

Waste Water Discharge Licence Audit Report

<i>The audit is a random sample on a particular day of a facility's operation and environmental performance. Lack of reporting of an area or issue should not be construed to mean that this area is fully satisfactory.</i>				
NAME OF AGGLOMERATION:	Date of Audit:			
LICENSEE/WATER SERVICES AUTHORITY:	Name of EPA Personnel:			
LICENSE REGISTER NUMBER:	Name of Licensee Personnel:			
NAME OF RECEIVING WATER:	Job Title of Licensee Personnel:			
WEATHER CONDITIONS:	Time In:	Time Out:		
WEATHER CONDITIONS OVER 24HRS:				
	Yes	No	N/A	Comment
Scope				
Has there been any alteration to the plant since the last audit/visit that is likely to result in a significant change in the quality/quantity of the discharge?				
Have there been any significant changes to the overall loading of the plant since the last audit?				
Are any of these changes likely to increase the risk of a breach of the licence conditions?				
Were all the alterations agreed in writing by the EPA?				
Flow Meter				
Is there a continuous flow meter in place at the primary discharge?				
Is a continuous flow recorder in place?				
Is it operating normally?				
Is it calibrated and within the calibration date?				
Are the calibration records available for review?				
Is it maintained?				
Are the maintenance records available for review?				
Composite Sampler				
Is there a 24hr composite sampler available for compliance monitoring at the primary discharge?				
Is it operating normally?				
Is it maintained?				
Are the maintenance records available for review?				

	Yes	No	N/A	Comment
Control & Monitoring				
Are sampling, analyses and measurements of the waste water discharges being undertaken in accordance with the requirements of the licence? (see <i>Schedule B</i> of licence)				
Are the discharge monitoring records available for review?				
Is monthly monitoring of the influent stream being undertaken to measure mass loadings and removal efficiencies?				
Are the influent monitoring records available for review?				
Is there an established Data Management System in place?				
Is the analyses undertaken by suitably trained and competent staff?				
Is the monitoring and analyses equipment being operated correctly and maintained?				
Is analysis of each parameter being undertaken in accordance with documented operating procedures?				
Is each procedure based on reference standard method?				
Has the performance characteristics been determined for each procedure (e.g. Uncertainty of method calculated)?				
Have these procedures been assessed for their suitability for the test matrix?				
Are these procedures subject to a programme of Analytical Quality Control?				
Is the Analytical Quality Control and/or proficiency of the test laboratory verified by a competent third party?				
Discharges & Storm Water Overflows				
Have discharges ceased from the points identified in the licence as <i>Discharges to be discontinued</i> ?				
Do the points identified in the licence as <i>Storm Water Overflows</i> conform to the Storm Water Overflows requirements?				
Notifications, Records & Reports				
Since the last audit, have all discharges from the waste water works complied with the Emission Limit Values, as set out in Schedule A of the licence (subject to the requirements of Condition 2 of the licence)?				
Have there been any notifiable incidents since the last audit?				
Was the incident reported to the EPA?				
Is there a record of the incident including all corrective actions taken to manage, minimise and avoid recurrence?				
Have there been any complaints received of an environmental nature related to the discharge to water?				
Are details of the any such complaints received recorded?				
Is there a documented Emergency Response Procedure in place?				
Is there a Public Awareness & Communications Programme in place?				
Are all reports submitted to the EPA in relation to the licence certified accurate and representative by the Director of Services or a nominated, suitably qualified and experienced deputy?				
Additional Information				
Site Location Grid Reference:				

NAME OF AGGLOMERATION:				
NAME OF RECEIVING WATER:				GIS CO-ORDINATES OF DISCHARGE:
PRIMARY DISCHARGE POINT CODE:				PHOTOGRAPHS TAKEN: VIDEO TAKEN:
DISCHARGE				
	Yes	No	COMMENTS	
Is the discharge monitoring point clearly labelled?				
Is there safe and permanent access to the sampling point?				
Was there evidence of gross solids or litter in the discharge?				
Grab sample taken?				
Was a split sample given to licensee?				
Time that sample was taken:				
What is the colour of the discharge sample?				
Is there floc present in the discharge sample?				
RECEIVING WATER				
	Yes	No	N/A	COMMENTS
Was there evidence of gross solids or litter in the receiving water associated with the discharge resulting in an impairment of, or an interference with, amenities or the environment?				
Primary Discharge Observations				
1. Has the licensee's representative been informed of the observations made while on site?				
2. Other observations/comments?				
Audit Observations and Comments				
Audit Notes				

Date:

Name:

Signed:

NAME OF AGGLOMERATION:				
NAME OF RECEIVING WATER:				GIS CO-ORDINATES OF DISCHARGE:
SECONDARY DISCHARGE POINT CODE:				PHOTOGRAPHS TAKEN: VIDEO TAKEN:
TIME IN: TIME OUT:				WEATHER:
				WEATHER CONDITIONS OVER 24HRS:
CONTROL & MONITORING OF WASTE WATER DISCHARGES				
Flow Meter				
	Yes	No	N/A	COMMENTS
Is there a continuous flow meter in place at the secondary discharge?				
Is a continuous flow recorder in place?				
Is it operating normally?				
Is it calibrated and within the calibration date?				
Are the calibration records available for review?				
Is it maintained?				
Are the maintenance records available for review?				
Composite Sampler				
Is there a 24hr composite sampler available for compliance monitoring at the secondary discharge?				
Is it operating normally?				
Is it maintained?				
Are the maintenance records available for review?				
DISCHARGE				
	Yes	No	COMMENTS	
Is the discharge monitoring point clearly labelled?				
Is there safe and permanent access to the sampling point?				
Was there evidence of gross solids or litter in the discharge?				
Grab sample taken?				
Was a split sample given to licensee?				
Time that sample was taken:				
What is the colour of the discharge sample?				
Is there floc present in the discharge sample?				

RECEIVING WATER				
	Yes	No	N/A	COMMENTS
Was there evidence of gross solids or litter in the receiving water associated with the discharge resulting in an impairment of, or an interference with, amenities or the environment?				
Secondary Discharge Observations				
1. Has the local authority representative been informed of the observations made while on site?				
2. Other observations/comments?				

Date:

Name:

Signed: