXPIRY DATE:

ATTACHMENT 2

LICENCE NUMBER: L8535/2011/1

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SECTION B - DETAILS OF NON-COMPLIANCE WITH LICENCE CONDITION.

Please use a separate page for each licence condition that was not complied with.

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a)	Incor	n c c c c c	nditic	n not	romni	ied with	1
u)			Junit		COMP		•

b) Date(s) when the non compliance occurred, if applicable?

c) Was this non compliance reported to DEC?

Yes Reported to DEC verbally Date ____

 _	 	

d) Has DEC taken, or finalised any action in relation to the non compliance?

e) Summary of particulars of non compliance, and what was the environmental impact?

f) If relevant, the precise location where the non compliance occurred (attach map or diagram)

g) Cause of non compliance

h) Action taken or that will be taken to mitigate any adverse effects of the non compliance

i) Action taken or that will be taken to prevent recurrence of the non compliance

Each page must be initialed by the person(s) who signs Section C of this annual audit compliance report INITIAL:

ISSUE DATE COMMENCEMENT DATE: EXPIRY DATE:

LICENCE NUMBER: L8535/2011/1

SECTION C - SIGNATURE AND CERTIFICATION

This Annual Audit Compliance Report may only be signed by a person(s) with legal authority to sign it. The ways in which the Annual Audit Compliance Report must be signed and certified, and the people who may sign the statement, are set out below.

Please tick the box next to the category that describes how this Annual Audit Compliance Report is being signed. If you are uncertain about who is entitled to sign or which category to tick, please contact the licensing officer for your premises.

If the licence holder is		The Annual Audit Compliance Report must be signed and certified:
an individual	D	by the individual licence holder, or
	٥	by a person approved in writing by the Chief Executive Officer of the Department of Environment and Conservation to sign on the licensee's behalf.
A firm or other unincorporated	D	by the principal executive officer of the licensee; or
company		by a person with authority to sign on the licensee's behalf who is approved in writing by the Chief Executive Officer of the Department of Environment and Conservation.
	D	by affixing the common seal of the licensee in accordance with the Corporations Act 2001; or
	۵	by two directors of the licensee; or
Accorporation		by a director and a company secretary of the licensee, or
A corporation		if the licensee is a proprietary company that has a sole director who is also the sole company secretary – by that director, or
	D	by the principal executive officer of the licensee; or
	D	by a person with authority to sign on the licensee's behalf who is approved in writing by the Chief Executive Officer of the Department of Environment and Conservation.
A public authority		by the principal executive officer of the licensee; or
(other than a local government)		by a person with authority to sign on the licensee's behalf who is approved in writing by the Chief Executive Officer of the Department of Environment and Conservation.
a local government		by the chief executive officer of the licensee; or
	D	by affixing the seal of the local government.

It is an offence under section 112 of the *Environmental Protection Act 1986* for a person to give information on this form that to their knowledge is false or misleading in a material particular. There is a maximum penalty of \$50,000 for an individual or body corporate.

I/We declare that the information in this annual audit compliance report is correct and not false or misleading in a material particular.

IOOUE DATE Thursday 0 Oantaral	h 0044
SEAL (if signing under seal)	
DATE://	DATE://
POSITION:	POSITION:
NAME: (printed)	NAME: (printed)
SIGNATURE:	SIGNATURE:

ISSUE DATE COMMENCEMENT DATE: EXPIRY DATE:



LICENCE NUMBER: FILE NUMBER: APPLICATION DATE: 8535/2011/1 2011/001655 3 March 2011

PREMISES DETAILS

LICENSEE AND OCCUPIER Shire of Boyup Brook P.O. Box 2 Abel Street BOYUP BROOK WA 6244

PREMISES

Boyup Brook Transfer Station Lot 147 on Plan 225864 Jayes Road BOYUP BROOK WA 6244

PRESCRIBED PREMISES SUMMARY

Table 1: Prescribed premises summary

Category number*	Category Description*	Category Production or Design Capacity*	Premises Production or Design Capacity [#]	Premises Fee Component**
62	Solid waste depot: premises on which waste is stored, or sorted, pending final disposal or re-use.	500 tonnes or more per year	Not more than 5 000 tonnes per year	More than 500 but not more than 5 000 tonnes per year

* From Schedule 1 of the Environmental Protection Regulations 1987

[#] From application

** From Schedule 4 of the Environmental Protection Regulations 1987

This Environmental Assessment Report (EAR) has been drafted for the purposes of detailing information on the management and mitigation of emissions and discharges from the prescribed premises. The objective of the EAR is to provide a risk assessment of emissions and discharges, and information on the management of other activities occurring onsite which are not related to the control of emissions and discharges from the prescribed premises activity. This does not restrict the Department of Environment and Conservation (DEC) to assessing only those emissions and discharges generated from the activities that cause the premises to become prescribed premises.



Basis of Assessment

The Boyup Brook Transfer Station (the "site") has been assessed as a "prescribed premises" under category 62, within Schedule 1 of the Environmental Protection Regulations 1987.

The site is located on the edge of town and has been operational as a transfer station for numerous years, but was only recently identified as requiring an EP Act licence. It is used to accept general household waste and recyclables, which are sorted on-site and forwarded to the registered Boyup Brook landfill site. The site has a nominated rate of throughput of approximately 5,000 tonnes per year, in which approximately 2,000 tonnes is sent to landfill.

1.0 BACKGROUND

1.1 GENERAL COMPANY DESCRIPTION

The Shire of Boyup Brook (the "Shire") is a local government authority in the South West region of Western Australia, located approximately 270 kilometres south-east of Perth. The Shire is located on the Blackwood River, which supports a productive agricultural district.

The Shire's principle centre is the town of Boyup Brook, which together with a number of smaller towns, support a population of approximately 1,600 people (2010).

1.2 LOCATION OF PREMISES

1.2.1 Background

The site has been used since the early 1990s as a waste transfer station for residents in the Shire of Boyup Brook. It was constructed to provide a central waste disposal service for residents, following the closure of several smaller tip sites scattered across the Shire.

1.2.2 Geography and hydrology

The site is situated on lateritic soils over clay to laterite basement. The head of a drainage line commences on the site and flows approximately 1.2 km in a south-westerly direction, before emptying into the Boyup Brook.

1.3 Process Description

The Shire provides weekly kerbside domestic waste collection for residents within the townsite, which accounts for the majority of waste generated within the Shire. This collected waste is disposed of directly at the registered landfill site located on Boyup Brook-Arthur River Road.

The transfer station receives waste from rural and town residents, which consists of general household waste and recyclables.

The transfer station consists of one shed, a baling machine and a green waste chipper. The site is open on selected days and is usually manned by one part-time worker and Lions Club volunteers. The general process for waste sorting is shown in Figure 1.

All general household waste received at the premises is stored uncovered in an on-site semitrailer, prior to being transferred to the landfill site on a weekly or 'as needs' basis. The following materials are recycled at the premises:



- cardboard and paper baled on-site and transferred to Perth. In 2007, 20 tonnes of cardboard and 16 tonnes of paper were transferred.
- glass 20 tonnes was transferred in 2007.
- plastic 1 tonne was transferred in 2007.
- aluminium cans 2 tonnes was transferred in 2007.

Other materials accepted include:

- green waste / garden waste processed on-site by a chipper.
- chemical containers Drum Muster facility collects all used chemical containers.
- e-waste.
- inert wastes, including asbestos.
- used motor oil not stored on-site receptacle is kept at the Shire depot.

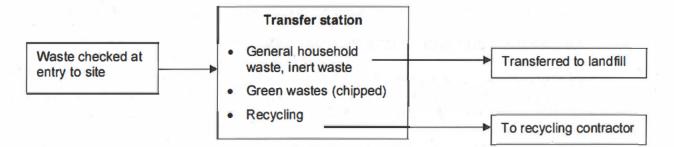


Figure 1: Process flow diagram for the Boyup Brook Transfer Station.

1.4 REGULATORY CONTEXT

1.4.1 Part IV Environmental Protection Act 1986, Environmental Impact Assessment The premises has not been assessed under Part IV of the EP Act.

1.4.2 Part V Environmental Protection Act 1986, Environmental Management

Solid waste depots are listed under Schedule 1 of the Environmental Protection Regulations 1987; therefore construction of new sites requires works approval under Part V, Section 54 of the EP Act. It was determined this site did not require works approval, as it has been operating for a number of years.

The site was first identified by DEC during a routine inspection of the Shire's landfill site. It was determined the transfer station satisfied the minimum requirements for requiring a licence, particularly as green waste was being burned and inert/other wastes were being buried on the premises.

Guidelines / Codes of Practice relevant to the Boyup Brook Transfer Station:

- Landfill Waste Classifications and Waste Definitions (DEC, 2007); and
- Siting, Design, Operation and Rehabilitation of Landfills (EPA Victoria, 2010).



Other legislation relevant to the Boyup Brook Transfer Station:

- Environmental Protection Act 1986;
- Environmental Protection Regulations 1987 (EP Regs);
- Environmental Protection (Noise) Regulations 1997 (EP (Noise) Regs);
- Environmental Protection (Controlled Waste) Regulations 2004;
- Environmental Protection (Unauthorised Discharges) Regulations 2004; and
- Contaminated Sites Act 2006.

2.0 STAKEHOLDER AND COMMUNITY CONSULTATION

SUBMISSIONS RECEIVED DURING 21 DAY PUBLIC COMMENT PERIOD

The application for licence details for the premises was advertised in the West Australian newspaper on 4 July 2011 as a means of advising stakeholders and to seek public comments. No submissions were received in response to this round of advertising.

3.0 EMISSIONS AND DISCHARGES RISK ASSESSMENT

DEC considers that conditions should focus on regulating emissions and discharges of significance. Where appropriate, emissions and discharges which are not significant should be managed and regulated by other legislative tools or management mechanisms.

The following section assesses the environmental risk of potential emissions from the premises. In order to determine the site's appropriate environmental regulation, an emissions and discharges risk assessment was conducted of the premises using the environmental risk matrix outlined in Appendix A. The results of this are summarised in Table 2.

Risk factor	Significance of emissions	Socio-Political Context of Each Regulated Emission	Risk Assess ment	DEC Regulation (EP Act - Part V)	Other management (legislation, tools, agencies)
Air emissions (point source)	1. No emissions expected.	Low.	,E.	No regulation through licence.	General provisions of the Environmental Protection Act 1986
Dust emissions	1. Not expected to be significant.	Low.	E.	LIC – standard landfill dust conditions.	General provisions of the Environmental Protection Act 1986
Odour emissions	1. Not expected to be significant.	Low.	E.	No regulation through licence - other management mechanisms.	General provisions of the Environmental Protection Act 1986
Noise emissions	1. Not expected to be significant.	Low.	E.	No regulation through licence - other management mechanisms.	EP (Noise) Regs General provisions of the Environmental Protection Act 1986

Table 2: Risk assessment and regulatory response summary table.



ENVIRONMENTAL ASSESSMENT REPORT

Light emissions	1. No emissions expected.	Low.	E.	No regulation through licence.	General provisions of the Environmental Protection Act 1986
Discharges to water	1. No expected discharges to land.	Low.	E.	No regulation through licence.	EP (Unauthorised Discharges) Regulations 2004 General provisions of the Environmental Protection Act 1986
Discharges to land	1. No expected discharges to land.	Low.	E.	No regulation through licence.	EP (Unauthorised Discharges) Regulations 2004
Solid / liquid wastes	5. Unknown quantities of undetermined wastes are being disposed on the premises, within 30 metres of the boundary. Waste is also burned on occasion.	Medium. Closest resident located 250m away.	A	LIC – Do Not Allow. On-site disposal is inconsistent with best practice environmental management.	EP (Unauthorised Discharges) Regulations 2004 EP (Controlled Waste) Regulations 2004
Hydrocarbon/ chemical storage	1. Storage of used chemical containers and hazardous household chemicals.	Low.	E.	LIC – standard licence conditions for hydrocarbon management.	Dangerous Goods storage licence and relevant legislation (DMP)
Native vegetation clearing	1. No clearing required.	Low.	E.	No regulation through licence.	EP (Clearing of Native Vegetation) Regulations 2004
Contaminated site identification	1. Site has been reported to CSB.	Low.	E.	No regulation through licence.	Management through Contaminated Sites Regulations 2006 and Contaminated Sites Branch (DEC).

4.0 GENERAL SUMMARY AND COMMENTS

This licence is issued to the Shire of Boyup Brook for their waste transfer station located at Jayes Road, Boyup Brook.

There are no emissions or discharges to the environment from operations at the premises, apart from the controlled transfer of recyclables to Perth and putrescible waste off-site to the Shire's registered landfill site on the Boyup Brook-Arthur River Rd. On-site disposal of wastes has been determined to be inconsistent with best practice environmental management, and is not authorised through the licence.

The premises has been classified as "low priority" in accordance with DEC's licensing priority management framework and as such, the licence has been issued for a period of five (5) years. The premises is also subject to the general provisions of the *Environmental Protection Act 1986* relating to causing and reporting pollution, and the provisions of the Environmental Protection (Unauthorised Discharges) Regulations 2004.



APPENDIX A: EMISSIONS AND DISCHARGES RISK ASSESSMENT MATRIX

Table 3: Measures of Significance of Emissions

Emissions as a percentage of the relevant emission or ambient standard		Worst Case Operating Conditions (95 th Percentile)				
		>100%	50 100%	20 - 50%	<20%*	
l gr ns (e)	>100%	5	N/A	N/A	N/A	
ntile	50 – 100%	4	3	N/A	N/A	
Nori pera ondi (50	20 - 50%	4	3	2	N/A	
-03 ª	<20%*	3	3	2	a — 1	

*For reliable technology, this figure could increase to 30%

Table 4: Socio-Political Context of Each Regulated Emission

on en la		Relative prox	cimity of the int	erested party w	ith regards to	the emission
÷		Immediately Adjacent	Adjacent	Nearby	Distant	Isolated
	5	High	High	Medium High	Medium	Low
a to to t	4	High	High	Medium High	Medium	Low
evel mmu berest	3	Medium High	Medium High	Medium	Low	No
Com Com	2	Low	Low	Low	Low	No
0- [1	No	No	No	No	No

Note: These examples are not exclusive and professional judgement is needed to evaluate each specific case

*This is determined by the DEC using the DEC "Officer's Guide to Emissions and Discharges Risk Assessment" May 2006.

Table 5: Emissions Risk Reduction Matrix

			Significance of Emissions					
		5	4	3	2	1		
al	High	A	A	В	С	D		
olitic	Medium High	A	А	В	С	D		
cio-Politi Context	Medium	A	В	В	D	E		
ပ်င္ပ	Low	А	В	С	D	E		
So	No	В	С	D	E	E		

PRIORITY MATRIX ACTION DESCRIPTORS

A = Do not allow (fix)

B = licence condition (setting limits + EMPs - short timeframes)(setting targets optional)

C = licence condition (setting targets + EMPs - longer timeframes)

D= EIPs, other management mechanisms/licence conditions (monitoring/reporting)/other regulatory tools E = No regulation, other management mechanisms

Note: The above matrix is taken from the DEC Officer's Guide to Emissions and Discharges Risk Assessment May 2006.