

# Trade waste management plan (example Laundromat)\*

## 1.0 General description

This trade waste management plan has been submitted to Watercare to satisfy the requirement of clause 6 of our trade waste agreement under the Auckland Trade Waste Bylaw 2013.

Refer to GIS viewer to identify manhole  
<https://www.watercare.co.nz/Water-and-wastewater/Building-and-developing/GIS-maps>

Company	ABC Laundry Ltd
Agreement number	4XXX
Site address	44 Smith Street, St Johns, Auckland
Discharge point	Manhole GIS ID 123457 in Smith Street, St Johns, Auckland.
Key contacts	Sarah Mill, Owner. Ph. 012 1234 543
Principle operations	Residential Self-service Laundromat

## 2.0 Discharge limits

UVW Ltd will meet all conditions and discharge limits as specified in:

- The Auckland Trade Waste Bylaw 2013, including the controlled substances standards and
- The Trade Waste Agreement once issued and signed by Watercare Services Limited.

## 3.0 Pre-treatment systems

Pre-treatment systems treat the wastewater prior to discharge to sewer. They ensure the wastewater is within the limits of the bylaw. They may include filters, screens, sedimentation tanks and ponds, pH dosing systems, balance tanks, holding tanks, etc. Please provide specific details of each system that is in use at your site.

Control for	System	Maintenance
Solids	Washing machines drum screens out large solids and collects lint. Wash water from the machines goes through a solids trap and strainer.	Lint traps cleaned as required. Solids trap and strainer inspected for damage and cleaned weekly.
Temperature under 40°C	Washing machines are set to heat water to 45°C. All machines drain to a 100L holding tank which buffers the hot and cold water.	Washing machines are checked during servicing. Temperature of discharge is checked on an annual basis to ensure it is under the limits.

pH between 6.0 and 10.5

Only domestic washing detergents are used.

PH is checked on an annual basis to ensure it is under the limits. If it is found to be over the limits it will be investigated and remedial work will be undertaken.

## 4.0 Monitoring and logging systems

A representative grab sample of wastewater from a typical working day is analysed on site, on an annual basis for pH and temperature. Analysis results are to be forwarded within four weeks of sampling to our Trade Waste Department each year for the term of this agreement.

The records of the analysis will be kept for at least five years.

Include any systems that monitor and/or log your discharge eg. flow, temperature, pH. Also include details of regular monitoring activities completed on your wastewater treatment system.

## 5.0 Risks and controls

The table below identifies the on-site risks that could lead to a discharge of non-compliant wastewater to the sewer. The control measures taken to eliminate, isolate or minimise these risks are shown.

Risk	Control
Flow rate below 1.0 l/s	The flow rate of the washing machines is control. The total flow rate if all machines where in operation at the same time is less than 1.0 l/s. The holding tank has 1.0 l/s orifice.
Volume below 10m <sup>3</sup> per day	The total water usage is checked from water bills on a six monthly basis to confirm it is less than 10m <sup>3</sup> .
Failure of pre-treatment system and non-compliant solids	Solids trap and strainer cleaned regularly. If they are damaged they will be repaired or replaced immediately or washing machine with issue will be taken out of use.
Spill of stored chemicals,	No large volumes of chemicals are stored on site and there are no floor drains. Customers bring their own detergents and single portions are sold on site. Spill response plan displayed on site. Rags and dustpan & brush kept on site and made available to clean up spills.
Power failure	In the event of a power failure all the washing machines will stop as these are mains supply. The pre-treatment system will be checked before the machines are used again.

This section should include all risks at your site as well as the controls in place to prevent non-compliant discharge. It must at least include the risks for flow rate and volume exceeding the limits, failure of a pre-treatment system, non-complaint solids, spills and power failure.

## 6.0 Internal notification procedure

- All staff are trained to notify the Owner if an incident occurs that will affect the discharge to the Watercare trade waste sewer. Within 60 minutes of the incident occurring the most appropriately qualified role will attend to the incident.
- The Owner will report the incident to Watercare Services Ltd through the process outlined in the external notification procedure in section 7.0.

Or if unstaffed

- Laundromat is unmanned. Owner's phone number is displayed so customers can contact in case of emergency. Within 60 minutes of the incident occurring, the owner will attend to the incident.
- The Owner will report the incident to Watercare Services Ltd through the process outlined in the external notification procedure in section 7.0.

## 7.0 External notification procedure

In the event of a potential or actual breach of any of the discharge limits of our trade waste agreement, the following will occur:

- (a) As soon as practicable after becoming aware of the potential or actual breach, we will notify Watercare on (09) 442 2222;
- (b) Within two working days, we will provide Watercare with written details of the potential or actual breach, and work undertaken to remedy or mitigate any adverse effects to the Watercare network arising from the breach;
- (c) Within five working days, we will provide Watercare with written details of investigations into the cause of the breach, and implement measures to avoid a similar breach occurring in the future.

## 8.0 Review of this plan

This plan will be reviewed 12 months after the commencement date and annually thereafter. We will provide Watercare with a copy of the plan if it has changed. If it has not changed we will notify Watercare that it has been reviewed and no amendments have been made.

The review of the plan will be discussed on an annual basis at our monthly operations meeting.

## 9.0 Appendices

Appendix A: Spill Response

Include any related documents in the appendices. Ensure you attach any appendices you have listed.

***\*This trade waste management plan is an example only. The plan for your company must reflect your processes and trade discharges at your site.***

# Spill Response Procedure

## 1. *Be Prepared*

- Evaluate the materials on site and ensure they are clearly identified and labelled.
- Minimise the volumes of materials kept on site and ensure they are stored and handled correctly and that the storage area is tidy.
- Ensure the availability of Material Safety Data Sheets (MSDS).
- Ensure staff know the location of spill response materials and Personal Protective Equipment (PPE) and ensure adequate supply of each.
- Ensure staff members are trained in spill response, and training is regularly refreshed.



## 2. *Be Safe*

- If it's an emergency, evacuate the area and call emergency services.
- Identify the spill, what is it?
- Put on the appropriate PPE.

## 3. *Stop the Source*

- Locate the source and stop it.
- Close valves or taps, rotate punctured drums and plug leaks.

## 4. *Protect the Trade Waste System*

- Block trade waste and stormwater drains using drain covers, shut-off valves, pipe bungs, etc.
- Confine or divert the spill with spill berms, socks, sand bags or other suitable material.



## 5. *Notify*

- Tell your supervisor, site foreman or manager.
- If the trade waste network may be affected, as soon as practicable, contact Watercare Services Ltd., at (09) 442 2222.
- If the stormwater network may be affected, as soon as practicable, contact Auckland Council Pollution Hotline on (09) 377 3107.

## 6. *Clean Up*

- Where necessary, neutralize hazardous substances.
- Use absorbents to clean up spilt liquids and place in a suitable container or bag.
- For large volume spills that are contained, use a sucker truck (via a registered waste disposal company).
- Clean up all residues without contaminating the stormwater or trade waste systems.



## 7. *Dispose*

- Use a registered waste disposal contractor.
- Remove contaminated material, absorbents, soil and PPE.

## 8. *Restock and Review*

- Immediately replace all used absorbents and PPE.
- Assess the cause and take necessary steps to prevent reoccurrence.
- Complete any necessary forms and communicate the lessons learned.

