

**Inspection for Environmental Protection Supervision System**

**DOCUMENT NAME**

**Document reference: 3.2.1.10.**

**Checklist for the waste management sector covering waste recovery or utilization plants, processing capacity exceeding 1 tonnes per day, excluding storage of dangerous waste.**

**Version 0.01, date: 27-10-2008**

**Project Name: Project PL0100 „Increase of operating efficiency of Inspection for Environmental Protection, on the basis of Norwegian experience.”**

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3.2. Tools for supervision programming

3.2.1. Checklists for Sectors

**3.2.1.10. Checklist for the waste management sector covering plants for recovery or utilization, processing capacity exceeding 1 tonnes per day, excluding storage of dangerous waste.**

**HISTORY OF THE DOCUMENT VERSIONS**

<b>Version No.</b>	<b>Version date (dd-mm-yyyy)</b>	<b>CHANGES INTRODUCED BY</b>	<b>DESCRIPTION</b>
0.01	27-10-2008	Agnieszka Lipniacka; Maria Terelak-Piškowska WIOŚ Szczecin	creation of document

**SUPERVISION**

<b>Version No.</b>	<b>DATE (dd-mm-yyyy)</b>	<b>APPROVED BY</b>	<b>STATUS</b>
0.01	18-12-2008 r.	Vice of Chief Inspector for Environmental Protection	Transferred to Voivodeship Inspectorate for Environmental Protection in Rzeszów and Warsaw.

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**TABLE NO.1 Identification of business entity operating the plant**

	Question	Answer
<b>1.</b>	<b>Identification of business entity operating the plant</b>	
1.1	Is the plant operating business: <ul style="list-style-type: none"> <li>• a small?</li> <li>• a medium?</li> <li>• a big company?</li> </ul>	
1.2	What is the operation entity's legal title to the plant? <ul style="list-style-type: none"> <li>• ownership rights</li> <li>• perpetual usufruct</li> <li>• perpetual management</li> <li>• limited property law</li> <li>• obligation relationship</li> </ul>	
1.3	Is the operation legal?	
1.4	When the operation commenced?	
1.5	Were there significant changes to operation?	
1.6	Has there been a modernization or extension done?	
1.7	Is there a plan of spatial development established for the terrain where plant is located?	
1.8	Does the plant location comply with the local spatial development plan?	
1.9	Does the binding local spatial development plan foresee housing build-up on the terrain surrounding the plant?	
1.10	Obtained decisions resulting from Building Law regulations <ul style="list-style-type: none"> <li>• decision on terms of terrain build-up and development</li> <li>• building permit</li> <li>• permit to use</li> <li>• permit for change of manner of use</li> </ul>	
1.11	Has the plant operating entity fulfilled the obligation to notify the Voivodeship Inspector for Environmental Protection 30 days in advance before putting into operation the plant realized as enterprise with possible significant effect on the environment?	
1.12	Have 5 year passed when it was disclosed that the investor had not fulfilled the obligation to notify the Voivodeship Inspector for Environmental Protection of putting the plant into operation?	

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**TABLE No. 2 Environmental issues on the terrain and in the surroundings of the plant**

	Question	Answer
<b>2.</b>	<b>ENVIRONMENTAL ISSUES ON THE TERRAIN AND IN THE SURROUNDINGS OF THE PLANT</b>	
2.1	How is the terrain around the plant developed? <ul style="list-style-type: none"> <li>• housing build-up</li> <li>• dense housing build-up in urban or rural areas</li> <li>• in neighbourhood of scattered housing build-up in urban or rural areas</li> <li>• on the leeward of majority of winds in respect to housing build-up</li> <li>• on the windward of majority of winds in respect to housing build-up</li> <li>• farmland</li> <li>• wood terrains</li> </ul>	
2.2	Are there surface waters in the surrounding of the plant? <ul style="list-style-type: none"> <li>• lakes</li> <li>• rivers</li> <li>• draining systems</li> </ul>	
2.3	Are there nature protected areas in the surrounding of the plant? <ul style="list-style-type: none"> <li>• national parks</li> <li>• nature preservation areas</li> <li>• Nature 2000 areas</li> <li>• monuments of nature</li> <li>• documentation stations</li> <li>• ecological use areas</li> <li>• nature and landscape complexes</li> <li>• plant, animal and fungus species protection</li> <li>• or monuments of material culture</li> </ul>	
2.4	What are the significant issues of plant location? <ul style="list-style-type: none"> <li>• location in areas of highest or high protection of Main Reservoirs of Underground Water</li> <li>• location in areas of direct flood risk</li> <li>• location along bird routes</li> <li>• in neighbourhood of breeding, molting, wintering grounds, and in places of habitation</li> <li>• location in neighbourhood of terrains endangered by mass earth movements</li> </ul>	
2.5	What is the state of environment in the surroundings of the plant? <ul style="list-style-type: none"> <li>• exceeding the concentration fines or gases in the air /zone C/</li> <li>• heightened concentration of fines or gases in the air /zone B/</li> <li>• polluted surface waters</li> <li>• established nitrate sensitive areas subject to nitrate directive/</li> <li>• polluted shallow underground waters</li> </ul>	

**TABLE NO.3 Management Systems**

	Question	Answer
<b>3.</b>	<b>ENVIRONMENTAL MANAGEMENT</b>	

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3.1	Has the plant operator implemented environmental management system compliant with standards ISO 14001 or EMAS?	
3.2	Has the plant operator implemented environmental management system?	
3.3	Is there an organizational structure of the plant worked out, approved and implemented??	
3.4	Are there worked out and approved employee job descriptions in place?	
3.5	Do the job descriptions define employee duties in the scope of environmental protection?	
3.6	Are there worked out, implemented and documented procedures for plant equipment monitoring and maintenance with clear allocation of duties to particular employees?	
3.7	Are functions linked to environmental protection entrusted to persons of suitable professional qualifications ?	
3.8	Are the employees who do not require suitable professional qualifications, made familiar with the requirements of environmental protection in the scope of their duties they fulfil?	
3.9	Does the entity possess complete documentation to facilitate risk management? <ul style="list-style-type: none"> <li>• situation plan of the plant terrain with marked out the routes of water system, sewerage system, location of waste storage and treatment facilities, sewerage outlets, rooms and places of waste storage, emitters, access roads, housing build-up in closest vicinity</li> <li>• approved and implemented to use fire protection instructions</li> <li>• technical and flow documentation for all equipment of the plant</li> <li>• documentation concerning monitoring, overhauls, repairs and maintenance of the plant and equipment</li> </ul>	
3.10.	<b>Monitoring of technical condition</b>	
3.10.1	Is there a book log of object kept for the plant and a technical log kept for the equipment?	
3.10.2	Is the assessment of technical state of the plant or equipment and accompanying objects performed?	
3.10.3	Are the results of the assessment of technical state registered and described?	
3.10.4	Does the frequency of assessments match legal or technical requirements?	
3.10.5	Is the operation time of equipment used for waste recovery / utilization recorded?	
3.10.6	Is the operation of plant or equipment in conditions other than standard, recorded and in that way?	
3.10.7	Are the breakdowns of the plant and equipment operation recorded and in what way?	
3.10.8	Are the repairs of the plant and equipment recorded and in what way?	

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**TABLE NO.4 CHARACTERISTICS OF THE PLANT**

Pos..	Type of requirement	Fulfilment of requirement
<b>4.</b>	<b>CHARACTERISTICS OF THE PLANT</b>	
<b>4.1</b>	<b>Raw materials, materials and power consumption</b>	
4.1.1	Is the consumption of raw materials (service media) recorded and in what way?	
4.1.2	Does the consumption of used raw material (service media) meet the quantities defined by the permit?	
<b>4.2</b>	<b>Water and sewerage management</b>	
<b>4.2.1.</b>	<b>Water supply</b>	
4.2.1.1	Does the entity use: <ul style="list-style-type: none"> <li>• own underground water source</li> <li>• own source of surface water</li> <li>• mains water</li> </ul>	
4.2.1.2	Does the supplied water undergo treatment?	
4.2.1.3	Is the deep water well lining suitably protected, in case of water from own sources, so that rainwater does not penetrate the well?	
4.2.1.4	Does the entity have a contract for mains water supply?	
4.2.1.5	Is a register of water consumption kept <ul style="list-style-type: none"> <li>• for water used for social purposes</li> <li>• for process water</li> </ul>	
4.2.1.6	Does the quantity of used water match the permit?	
<b>4.2.2</b>	<b>Sewage removal</b>	
4.2.2.1	In course of plant operation is sewage generated: <ul style="list-style-type: none"> <li>• domestic sewage</li> <li>• industrial sewage</li> <li>• rainwater sewage</li> </ul>	
4.2.2.2	Does the entity introduce sewage containing substances recognized as particularly harmful into the sewerage system?	
4.2.2.3	Does the entity possess legal water permit for introducing sewage containing substances recognized as particularly harmful?	
4.2.2.4	Who conducts quality tests of removed sewage containing substances recognized as particularly harmful?	
4.2.2.5	Were there cases when limit parameters for sewage containing substances recognized as particularly harmful had been exceeded?	
4.2.2.6	What actions would be or will be undertaken in such situation?	
4.2.2.7	Is the sewerage system to which the sewage from waste storage, unloading, recovery/utilization, industrial terrain removed, equipped with devices for environment protection (e.g. separators)?	
4.2.2.8	Has the capacity of the installed equipment been calculated and in which document?	
4.2.2.9	Is the separator cleaned at least once a year?	
4.2.2.10	Is the fact of separator cleaning recorded in separator operation book?	

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<b>4.3</b>	<b>Emissions from production process</b>	
4.3.1	Does the entity introduce pollutants into air?	
4.3.2	In what form such pollutants are introduced (organized not unorganized)?	
4.3.3	How is the quantity of pollutants released into air recorded (continuous measurement, periodical measurement of the quantity of consumed raw materials and fuel)?	
4.3.4	Is the type of introduced pollutants compliant with binding emission standards?	
4.3.5	Is the type and quantity of introduced pollutants compliant with binding detailed legal requirements, e.g. regulations?	
4.3.6	Is the release of pollutants monitored in line with stipulations of the permit and/or in line with binding detailed legal requirements, e.g. regulations?	
4.3.7	Does the operator of the plant possess additional equipment from which the emission to air is occurring (e.g. a boiler for heating office rooms)?	
4.3.8	What types of additional equipment are present at the terrain of the plant, from which emission to air is occurring (e.g. a boiler for heating office rooms)?	
<b>4.3.9.</b>	<b>Monitored substances</b>	
4.3.9.1	Are there air conditioning of cooling devices or plants containing substances weakening the ozone layer in quantity exceeding 3 kg mounted at the terrain of the plant?	
4.3.9.2	Do the air conditioning of cooling devices or plants containing monitored substances quantity exceeding 3 kg: <ul style="list-style-type: none"> <li>• have a co called „device card”</li> <li>• bear correct marking</li> <li>• undergo the obligation of tightness check of the equipment or plants</li> </ul>	
4.3.9.3	Do the air conditioning equipment or plants use substances recognized as “greenhouse gases”?	
4.3.9.4	Do the air conditioning equipment or plants using substances recognized as “greenhouse gases” undergo obligatory tightness check?	
<b>4.4</b>	<b>WASTE MANAGEMENT</b>	
<b>4.4.1</b>	<b>Waste handling</b>	
4.4.1.1	Does the storage of waste: <ul style="list-style-type: none"> <li>• received for utilization/recovery,</li> <li>• gathered</li> <li>• generated</li> </ul> comply with the stipulations of permit?	
4.4.1.2	Is the way of waste storage compliant with binding detailed legal requirements, e.g. regulations?	
4.4.1.3	Does the place of waste storage provide protection of ground from penetration of leaks, spills etc.?	
4.4.1.4	Are all the types of waste processed for utilization/recovery, present in the permit possessed?	
4.4.1.5	Is the quantity of waste processed for utilization/recovery, compliant with the quantity stated in the possessed permit?	
4.4.1.6	Is the quantity of waste processed for utilization/recovery, compliant with the capacity of the plant?	

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<b>4.4.2</b>	<b>Quality and quantity records of waste</b>	
4.4.2.1	Are there records kept for waste: <ul style="list-style-type: none"> <li>• received for utilization/recovery</li> <li>• gathered</li> <li>• generated</li> </ul>	
4.4.2.2	Are the records kept on valid forms?	
4.4.2.3	Does the balance of waste recovered/used and waste generated in the process match the balance of waste on stock (stored)?	
4.4.2.4	Does the entity possess waste transfer cards for all waste received?	
4.4.2.5	Are the waste transfer cards filled out correctly, i.e. stating the type of waste, quantity of waste and the registration number of vehicle (in case of dangerous waste)?	
<b>4.5</b>	<b>REPORTING</b>	
<b>4.5.1.</b>	<b>Waste</b>	
4.5.1.1	Has the entity filed report defined in Art. 37 of decree dated 27.04.2001, concerning waste: <ul style="list-style-type: none"> <li>• in statutory date</li> <li>• to suitable institution</li> <li>• on valid forms</li> </ul>	
4.5.1.2	Has the report been filled in accordingly to the scope of business activity, i.e. completely (all parts, cells etc.)?	
<b>4.5.2</b>	<b>Use of environment</b>	
4.5.2.1	Is the entity obliged to present a report on use of the environment, on the basis of Art. 286 par. 1 of decree dated 27.04.2001 r. Environment protection law?	
4.5.2.2	Did the entity file a record on the use of environment: <ul style="list-style-type: none"> <li>• in statutory date</li> <li>• to suitable institution</li> <li>• on valid forms</li> </ul>	
4.5.2.3	Has the report been filled in accordingly to the scope of use of environment, i.e. completely (all parts, cells etc.)?	
4.5.2.3	On the basis of what documents has the report on use of environment been prepared?	
4.5.2.4	Has the fee for use of environment been settled?	
4.5.2.5	Has the fee been settled in statutory date?	
<b>4.5.3</b>	<b>PRTR</b>	
4.5.3.1	Has the threshold of plant capacity been exceeded in a given reporting year?	
4.5.3.2	Has it been established, and in what way, if the exceeding of thresholds of substances release or pollutant transfer cause the necessity of filing PRTR report to Voivodeship Inspectorate for Environmental Protection?	
4.5.3.3	Are the information necessary to decide, which of the releases or transfers effected by the plant are subject to notification, collected with suitable frequency?	
4.5.3.4	Does the plant keep the data records constituting source of information for reporting for period of 5 years?	
4.5.3.5	Has the PRTR report been sent to the Voivodeship Inspectorate for Environmental Protection in statutory date?	
4.5.3.6	Has the PRTR report been sent in electronic version and in form of paper	

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<b>4.6.</b>	<b>MANAGEMENT OF SUBSTANCES, INCLUDING DANGEROUS SUBSTANCES</b>	
4.6.1	What types and quantities of substances are used by the operator of the plant?	
4.6.2	Does the plant qualify to be recognized as plant of high risk of serious industrial breakdown due to the quantity of dangerous substances?	
4.6.3	Do the storage tanks of e.g. liquefied gas /propane, butane or PLG/ possess required decisions of Technical Supervision Office, permitting use of the tanks?	
4.6.4	Are the dangerous substances stored, used, moved with particular care?	
4.6.5	Are the storage places of dangerous substances suitably marked by general warning sign?	
4.6.6	Do the used substances possess product characteristics' sheets informing on their properties?	
4.6.7	Are the rules and guidelines concerning safe use of dangerous substances strictly followed?	
<b>4.7</b>	<b>SERIOUS BREAKDOWNS</b>	
4.7.1	Were there occurrences nominating breakdown, serious breakdown or disaster in the last years?	
4.7.2	What component of environment is endangered? <ul style="list-style-type: none"> <li>• soil or ground</li> <li>• surface or underground waters</li> <li>• air</li> <li>• has the company suffered losses in result of the above occurrence</li> <li>• including financial losses</li> </ul>	

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**TABLE NO.5 Particular principles for handling waste received for thermal processing**

	Question	Answer
<b>5.</b>	<b>PARTICULAR PRINCIPLES FOR HANDLING WASTE RECEIVED FOR THERMAL PROCESSING</b>	
5.1	Is the mass of received waste established?	
5.2	Is it checked and in what way if the received waste matches data contained in waste transfer card?	
5.3	In case of dangerous waste received for thermal processing, are the below followed: <ul style="list-style-type: none"> <li>• getting acquainted with the waste description provided by waste supplier</li> <li>• taking samples before the waste is unloaded, to verify the physical and chemical composition of waste (does not apply medical and veterinary waste)</li> <li>• storing samples for at least one month after the waste has been thermally processed</li> </ul>	
5.4	Does the operator of incinerator plant or co-incinerator plant performs: <ul style="list-style-type: none"> <li>• tests of physical and chemical properties of waste generated in waste thermal processing, particularly including soluble fractions of heavy metals</li> <li>• transport and storage of waste in dust form, generated during waste thermal processing, in closed containers</li> </ul>	
5.5	Have the above sample tests been carried out in laboratory possessing accreditation?	
5.6	Has the operator of dangerous waste incinerator plant or co-incinerator plant defined safe travel route of waste generated as result of thermal processing of waste, if the waste could not be recovered or utilized in the place it was generated?	
5.7	Does the operator of dangerous waste incinerator plant or co-incinerator plant observe the emission standards defined by corresponding regulations?	
5.8	Does the operator of dangerous waste incinerator plant or co-incinerator plant observe the principles of action in case of interruption of the incinerator or co-incinerator plant operation?	
5.9	Does the operator of dangerous waste incinerator plant or co-incinerator plant perform emission measurements according to possessed permits and binding regulations?	

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**TABLE NO.6 Handling of substances particularly dangerous to environment**

	Question	Answer
<b>6.</b>	<b>HANDLING OF SUBSTANCES PARTICULARLY DANGEROUS TO ENVIRONMENT</b>	
6.1	Are there products, objects, plants or other equipment posing particular danger to the environment present at the plant? <ul style="list-style-type: none"> <li>• asbestos</li> <li>• PCB</li> <li>• others/specify/</li> </ul>	
6.2	Are the plants or equipment containing such substances periodically checked?	
6.3	Does the plant operator document types, quantities and places of occurrence of substances posing particular danger to the environment, and planned way of eliminating such substances?	
6.4	Has the operator of the farm marked occurrence of such substances on situation plan?	
6.5	Are such places suitably and permanently marked?	
6.6	Are inspections conducted for the condition of products containing asbestos at dates resulting from the assessment of the condition of such products?	
6.7	Are there reports in two copies made from the periodical inspections on the condition and possibility of safe use of products containing asbestos, according to required specimen?	
6.8	Is this assessment kept together with the documentation of place containing asbestos, object, building construction equipment or industrial plant?	
6.8	Is the second copy of such assessment presented to appropriate authority of building construction supervision, within thirty days from the date assessment is drawn?	
6.9	Is the Marshall of the Voivodeship presented with information on the types, quantities and places of occurrence of substances posing particular danger to the environment?	

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TABLE NO.7 TRNASBOUNDARY WASTE SHIFTING

	Question	Answer
<b>7.</b>	<b>TRNASBOUNDARY WASTE SHIFTING</b>	
7.1	Does the entity possess approval from the Chief Inspector for Environmental Protection for trans-boundary waste shifting: - for final recovery, - for final utilization, - for interim recovery, - for interim utilization.	
7.2	Has the plant operator confirmed acceptance of waste sent to him within 3 days from receipt?	
7.3	Has the confirmation of waste receipt been sent to the applicant and appropriate institutions concerned?	
7.4	Has the operator of the plant issued a confirmation of final recovery or utilization of waste, not later than 30 days from completion of such operation and not later than in one calendar year from the date of receipt of the waste?	
7.5	Has the confirmation of final utilization been sent to the applicant and appropriate institutions concerned?	