

<b>Title:</b> Odour and Litter Monitoring Work Instruction	<b>Document Number:</b> ENV-50-025	<b>Prepared By:</b> Jessica Bates
<b>Version Date:</b> 15/04/2024	<b>Division:</b> Environmental	<b>Document Owner:</b> Environmental Manager

## 1 Version History

V2 – 15/04/2024 - Updated the wording and guidelines regarding frequency of monitoring. Updated the wording regarding odour at or beyond the boundary for Tasks 6 and 7. Updated guidelines

V1 – 05/04/2024 – Full review complete. Update the wording regarding odour at or beyond the boundary, updated the monitoring record to align with the MfE odour guidelines, updated the theme to the new company theme and removed the requirement to scan and save the records to the O:Drive

## 2 Purpose

The purpose of this document is to provide instructions for odour and litter monitoring.

## 3 Responsibility

Department or Function (Role)	Responsible for
Quality Department	The control of this document
Environmental Department	Ensuring that this document is current and communicated to the business

## 4 Equipment & PPE

Equipment	PPE
Site specific odour and litter monitoring record (Appendix 1)	Hi Vis Vest
Beaufort scale (Appendix 2)	Steel Capped Footwear
Pen	Sunscreen (available)
	Wet Weather Gear

## 5 Instructions

Unless otherwise directed by the Environmental Advisor, Branch Managers will decide the frequency of monitoring and time(s) of day the monitoring is undertaken, which will be based on consent requirements and/or the risk of odour and/or litter problems from the site.

## TASK STEPS:

1. Prepare an odour and litter monitoring form (Appendix 1), a pen, and a clip board.
2. Draw arrow(s) on the map to show the wind direction at the time of monitoring. If there is no wind then leave this step out.
  - a. Use either the Beaufort wind scale (see Appendix 2 for details on this scale), or kph if you have an anemometer, to enter the approximate wind speed in the form. Be sure to identify which of these two scales are used.
3. Walk slowly along the **property boundary**, stopping if you detect any odour or find any litter.
4. When odour is detected place a cross on the map at the location where the odour was detected.
  - a. Fill in the allocated spaces on the odour and litter monitoring form for intensity of the odour; a key to these parameters is included on the monitoring form.
  - b. Describe any odour(s) detected (e.g. "smells like sewage", "rotting vegetable smell" etc.).
  - c. If no odour is detected record the details including intensity 0, and the wind direction on the map.
5. For litter, circle on the map any locations where litter is found and picked up.
  - a. Fill in the allocated spaces on the form to describe the type of litter and the amount collected.
6. If nuisance odour is detected at the boundary, offsite monitoring downwind of the source should be carried out, as described in step 4 above, moving away from the odour source (if possible) until the intensity is 2 or below. Notify the manager or the Environmental Advisor if odour is detected beyond the boundary.
7. If there is any odour detected at or beyond the boundary the incident needs to be reported using the SHE Incident reporting and investigation procedure (iTrak). The reporting requirements are:
  - a. If the odour intensity is "2" it can be described as a non-nuisance odour and an incident report is completed.
  - b. If the nuisance odour has an intensity of "3" or above, an investigation must be completed, the source of the odour identified and corrective actions put in place.
8. Managers should undertake weekly or bi-weekly reviews of all monitoring forms to ensure any issues are being addressed.

## GUIDELINES TO DETERMINE THE FREQUENCY OF MONITORING:

The risk factors to take into account when determining the frequency and time(s) of day for odour monitoring should include:

- Type of waste accepted
- Length of time waste is on site (RTS and composting), or uncovered (Landfill)
- Types of operations being undertaken on site
- Surrounding land use, e.g. residential, commercial, rural
- Distance to nearest residential or recreational area
- Weather conditions
- Prevailing wind direction
- Complaint history
- Enforcement history
- Regional or district council interest in odours from the site

## 6 Associated Hazards and Controls

Hazards	Controls
Uneven terrain, slip/trip hazards	<ul style="list-style-type: none"> <li>• Planned walking path</li> <li>• Pay attention to footing</li> <li>• Adequate lighting</li> <li>• Good housekeeping</li> </ul>
Weather	<ul style="list-style-type: none"> <li>• Appropriate PPE – hat, sunscreen, raincoats</li> <li>• In extremely hot weather, organise tasks for early morning or late afternoon</li> <li>• Postpone task until rains pass</li> </ul>
Site activities/traffic (heavy and mobile equipment)	<ul style="list-style-type: none"> <li>• High visibility clothing</li> <li>• Site awareness of your activities.</li> </ul>
Working alone	<ul style="list-style-type: none"> <li>• Inform manager or supervisor of task that you are going to complete</li> <li>• Carry a communications device, such as cell phone or RT</li> </ul>

## Appendix 1 - Site Odour and Litter Monitoring Record

**Insert site layout here**

**Assessment Completed by:** \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_

**Review Date:** \_\_\_\_\_

**Key:**

X – odour

O – litter

Date:	Time:	Approx. Wind Speed & Direction:
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<b>Litter Volume</b> % of 240L Wheelie bin: 100    75    50    25    0	Type of Litter:
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	Odour Intensity	Description
0	No odour	No odour
1	Very Weak	Odour not recognisable i.e. doesn't smell like 'fresh air'
2	Weak	Odour present but not sure of odour source
3	Distinct	Odour clearly recognisable, odour tolerable even for offensive odour
4	Strong	Odour clearly recognisable, odour unpleasant/undesirable
5	Very Strong	Odour clearly recognisable, odour unpleasant/undesirable action must be undertaken to reduce odour
6	Extremely Strong	Should be a rare occurrence, odour cannot be tolerated. Action must be undertaken to reduce odour

Character of odour (refuse, compost, sewage?):
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**Additional comments:**

## Appendix 2 - Beaufort scale

Beaufort Force	Description	Specification on land	Speed		
			Knots	km/h	mph
0	Calm	Smoke rises vertically	Less than 1	Less than 1	Less than 1
1	Very Light	Direction of wind shown by smoke drift but not by wind vanes	1-3	1-5	1-3
2	Light breeze	Wind felt on face, leaves rustle, ordinary wind vane moved by wind	4-6	6-11	4-7
3	Gentle Breeze	Leaves and small twigs in constant motion, wind extends light flag	7-10	12-19	8-12
4	Moderate Breeze	Wind raises dust and loose paper, small branches move	11-16	20-29	13-18
5	Fresh Breeze	Small trees in leaf start to sway, crested wavelets on inland waters	17-21	30-39	19-24
6	Strong Breeze	Large branches in motion, whistling in telegraph wires, umbrellas used with difficulty	22-27	40-50	25-31
7	Near Gale	Whole trees in motion, inconvenient to walk against wind	28-33	51-61	32-38
8	Gale	Twigs break from trees, difficult to walk	34-40	62-74	39-46
9	Strong gale	Slight structural damage occurs, chimney pots and slates removed	41-47	75-87	47-54
10	Storm	Trees uprooted, considerable structural damage occurs	48-55	88-101	55-63
11	Violent Storm	Widespread damage	56-63	102-117	64-73
12	Hurricane	Widespread damage	>64	>119	>74