



Pollution Incident Response Management Plan

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BIODIESEL INDUSTRIES AUSTRALIA - INTEGRATED MANAGEMENT SYSTEMS

BIODIESEL INDUSTRIES AUSTRALIA

Pollution Incident Response Management Plan

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INTRODUCTION

It is the policy of Biodiesel Industries Australia Pty Ltd (BIA) to strive to achieve a high standard of care for the natural environment and local community in all of the activities in which we engage during the production of biodiesel.

BIA is committed to the prevention, in so far as is reasonably practicable, of harm to the natural environment and local community through the identification and control of environmental hazards. In the course of operations, incidents and other events may occur that require a response in order to either prevent the incident from reoccurring or to minimise negative and/ or maximise positive impacts of the incident.

Section 148 of the *Protection of the Environment Operations Act 1997 (POEO Act)* requires that the “Relevant Authority” is notified “*where a pollution incident occurs in the course of an activity so that material harm to the environment is caused or threatened*” see also the *Section Notification to the Authority* later in the document.

This Management Plan document provides information and the procedures to guide the response to managing, including reporting to authorities, environmental incidents that occur at BIA; particularly those Operations that operate under an Environmental Protection Licence (EPL).

This plan also demonstrates compliance with Part 5.7A of the *POEO Act* and Part 3A of the *Protection of the Environment Operations (General) Regulation 2009 (POEO (G) Reg)* related to establishing Pollution Incident Response Management Plans. Reference has been made to the NSW Environmental Protection Authority *Environmental guidelines - Preparation of Pollution Incident Response Management Plans* in the preparation of this document.

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SCOPE

This document relates to incidents that cause or threaten “material harm” to the environment (refer to Section *Definitions* below).

Potential environmental incidents related to BIA Operations have been identified through an Environmental Risk Assessment conducted according to methodology consistent with Australian Standard (AS31000:2009 *Risk Management – Principles and Guidelines*). The report *Biodiesel Environmental Emergencies Risk Assessment Report 070812* describes the methodology, and outcomes, of that risk assessment process. A summary of the environmental hazards identified through that process, as being of significance to the Operations and therefore as requiring a response under Environmental Protection Authority (EPA) required Pollution Incident Response Management Plans, is presented in Table 1 below.

The *Biodiesel Environmental Emergencies Risk Assessment Report 070812* and this document are aimed at demonstrating compliance with the requirements of Section 153C of the *POEO Act 1997* “Information to be included in Plan” and of Clauses 98C (1), “Additional matters to be included in the Plan”; 98D “Availability of Plan”; & 98E “Testing of Plan” of the *POEO (G) Regulation 2009*.

The document should also be read in conjunction with the *Biodiesel Emergency Response Procedure*. Guidance information on incident response can also be accessed through the relevant Safety Data Sheet (SDS).

DEFINITIONS

Material Harm to the Environment
(Section 147 of the *POEO Act 1997*)

Section 147 of the *POEO Act 1997* holds that:

- Harm to the environment is “material” if:
 - ◆ it involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial; or
 - ◆ it results in actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding \$10,000 (or such other amount as is prescribed by the regulations); and
- Loss includes the reasonable costs and expenses that would be incurred in taking all reasonable and practicable measures to prevent, mitigate or make good harm to the environment.

Note: It does not matter that harm to the environment is caused only in the premises where the pollution incident occurs.

NOTIFICATION TO THE AUTHORITY

With regards to activities that cause, or threaten, a significant environmental incident, Section 148 of the *POEO Act 1997* requires (in summary) that:

- A person carrying on the activity must immediately notify each relevant authority of the incident and all relevant information about it.
- An employee carrying on an activity must immediately notify the employer of the incident and all relevant information about it. If the employer cannot be contacted, the person is required to notify each relevant authority.
- An employer who is notified of an incident or who otherwise becomes aware of a pollution incident, must, immediately notify each relevant authority of the incident.

Refer to the Sections *Contact Information, Reporting, and Notification Protocol* for contact details and protocols related to reporting to the “Authorities”.

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HIGH OR EXTREME RISK ENVIRONMENTAL HAZARDS

The *Biodiesel Environmental Emergencies Risk Assessment Report 070812* identified no Extreme or High rated environmental hazards at BIA Operations.

The following hazards were identified as having the greatest potential to cause “material harm” to the environment and therefore as being required to be addressed in the Pollution Incident Response Management Plan.

Hazard	Operation	Risk Ranking (Consequence/ Likelihood)
Release of Chemical or hydrocarbon during delivery/ unloading	Transport Operations	Significant (Moderate/ Possible)
Ignition of Methanol or Sodium Methylate Solution	Chemical/ Hydrocarbon Storage	Significant (Major/ Remote)
Fire or explosion	Chemical/ Hydrocarbon Storage	Significant (Major/ Remote)
Fire or explosion	Processing/ Treatment	Significant (Major/ Remote)

Table 1: Potential Pollution Incidents

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CONTACT INFORMATION

Table 2 below contains the contact details of the persons who are authorised to:

- Activate the Pollution Incident Response Management Plan (in accordance with the *Reporting and Notification Protocol* below);
- Notify the relevant authorities (in accordance with the *Reporting and Notification Protocol* below);
- Manage (relevant to their area of expertise) the incident.

Table 3 below contains the contact details for the relevant Regulatory Authorities.

See Attachment A for contact details for neighbouring landowners.

REFER TO *Reporting and Notification Protocol* (see below) BEFORE CALLING ANY EXTERNAL PERSONS OR ORGANISATIONS.

INTERNAL (BIA) REPORTING		
Name	Position	Phone Number
Brett Lewis	Director – Biodiesel Industries Australia	0409 494 366
Norah St George	Director – Biodiesel Industries Australia	0439 642 297
Aaron Holmquest	Business Manager – Biodiesel Industries Australia	0439 805 756
Steven Yates	Production Supervisor – Biodiesel Industries Australia	0429 328 565
Chris Knight	Group Manager Environment (Bloomfield Group)	0403 058 777
Table 2: BIA Authorised Persons		
EXTERNAL (REGULATORY AUTHORITY) REPORTING		
Organisation	Contact Details	
Fire & Rescue, Ambulance and Police emergency service	000 – for emergency notification only 1300 729 579 – for notification of pollution incident	
NSW EPA Environment Line	131 555	
NSW Health (Public Health Unit – Hunter New England LHD)	Office (02) 4924 6477 (ask for Public Health Officer) Fax 02 4924 6490	
SafeWork NSW	131050	
Local Govt – Maitland	(02) 4934 9700 - 24 hrs, 7 days/wk	
State Emergency Services	132 500	
Table 3: Regulatory Contacts		

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REPORTING AND NOTIFICATION PROTOCOL

The following protocol is to be applied following (or during) an environmental incident to ensure the appropriate persons and organisations are informed. This protocol should be read in conjunction with the authorisation and notification protocols contained in the document *Biodiesel Emergency Response Procedure*. Response actions are outlined later in this document in the section *Response to Pollution Incidents*.

Workers

All site workers (employees and contractors working on site) are required to **immediately** report all environmental incidents/ potential environmental incidents to the Production Supervisor.

Production Supervisor

The Production Supervisor (or alternate) will make an **immediate** initial assessment of the incident and determine whether the incident represents/ threatens material harm (refer to Section *Definitions*) to the environment. If so, the incident will be reported immediately to the Directors.

If not, the incident will be managed internally utilising BIA resources, without reporting a Pollution Incident. *Note: this may still involve notification of relevant authorities if the incident represents a non-compliance with EPL conditions.*

External Reporting to EPA (and Other Authorities)

The Directors will decide if the incident warrants external reporting. If external reporting is authorised:

- A verbal incident report is to be made “**immediately**” to the NSW EPA Environment Line (taking note of incident number) by the Production Supervisor (refer also to Section *Legal Professional Privilege* below).
 - If the incident causes or **threatens injury to human health** or safety, the incident is to be reported to NSW Health and NSW Emergency Services, commensurate with the scale of the incident and potential impacts.
 - If **actual injury or human health** impacts have occurred, the incident is to be reported to WorkCover NSW.
 - The incident will be reported to Local Government.
-

Ongoing Communication with Authorities

If required, the Directors, or a person nominated by the Directors, will be the point of contact for all continuing communications with the authorities for the duration of the incident (and incident clean up) in accordance with the authority’s instructions/ requirements until the emergency situation is resolved and/ or the authority is satisfied.

Notification of Neighbouring Property Owners/ Occupiers

The Directors, or a person nominated by the Directors, will determine whether the incident threatens offsite human health. If offsite human health is threatened, the potentially impacted landowners will be notified by the Director in person or via phone call (see Appendix A for contact details of neighbouring landowners).

Adequate instructions will also be provided to landowners to ensure the protection of human health and property. Timely updates will continue to be provided to the landowners for the duration of the incident (and incident clean up).

Reporting and Notification Protocol continued on the next page...

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Continued from the previous page...

Investigation Any “Notifiable Incident” as defined in this document is considered to be a Significant Incident and will trigger a Significant Incident Investigation (*Group Incident Investigation Procedures*).

Follow-up Reporting The NSW EPA will specify requirements for the provision of further information relating to the incident, but (at a minimum) will generally require a written report within 7 days of the incident.

LEGAL PROFESSIONAL PRIVILEGE There may be a need to establish Legal Professional Privilege in relation to the incident and a decision to establish it is determined by the appropriate Director after suitable consultation with legal counsel and other appropriate people and before an investigation is commenced.

IT IS CRITICAL THAT THIS DECISION IS MADE WITHOUT DELAY SO THAT THE APPROPRIATE CONDITIONS ARE ESTABLISHED.

The investigation conducted under these circumstances is called a Legal Advisor’s Incident Investigation (refer to the *Group Incident Investigation Procedures*).

INVENTORY OF POTENTIAL POLLUTANTS Table 4 below presents the type, maximum volume and location of potential pollutants stored at the licenced premises.

See Appendix B for a site map, including the location of potential pollutants.

Potential Pollutant	Maximum Volume	Location
Biodiesel Combustible Liquid Class C2	52,000 L	D1 - Above-Ground Tank
Biodiesel Combustible Liquid Class C2	52,000 L	D2 - Above-Ground Tank
Biodiesel Combustible Liquid Class C2	52,000 L	D3 - Above-Ground Tank
Biodiesel Combustible Liquid Class C2	52,000 L	S1 - Above-Ground Tank
Biodiesel Combustible Liquid Class C2	52,000 L	S2 - Above-Ground Tank
Biodiesel Combustible Liquid Class C2	75,000 L	D4 - Above Ground Self Bunded Tank
Sodium Methylate Solution Class 3 Flammable Liquid	42,000 L	Me1 - Above-Ground Tank
Methanol Class 3 Flammable Liquid	52,000 L	Tk1 – Above Ground Tank
Phosphoric Acid Class 8 Corrosive	1,000 L	Store 1 - Roofed Store
Acetic Acid Class 8 Corrosive	1,000 L	Store 1 - Roofed Store

Table 4: Inventory of Potential Pollutants

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INCIDENT RESPONSE EQUIPMENT REGISTER

Table 5 below summarises the equipment and resources available to assist with the management of an environmental incident (refer also to *Biodiesel Emergency Response Procedure*).

Equipment or Resource	Location	Maintenance Responsibility
Spill kits	Distil Room	Production Supervisor
205Lt drums	Water Treatment Area	Production Supervisor
Camera and sampling equipment	Site laboratory	Production Supervisor
Portable pump	Factory	Production Supervisor
SDS Register	Office & Factory	Production Supervisor
Fire fighting equipment (fire extinguishers)	See attached Map	Production Supervisor
Nitrogen Blanket	See attached Map	Production Supervisor

Table 5: Register of Pollution Response Equipment

RESPONSE TO ENVIRONMENTAL INCIDENTS

The following Sections outline the resources and actions required to respond to pollution incidents. A response action plan is presented for each of the potential pollution incidents outlined in Table 1. A summary of the management measures in place to minimise the likelihood of the incidents is also presented.

GENERAL RESPONSE

As well as following the specific actions detailed for each environmental incident below, the following general actions should be followed for all environmental incidents:

- Report** the incident to Production Supervisor (as detailed in the reporting and *Notification Protocol* section). At a minimum, the reported information should include:
 - ◆ Nature of the Incident;
 - ◆ Location of the Incident;
 - ◆ Assistance required (e.g. spill kit, pump).
- Assess** the scale of the incident and incident site, identifying potential hazards to human safety, and take appropriate actions to maintain human safety.
- Where possible, and safe, implement the **3 Cs Incident Response – Control, Contain, Clean-up:**
 - ◆ **Control** the source of the pollution incident, and control access to the impacted area;
 - ◆ **Contain** the released pollutant from spreading any further; and
 - ◆ **Clean up** the already released pollutant (and dispose of legally)

Depending on the scale of the incident, the 3Cs response may be achievable locally with site based spill kits, but may also require the use of specialised contractors.

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**RELEASE OF
CHEMICAL/
HYDROCARBON
DURING
TRANSPORT**
*(Delivery/
unloading)*

Feedstock (i.e. recycled cooking oil) is delivered to BIA and unloaded at the unloading bay. Feedstock may be delivered in bulk, by tanker, or in containerised form (most commonly 205Lt drums or 1,000lt IBC).

Although the unloading point is purpose designed and bund protected, the potential exists for the accidental release of feedstock during unloading. Feedstock is generally of low volatility, and not overtly hazardous to human health. However, being a liquid, it is fairly mobile in the environment, especially if carried by rainwater.

The nearest sensitive receptor is a creek located approximately 100m west of the BIA site (see Appendix B).

Incident Management	Responsible Person
PREVENTATIVE ACTIONS	
The unloading bay is purpose designed for the unloading of feedstock, including: <ul style="list-style-type: none"> <input type="checkbox"/> Drive-in/drive-out bund protection. <input type="checkbox"/> Under-cover location to prevent ingress of rain water <input type="checkbox"/> Drainage collection sumps to capture any released liquids <input type="checkbox"/> Secure hose fittings for unloading from bulk containers <input type="checkbox"/> Tanks are located and designed in accordance with <i>AS1940:2004 The storage and handling of flammable and combustible liquids</i> <input type="checkbox"/> Bund protected storage for temporary storage of containerised feedstock <input type="checkbox"/> Dangerous goods tanks have interlocked valving to prevent accidental mixing of products <input type="checkbox"/> Level indicators on storage tanks <input type="checkbox"/> Spill kits are located onsite 	Business Manager
Trained/ experienced operators are employed to ensure the unloading of feedstock is carried out in a manner that avoids the spillage. Including the: <ul style="list-style-type: none"> <input type="checkbox"/> <i>Unloading Feedstock Work Instruction</i> <input type="checkbox"/> Trained and experienced operators <input type="checkbox"/> Feedstock is delivered to site in enclosed containers or sealed bulk tankers 	Business Manager
RESPONSE ACTIONS	
Report incident (as detailed in the <i>Reporting and Notification Protocol</i> section)	See <i>Reporting and Notification Protocol</i> section
Assess the situation to identify & where possible, isolate human safety or health hazards as per the Risk Management System.	Production Supervisor
Employ the 3C's spill response procedure (see <i>General</i> response section) to contain and recover any released feedstock product. Where possible, prevent released feedstock from leaving the bunded unload bay, and from leaving site.	Production Supervisor, Operators
Depending on the scale of the release, clean-up may be achievable with absorbent and containment products in the site spill kits, or may require the use of a portable pump, vacuum truck, or other specialised contractors.	Production Supervisor, Operators
Ensure all released feedstock, including contaminated absorbent products, is recovered and disposed of via licenced waste contractors.	Production Supervisor
Inspect the function and integrity of unloading facilities and containment measures before re-commencing unloading.	Production Supervisor
<i>Group Incident Investigation Procedures</i>	Business Manager

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FIRE OR EXPLOSION
(Chemical/
Hydrocarbon
Storage or
Processing/
Treatment)

Large volumes of combustible liquid (biodiesel) are stored onsite. Although unlikely, the potential does exist for this product to catch fire or, in extreme cases, explode.

Such an incident may cause harm to human health, or the environment, through airborne emissions or damage to facilities, resulting in the release of hydrocarbons to the environment.

Incident Management	Responsible Person
PREVENTATIVE ACTIONS	
Appropriate fire prevention incorporated into site design, including: <input type="checkbox"/> Storage facilities designed and constructed in accordance with <i>AS1940:2004 The storage and handling of flammable and combustible liquids</i> . <input type="checkbox"/> Fire extinguishers, fire hoses and nitrogen blanket.	Business Manager
All biodiesel storage and handling facilities are subject to a periodic inspection program and, where required, appropriate maintenance or upgrades.	Business Manager
Appropriately trained and experienced employees operating onsite facilities and equipment.	Business Manager
Emergency response procedures, including periodic testing and evacuation drills.	Business Manager
Hot work procedures, and completion of JSAs, to control potential ignition sources.	Business Manager
RESPONSE ACTIONS	
Report incident (as detailed in the <i>Reporting and Notification Protocol</i> section)	See <i>Reporting and Notification Protocol</i> section
Assess the site to identify and, where possible, isolate hazards to human safety or health, including potential traffic hazards. Render first aid, if required.	Production Supervisor
If safe to do so, attempt to extinguish the fire using onsite fire extinguishers, fire hoses or nitrogen blanket.	All trained workers
If required, evacuate workers from the site, and neighbouring properties; ensuring the site is appropriately secured to prevent accidental access.	Production Supervisor
If biodiesel has been released, employ the 3C's spill response procedure (see <i>General</i> response section) to contain and recover any released feedstock product.	Production Supervisor, Operators
Ensure all released biodiesel, including contaminated absorbent products, is recovered and disposed of via licenced waste contractors.	Production Supervisor
Inspect the function and integrity of biodiesel storage facilities equipment before re-use.	Production Supervisor
<i>Group Incident Investigation Procedures</i>	Business Manager

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IGNITION OF METHANOL OR SODIUM METHYLATE SOLUTION
(*Chemical/ Hydrocarbon Storage*)

BIA stores Methanol and Sodium Methylate onsite (see Table 3) for use in the biodiesel refining process. As for the biodiesel storage, the remote potential does exist for these products to catch fire.

As Methanol and Sodium Methylate are considerably more volatile than biodiesel, they represent a greater explosion hazard.

Such an incident may cause harm to human health, or the environment, through airborne emissions or damage to facilities resulting in release of hydrocarbons or chemicals to the environment.

Incident Management	Responsible Person
PREVENTATIVE ACTIONS	
Appropriate fire prevention incorporated into site design, including: <ul style="list-style-type: none"> <input type="checkbox"/> Storage facilities designed and constructed in accordance with <i>AS1940:2004 The storage and handling of flammable and combustible liquids</i>. <input type="checkbox"/> Automatic Fire Fighting Foam suppression sprays. <input type="checkbox"/> Spark-proof tank ventilation <input type="checkbox"/> Comprehensive electrical earthing <input type="checkbox"/> Fire extinguishers, fire hoses and nitrogen blanket. 	Business Manager
All chemical and hydrocarbon storage and handling facilities are subject to a periodic inspection program and, where required, appropriate maintenance or upgrades.	Business Manager
Appropriately trained and experienced employees operating onsite facilities and equipment.	Business Manager
Emergency response procedures, including periodic testing and evacuation drills.	Business Manager
Hot work procedures, and completion of JSAs, to control potential ignition sources.	Business Manager
RESPONSE ACTIONS	
Report incident (as detailed in the <i>Reporting and Notification Protocol</i> section)	<i>See Reporting and Notification Protocol</i> section
Assess the site to identify and, where possible, isolate hazards to human safety or health, including potential traffic hazards. Render first aid, if required.	Production Supervisor
If safe to do so, attempt to extinguish the fire using onsite fire extinguishers, fire hoses or nitrogen blanket.	All trained workers
If required, evacuate workers from the site, and neighbouring properties; ensuring the site is appropriately secured to prevent accidental access.	Production Supervisor
If hydrocarbons or chemicals have been released, employ the 3C's spill response procedure (see <i>General</i> response section) to contain and recover any released product.	Production Supervisor, Operators
Ensure all released chemicals or hydrocarbons, including contaminated absorbent products, are recovered and disposed of via licenced waste contractors.	Production Supervisor
Inspect the function and integrity of storage facilities equipment before re-use.	Production Supervisor
<i>Group Incident Investigation Procedures</i>	Business Manager

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TESTING OF PROCEDURES

The information and actions contained in this document are tested annually to ensure the document remains accurate, relevant and practicable. Testing will alternate between desktop simulation and practical response exercise.

Testing will also take place within one month of an actual Pollution Incident occurring, to ensure the procedures are adequate and up-to-date.

Testing, whether desktop simulation or practical exercise will assess all aspects of the procedures contained in this document.

Following completion of testing, whether annual or incident related, observations and outcomes of the testing will be recorded and used to update this document, as required.

The Production Supervisor coordinates the annual test, and maintains any records generated during testing. At a minimum, records must include date of testing, and the names of the person conducting the testing.

Testing of High Level Sensors are tested biannually as per the Standard Operating Procedure – High Level Sensor Testing.

TRAINING

Training in the procedures contained in this document will be implemented as per the schedule presented here in Table 5.

Coordination of the training program is the responsibility of the Production Supervisor.

Role	Format	Frequency
Business Manager	Formal training & assessment/ participation in annual testing	Annual
Production Supervisor	Formal training & assessment/ participation in annual testing	Annual
Operators	Toolbox Talks/ periodic participation in annual testing	Two Yearly

Table 5: Training Schedule

DOCUMENT MANAGEMENT

Copies of this document are managed under the *Document Management System*. This document and other relevant documents are kept on site and are available to all employees and contractors (as appropriate).

A hardcopy of this document is maintained onsite, and made available to authorised EPA Officers, if requested. The hardcopy of this document will be found at the Main Office.

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AUDIT AND REVIEW

The ongoing effectiveness and efficiency of this document is monitored as part of the operation's day-to-day management. Feedback from this and other more formal reviews and/ or following special occurrences, form the basis for System improvement and re-design.

Internal auditing of this document is carried out as per the *Internal Audit Management System*. Ongoing review of this document is as per the *Systems Review Management System*.

General Conditions of Review

In general Environmental Management Systems are reviewed and up-dated conditional as follows:

- Whenever there is a significant change to relevant legislation; or
 - If required to do so by the Regulations; or
 - Before making a significant change to the operations; or
 - Following a notifiable incident; or
 - If required (in writing) to do so by the Regulator or an authorised Industry Inspector e.g. a WorkCover Inspector; or
 - Whenever control measures are found to be ineffective either through:
 - ◆ changes to the working environment; or
 - ◆ changes to operating systems; or
 - ◆ subsequent risk assessments; or
 - ◆ the indication that a risk control measure is deficient as indicated by an audit of performance standards; or
 - ◆ following a incident that resulted in material harm or threatened material harm to the environment.
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SUPPORT DOCUMENTS

- Protection of the Environment Operations Act 1997*
 - Protection of the Environment Operations (General) Regulation 2022*
 - EPA Environmental guidelines - Preparation of Pollution Incident Response Management Plans*
 - AS31000:2009 Risk Management – Principles and Guidelines*
 - Biodiesel Environmental Emergencies Risk Assessment Report 070812*
 - Biodiesel Emergency Response Procedure*
 - Group Incident Investigation Procedures*
 - AS1940:2004 The storage and handling of flammable and combustible liquids*
 - Document Management System*
 - Internal Audit Management System*
 - Systems Review Management System*
-

APPENDIX A

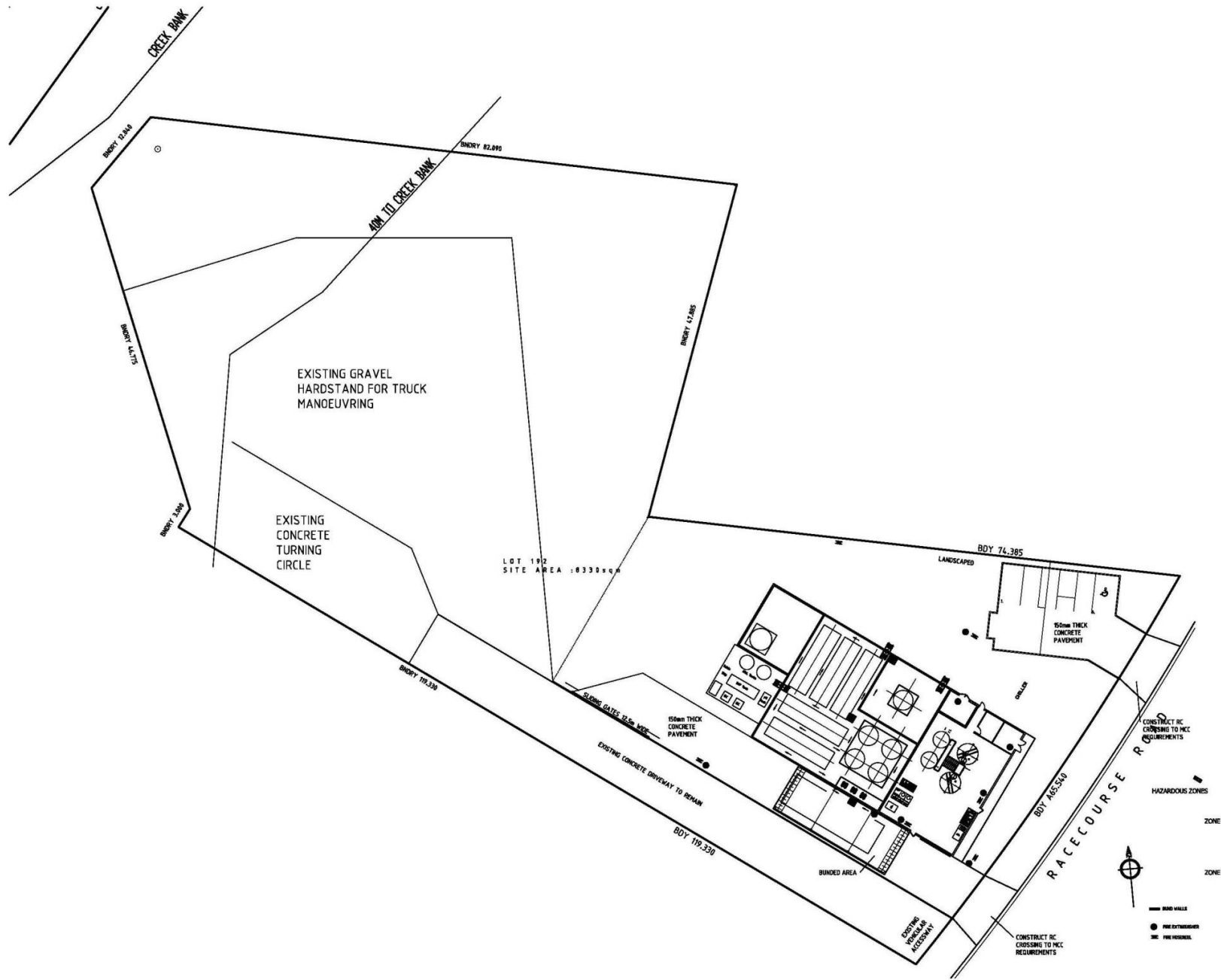
Contact Details for Neighbouring Landowners

Note: this contact information must not be published on the website version as it contains personal information within the meaning of the *Privacy and Personal Information Protection Act 1998*, and is not required to be included in a PIRM plan which is made available to a person other than an authorised officer. Note this is in accordance with Section 74 (4) of the POEO (General) Regulation 2022.

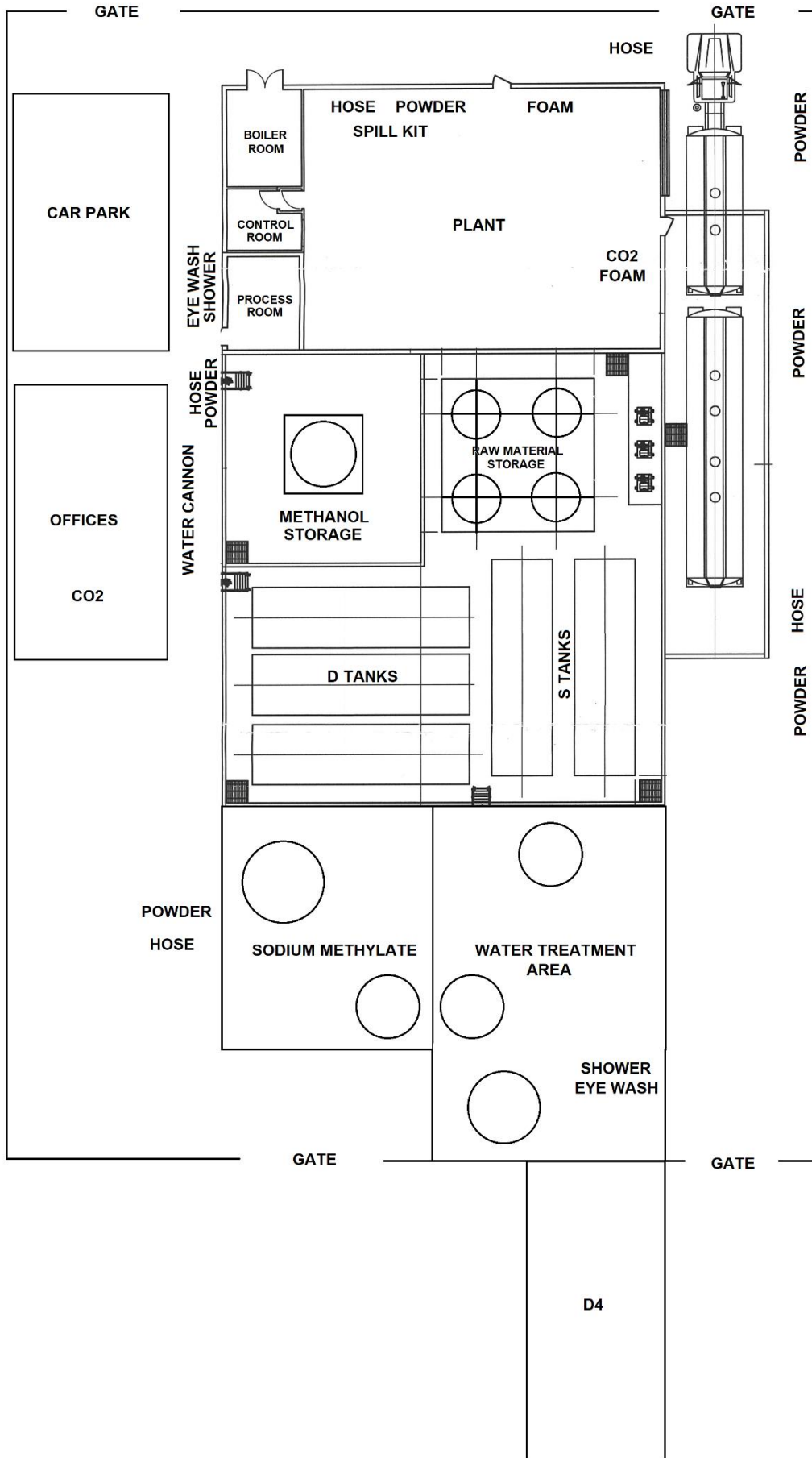
APPENDIX B

Map of Site, Potential Pollutants and Surrounding Area; Map of Fire Extinguisher Locations

Meets requirements of Sectn 72 (k) of the POEO (General) Regulations 2022.







Biodiesel Industries Australia, Rutherford Refinery
Showing Approximate Positions of Fire Extinguishing Apparatus
(Note – Not to Scale)