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## GENERAL NOTICE

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### NOTICE 900 OF 2007

#### DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND TOURISM

#### ATMOSPHERIC POLLUTION PREVENTION ACT, 1965 (ACT NO. 45 OF 1965)

#### **PRESCRIPTION OF A NEW FORM FOR AN APPLICATION FOR A REGISTRATION CERTIFICATE OR PROVISIONAL REGISTRATION CERTIFICATE AND THE FORM OF THE REGISTRATION CERTIFICATE OR PROVISIONAL REGISTRATION CERTIFICATE**

#### **PUBLICATION FOR PUBLIC COMMENT**

The Minister of Environmental Affairs and Tourism intends to prescribe a new form for an application for a registration certificate or provisional registration certificate and the form of the registration certificate or provisional registration certificate for scheduled processes as contemplated in section 10(1), (2)(a)(i) and (b)(i) of the Atmospheric Pollution Prevention Act, 1965 (Act No. 45 of 1965) ("the Act"), as contained in the first and second schedules, which are hereby published for public comment.

In order to facilitate an efficient and effective transition from the authorisation regime contained in the Act to that contained in the National Environmental Management: Air Quality Act, 2004 (Act No. 39 of 2004), a process of review of current registration certificates issued in terms of the Act is currently underway. The amendment of the current forms to those contained in the schedules below is regarded as an important component of this transition facilitation process.

Interested persons are invited to submit written representation on or objections to the proposed forms to the Minister for Environmental Affairs and Tourism within 30 days of the date of publication of this notice in the following manner:

- (a) Post: Director General: Environmental Affairs and Tourism, Private Bag x 447, Pretoria, 0001;
- (b) Fax: (012) 322-1320; or
- (c) E-mail: [mlushaba@deat.gov.za](mailto:mlushaba@deat.gov.za)

#### **FIRST SCHEDULE:**

#### **Application Form for a Registration Certificate or Provisional Registration Certificate for Scheduled Processes**

#### **SECOND SCHEDULE:**

#### **Registration Certificate or Provisional Registration Certificate for Scheduled Processes**

**FIRST SCHEDULE**



**REPUBLIC OF SOUTH AFRICA  
DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND TOURISM**

**APPLICATION FORM FOR REGISTRATION/ PROVISIONAL REGISTRATION OF  
SCHEDULE PROCESSES IN RESPECT OF THE ATMOSPHERIC POLLUTION  
PREVENTION ACT, ACT 45 OF 1965, AS AMENDED**

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0001

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**Name of enterprise:** \_\_\_\_\_

Declaration of accuracy of information provided:

Application in terms of Sections 9 and 11(2) and the Second Schedule of the Atmospheric Pollution Prevention Act, 1965 (Act No. 45 of 1965), as amended.

I, \_\_\_\_\_, declare that the information provided in this application form is in all respect factually true and correct.

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_ 200 \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**CAPACITY OF SIGNATORY**

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*Please complete all sections. Mark with an X in spaces where applicable. If the space provided is insufficient, the required information may be submitted in the form of a memorandum. Attach required maps and sketches. Graphics must be clear, labeled and, where applicable, should include a true north arrow and scale.*

**1 REASON FOR APPLICATION**

Application for:

<input type="checkbox"/>	New plant	<input type="checkbox"/>	Change in releases	<input type="checkbox"/>	
<input type="checkbox"/>	Change in production	<input type="checkbox"/>	Other, specify:		
<input type="checkbox"/>		<input type="checkbox"/>			

Date(s) for start of New Activity, Change of Production, etc.	
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Current APPA Registration Certificate number (if applicable):	
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**2 ENTERPRISE INFORMATION**

Entity Name:	
Trading as:	
Type of Entity, e.g. Company/Close Corporation/Trust, etc:	
Company/Close Corporation/Trust Registration Number (Registration Numbers if Joint Venture):	
Registered Address:	
Postal Address:	
Telephone Number (General):	
Fax Number (General):	
Company Website:	
Industry Type/Nature of Trade:	
Name of the Landowner/s or Landlord/s:	
Name of Mortgage Bondholder/s (if any):	
Deeds Office Registration Number of Mortgage Bond:	
Land Use Zoning as per Town Planning Scheme:	
Land Use Rights if outside Town Planning Scheme:	

Responsible Person Name:	
Responsible Person Post:	
Telephone Number:	
Cell Phone Number:	
Fax Number:	
E-mail Address:	
After Hours Contact Details:	
Name of Safety, Health and Environmental Official:	

### 3 SITUATION AND EXTENT OF PLANT

#### 3.1 Location and Extent of Plant

Physical Address of the Licenced Premises:	
Description of Site (Where No Street Address):	
Property Registration Number (Surveyor-General Code):	
Coordinates (latitude, longitude) of Approximate Center of Operations (Decimal Degrees):	Latitude: Longitude:
Coordinates (UTM) of Approximate Center of Operations:	UTM reference – Grid Zone: North-south: East-west:
Extent (km <sup>2</sup> ):	
Elevation Above Mean Sea Level (m)	
Province:	
District/Metropolitan Municipality:	
Local Municipality:	
Designated Priority Area (if applicable):	

**3.2 Description of Surrounding Land Use (within 5 km radius)**

Provide a description of the surrounding land use within a 5 km radius, specifically noting the names and proximity of residential and commercial areas in relation to the site of the works.

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Attach map(s), satellite image(s) and/or aerial photograph(s) detailing location of premises in relation to surrounding community.

**4 NATURE OF PROCESS****4.1 Process Description**

Please provide a detailed description of the entire production process including reference to the overall balance sheet of inputs, outputs and emissions at the site of the works.

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**4.2 Scheduled Processes**

List all Scheduled Processes, as specified in the Second Schedule of the APPA, proposed to be conducted at the premises in terms of this application:

Scheduled Process Number:	Scheduled Process Description:

List all Scheduled Process(es), as specified in the Second Schedule of the APPA, currently conducted at the premises by the applicant and applicable APPA Registration Certificate Number(s):

APPA Registration Certificate Number:	Date of Registration Certificate:	Scheduled Process Number:	Scheduled Process Description:

#### 4.3 Unit Processes

List all unit processes in operation at the premises by the Registration Certificate Holder, highlighting processes proposed in respect of this application:

Unit Process	Function of Unit Process	Batch or Continuous Process

#### 4.4 Hours of Operation

Provide the hours of operation of all unit processes in operation at the premises by the Registration Certificate Holder, highlighting processes proposed in respect of this application:

Unit Process / Plant	Operating Hours (e.g. 07h00 – 17h00)	No. Days Operation per Year

#### 4.5 Graphical Process Information

Attach the following for the entire operation being undertaken at the site of the works:

- Simplified block diagram with the name of each unit process in a block; showing links between all unit processes or blocks.
- Process flow chart(s) clearly indicating inputs, outputs and emissions at the site of works, including points of potential fugitive emissions and emergency releases.
- Site layout diagram (plan view and to scale) indicating location of unit processes, plants, buildings, stacks, stockpiles and roads (include true north arrow and scale).

Indicate clearly on the above graphics the process(es) applied for in this application. Alternatively, provide additional graphics for the process(es) applied for.

### 5 RAW MATERIALS AND PRODUCTS

Provide production and by-production rates, raw material information and emissions information for the entire operation at the site of the works, highlighting information for process(es) proposed in respect of this application.

**5.1 Raw Materials Used**

Raw Material Type	Maximum Permitted Consumption Rate (Volume)	Design Consumption Rate (Volume)	Actual Consumption Rate (Volume)	Units (quantity/period)

**5.2 Production Rates**

Production Name	Maximum Production Capacity Permitted (Volume)	Design Production Capacity (Volume)	Actual Production Capacity (Volume)	Units (quantity/period)

By-Product Name	Maximum Production Capacity Permitted (Volume)	Design Production Capacity (Volume)	Actual Production Capacity (Volume)	Units (quantity/period)





#### 5.4 Sources of Atmospheric Emission

#### 5.4.1 Point Source Parameters

[illegible]

#### 5.4.2 Point Source Emissions

[illegible]

### 5.4.3 Point Source Emission Estimation Information

[illegible]

#### 5.4.4 Area and/or Line Source Parameters

[illegible]

#### 5.4.5 Area Source Emissions

[illegible]

#### 5.4.6 Area Source Emission Estimation Information

[illegible]

#### **5.4.7 Spatial Representation of Processes and Sources**

Attach site layout diagram(s) (plan view and to scale, include true north arrow and scale) indicating:

- location of unit processes, plants, buildings, stacks, stockpiles and roads.
- location of point and area sources listed with source codes specified.

Indicate clearly on the above graphics the process(es) applied for in this application. Alternatively, provide additional graphics for the process(es) applied for.



## 6 APPLIANCES AND MEASURES TO PREVENT AIR POLLUTION

## 6.1 Appliances and Control Measures

Provide information on appliances and measures implemented to prevent air pollution for the entire operation at the site of the works, highlighting information for process(es) proposed in respect of this application.

[illegible]

## 6.2 Point Source – Permissible Emission Rates

Provide information on emission rates specified in currently held APPA Registration Certificates (as applicable) for existing operations at the site of the works.

[illegible]

### 6.3 Point Source – Emission Monitoring and Reporting Requirements

Provide information on emission monitoring and reporting requirements specified in currently held APPA Registration Certificates (as applicable) for existing operations at the site of the works.

Point Source code	Emission Sampling / Monitoring Method	Sampling Frequency	Sampling Duration	Parameters to be Measured	Parameters to be Reported	Reporting Frequency	Conditions under which Monitoring could be Stopped

#### 6.4 Area Source – Management and Mitigation Measures

Provide information on management and mitigation measures specified in currently held APPA Registration Certificates (as applicable) for existing operations at the site of the works.

[illegible]

### 6.5 Abnormal Releases and Emergency Responses

List potential abnormal releases and associated emergency responses related to the operations at the site of the works, highlight possible releases and responses for the proposed process(es) in respect of the current application.

Unit Process	Description of Nature of Potential Abnormal Release (e.g. leakage, technology outage, etc.)	Pollutant(s) Released	Briefly Outline Emergency Procedures

### 6.6 Environmental Management System

Permit holders are required to establish an Environmental Management System that gives effect to the principle of continuous improvement. The EMS must as a minimum provide for the actions listed below. Specify dates by which the following actions have been / will be taken for the entire operation at the site of the works:

Item	Action	Date Completed / Due Date
1	Identify and quantify potential for environmental impacts	
2	Prioritise the identified impacts	
3	Identify appropriate preventative and corrective actions	
4	Develop responsive management controls, systems and procedures	
5	Identify improvement projects to be added to the 5-Year Environmental Improvement Programme.	

## 6.7 Ambient Air Pollution Monitoring

List ambient air pollution monitoring activities currently being conducted at the site of the works:

Monitoring Location	Pollutant to be Measured	Monitoring / Sampling Method	Monitoring Frequency	Monitoring Duration	Target	Reporting Frequency	Conditions under which Monitoring could Cease

List ambient air pollution monitoring activities proposed to be conducted for the planned process(es) being applied for (if applicable):

Monitoring Location	Pollutant to be Measured	Monitoring / Sampling Method	Monitoring Frequency	Monitoring Duration	Target	Reporting Frequency	Conditions under which Monitoring could Cease

**6.8 Energy Conservation Measures**

List activities to improve energy utilization and efficiency which are currently implemented at the site of the works, highlighting proposed measures to be implemented in respect of the proposed process(es).

Energy Conservation Measure	Date Implemented / to be Implemented	Target	Date by which to Achieve Target	Progress Monitoring & Reporting Method

**6.9 Cleaner Production Targets**

List cleaner production measures which are currently implemented at the site of the works, highlighting proposed measures to be implemented in respect of the proposed process(es).

Cleaner Production Measure	Date Implemented / to be Implemented	Target	Date by which to Achieve Target	Progress Monitoring & Reporting Method



## 6.10 Routine Reporting and Record-keeping

### 6.10.1 Complaints Register

Is a complaints register maintained for the operation:

Yes	
No	
To be initiated, by date:	

In the event that a complaints register is maintained, please provide a synopsis of complaints received over the past 2 years:

	Nature of complaints	Actions taken to investigate complaints	Causes of complaints identified	Measures taken to avoid reoccurrences in instances where the plant's operations were found to be the cause
Current year				
Previous year				



## 7 DISPOSAL OF WASTE AND EFFLUENTS ARISING FROM AIR POLLUTIN MITIGATION MEASURES

Provide the following information for any waste and effluent arising from any air pollution mitigation measures that are currently in place at the site of the works:

Source code / name	Waste / Effluent Type	Hazardous Components Present	Method of Disposal	Registration / Permit / License Status

Provide information for any waste and effluent which will arise from air pollution mitigation measures proposed for implementation for the process(es) dealt with in this application:

Source code / name	Waste / Effluent Type	Hazardous Components Present	Method of Disposal	Registration / Permit / License Status

## Second Schedule

**ATMOSPHERIC POLLUTION PREVENTION ACT NO. 45 OF 1965****Registration Certificate or Provisional Registration Certificate for Scheduled Processes**

This Registration Certificate issued to \_\_\_\_\_ (Company / Entity Name) in terms of section 10 of the Atmospheric Pollution Prevention Act, 1965 (Act No. 45 of 1965) ("the Act"), in respect of Schedule Process No. \_\_\_\_\_ (Schedule Process Name) of the Second Schedule to the Act. The Registration Certificate has been issued on the basis of information provided in the company's application dated \_\_\_\_\_ (date) and information that became available during processing of the application. The Registration Certificate is valid from \_\_\_\_\_ (date).

The Registration Certificate is issued subject to the conditions set out below which form part of the Registration Certificate and which are binding on the holder of the Registration Certificate ("the holder").

**1. REGISTRATION CERTIFICATE ADMINISTRATION**

Registration Certificate Number:	
Registration Certificate Issue Date:	
Review Number:	
Review Date:	
Renewal Number:	
Renewal Date:	
Air Pollution Control Officer's Name:	
Registration Certificate Type:	Premises / Mobile Plant
Registration Certificate Fee Class:	
Control Class:	
Review Date, not later than:	
Expiry Date:	

**2. REGISTRATION CERTIFICATE HOLDER DETAILS**

Company/Entity Name:	
Trading as:	
Company/Close Corporation/Trust Registration Number (Registration Numbers if Joint Venture):	
Registered Address:	
Postal Address:	
Telephone Number (General):	
Website Address:	
Industry Type / Nature of Trade:	
Contact Person Name:	
Contact Person Post:	
Telephone Number:	
Cell Phone Number:	
Fax Number:	
Email Address:	
After Hours Contact Details:	
Name of Safety, Health and Environmental Official:	
Name of Responsible Officer:	
VAT Registration Number:	
Name of the Landowner/s or Landlord/s:	
Name of Mortgage Bondholder (If any):	
Deeds Office Registration Number of Mortgage Bond:	
Land Use Zoning as per Town Planning Scheme:	
Land Use Rights if outside Town Planning Scheme:	

### 3. SITUATION AND EXTENT OF PLANT

#### 3.1 Location and Extent of Plant

Physical Address of the Licenced Premises:	
Description of Site (Where No Street Address):	
Property Registration Number (Surveyor-General Code)	
Coordinates (Latitude, Longitude) of Approximate Center of Operations (Decimal Degrees)	Latitude: Longitude:
Coordinates (UTM) of Approximate Center of Operations	UTM reference – Grid Zone: North-south: East-west:
Extent (km <sup>2</sup> ):	
Elevation Above Mean Sea Level (m)	
Province:	
District/Municipality:	
Local Municipality:	
Designated Priority Area (If Applicable):	

#### 3.2 Description of Surrounding Land Use (within 5 km radius)

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Attach map(s), satellite image(s) and/or aerial photograph(s) detailing location of premises in relation to surrounding community. Graphics must be clear, labeled and should include a true north arrow and scale.

## **4. GENERAL CONDITIONS**

### **4.1 Process and Ownership Changes**

All plant and apparatus used for the purpose of carrying out the scheduled process in question and all appliances for preventing or reducing to a minimum the escape into the atmosphere of noxious or offensive gases, shall at all times be properly maintained and operated and the holder shall ensure that all other necessary measures are taken to prevent the escape into the atmosphere of noxious or offensive gases.

No building, plant or works used by the holder shall be materially extended, altered or added to and no changes in process or significant production increases that will significantly alter impacts may be undertaken without the prior approval of the permitting authority.

The holder must apply in writing to the Chief Air Pollution Control Officer (CAPCO) if it proposes to make any changes to the type and quantities of input materials and products, or to production equipment and treatment facilities.

The Registration Certificate ceases to be of effect upon change of ownership of the entity or cessation of operations and the CAPCO shall be advised of any such changes within.

On cessation of operations, the CAPCO must be notified and decommissioning of the plant and substances used shall be managed to prevent environmental impacts in terms of relevant legislation.

### **4.2 Duty to Evaluate Substances and Use Lower Hazard Substitutes**

The holder has a duty of care, in terms of section 28 of the NEMA, to evaluate, understand the composition of and have an awareness of the dangers and harmful effects on the internal and external environment caused by chemicals and raw materials used in its processes or manufactured products. This should, at a minimum, include knowledge of the bio-degradability, toxicity, bio-accumulation and sensitising properties of each substance. Failure to comply with this condition is a breach of the duty of care, as stipulated in section 28 of the NEMA.

The holder must consider substituting chemicals and raw materials whose properties and application in the process could lead to environmental hazard with alternative substances posing less risk of environmental impact or side effects. In such cases, the holder shall select these alternatives as long as this can be done without any undue expense or inconvenience. The holder is not permitted to use a more hazardous substance in the place of a less hazardous substance.

### **4.3 General Requirements for Sampling and Compliance**

Measurement, calculation and/or sampling and analysis shall be carried out in accordance with any nationally or internationally acceptable standard. A different method may be acceptable to the department as long as it has been consulted and agreed to the satisfactory documentation necessary in confirming the equivalent test reliability and quality and equivalence of analyses.

The holder is responsible for quality assurance of methods and performance. If the holder uses external laboratories or consultants for sampling or analysis, accredited laboratories and service shall be used whenever possible.

The holder is responsible for ensuring compliance with the conditions of this Registration Certificate by any person acting on his, her or its behalf, including but not limited to, an agent, sub-contractor, employee or person rendering a service to the holder.

The processes that are authorised may only be carried out at the premises indicated.

This Registration Certificate does not negate the holder's responsibility to comply with any other statutory requirements that may be applicable to the carrying on of the scheduled process.

A copy of this Registration Certificate must be kept at the premises where the scheduled process will be carried on. The Registration Certificate must be produced to any authorised official of the CAPCO who requests to see it and must be made available for inspection by authorised officials.

Where any of the holder's contact details change, including the name of the responsible person, the physical or postal address and/or telephonic details, the holder must notify the CAPCO as soon as the new contact details become known to the holder.

#### **4.4 Variation of Registration Certificate**

The CAPCO reserves the right to, by notice in writing, set and adjust the emission limit values or standards after consultation with the holder.

#### **4.5 Non-Compliance with Conditions**

If the holder fails to comply with the conditions or requirements of the Registration Certificate, the CAPCO may by notice in writing call upon such holder to comply with such conditions or requirement within a reasonable period specified in the notice, and in the event of failure on the part of such holder to comply with the said conditions or requirement within the period so specified, the CAPCO may cancel the Registration Certificate or suspend the operation thereof for such period as he or she may deem fit.



## 5. NATURE OF PROCESS

### 5.1 Process Description

Description of the Entire Production Process:

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### 5.2 Scheduled Processes

List of Scheduled Processes, as specified in the Second Schedule of the APPA, conducted at the premises by the holder:

Scheduled Process Number:	Schedule Process Description

### 5.3 Unit Processes

List of all unit processes in operation at the premises by the holder:

Unit Process	Function of Unit Process	Batch or Continuous Process?

### 5.4 Hours of Operation

The Scheduled Processes may only be undertaken during the hours set out in the table below.

Unit Process / Plant	Operating Hours (e.g. 07h00 – 17h00)	No. Days Operation per Year

[illegible]

[illegible]

## 6.4 Sources of Atmospheric Emission

## 6.4.1 Point Source Parameters

Point Source code	Source name	Latitude (decimal degrees)	Longitude (decimal degrees)	Height of Release Above Ground (m)	Height Above Nearby Building (m)	Diameter at Stack Tip / Vent Exit (m)	Actual Gas Exit Temperature (°C)	Actual Gas Volumetric Flow (m³/hr)	Actual Gas Exit Velocity (m/s)

## 6.4.2 Point Source Emissions

Point Source code	Pollutant Name	Maximum Hourly Release Rate (mg/Nm³)	(g/s)	Maximum Daily Release Rate (mg/Nm³)	(tons/day)	Average Annual Release Rate (mg/Nm³)	(mg/Am³)	(tpa)	Emission Hours (e.g. 07h00 - 17h00)	Type of Emission (Continuous / routine but intermittent / emergency only)

## 6.4.3 Point Source Emission Estimation Information

Point Source code	Basis for Emission Rates

**6.4.4 Area and/or Line Source Parameters**

Area Source code	Source name	Source Description	Latitude (decimal degrees) of SW corner	Longitude (decimal degrees) of SW corner	Height of Release Above Ground (m)	Length of Area (m)	Width of Area (m)	Angle of Rotation from True North (°)

**6.4.5 Area Source Emissions**

Area Source code	Pollutant Name	Maximum Hourly Release Rate (g/s)	Maximum Daily Release Rate (tons/day)	Average Annual Release Rate (tons/annum)	Emission Hours (e.g. 07h00 – 17h00)	Type of Emission (Continuous / intermittent)	Wind Dependent (yes/no)

**6.4.6 Area Source Emission Estimation Information**

Area Source code	Basis for Emission Rates

**6.4.7 Spatial Representation of Processes and Sources**

Attach site layout diagram (plan view and to scale, include true north arrow and scale) indicating:

- location of unit processes, plants, buildings, stacks, stockpiles and roads
- location of point and area sources listed with source codes specified

## 7. APPLIANCES AND MEASURES TO PREVENT AIR POLLUTION

### 7.1 Appliances and Control Measures

Appliances				Air Pollution Control Technology								Associated Source Code
Appliance / Process Equipment Number	Appliance Type / Description	Appliance Serial Number	Appliance Manufacture Date	Product Name and Model	Technology Type	Commission Date	Date of Significant Modification / Upgrade	Design Capacity	Nominal Capacity	Permitted Minimum Control Efficiency (%)	Permitted Minimum Utilization (%)	

### 7.2 Point Source – Permissible Emission Rates

Point Source code	Pollutant Name	Maximum Permissible Hourly Release Rate			Maximum Permissible Daily Release Rate			Average Permissible Annual Release Rate			Permitted Emission Hours (e.g. 07h00 – 17h00)	Permitted Duration of Emissions
		(mg/Nm <sup>3</sup> )	(g/s)	Date to be Achieved By	(mg/Nm <sup>3</sup> )	(tons/day)	Date to be Achieved By	(mg/Nm <sup>3</sup> )	(tpa)	Date to be Achieved By		

### 7.3 Point Source – Emission Monitoring and Reporting Requirements

Point Source code	Emission Sampling / Monitoring Method	Sampling Frequency	Sampling Duration	Parameters to be Measured	Parameters to be Reported	Reporting Frequency	Conditions under which Monitoring could be Stopped

#### 7.4 Area Source – Management and Mitigation Measures

Area Source code	Description of Specific Measures	Required Control Efficiency (%)	Timeframe for Achieving Required Control Efficiency	Method of Monitoring Measure Effectiveness	7.1.1.1 Contingency Measures

The holder must prevent deviations from normal operating conditions that would result in pollution exceeding specified limit values, and shall scale back or halt its operations under excessive emissions if it is likely that the permitted levels of pollution would otherwise be exceeded.

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The following air pollution monitoring will be undertaken by the holder:

Measurements/estimates must be carried out in such a way that they are representative of actual emissions. Only calibrated measuring equipment with valid calibration certificates may be used. Raw data are to be kept for a minimum period of five (5) years and should be made available to the CAPCO on request.

The holder shall evaluate its activities to improve energy utilization and efficiency.

[illegible]



### 7.8 Cleaner Production Targets

The holder must investigate cleaner production processes and practices that are relevant to its operations with a view towards reducing energy consumption and atmospheric emissions related to the process.

Cleaner Production Measure	Implementation by Date	Target	Date by which to Achieve Target	Progress Monitoring & Reporting Method

### 7.9 Routine Reporting and Record-Keeping

#### *Complaints Register*

An official air quality complaints register must be maintained and made available for inspections. The air quality complaints may include noise, dust and offensive odours. The complaints register must include the following information on the complainant, namely, the name, physical address, telephone number of the complainant, date and the time when the complaint was registered.

Furthermore, the holder is to investigate and report to the CAPCO in a summarised format on the total number of complaints logged and indicate the number of complaints attributable to it. The CAPCO must also be provided with a copy of the air quality complaints register. The record of a complaint must be kept for at least five (5) years after the complaint was made.

#### *Non-Compliance Recording and Reporting*

Non-compliance with permitted emission limits must be recorded and reported to the CAPCO on a monthly basis in the manner and format required by the CAPCO, within fifteen (15) working days of reporting month end, including:

- Source code / name
- Emission limit exceeded
- Root cause analysis
- Calculation of impacts/emissions associated with the non-compliance incidents and dispersion modelling of pollutants where applicable
- Measures implemented or to be implemented to prevent recurrence
- Date by which measure will be implemented

### ***Annual Reporting***

An annual report must be completed by submitting information for the year under review in the manner and format required by the CAPCO. In the event that no manner or format has been specified, the annual report must be supplied to the CAPCO by registered post no later than sixty (60) days after the end of each reporting period.

The holder must retain a copy of the annual report supplied to the CAPCO for a period of at least five (5) years.

### **7.10 Notification of Abnormal Releases**

Section 30 of the National Environmental Management Act, 1998 (Act No. 107 of 1998), as amended, defines an emergency incident as "an unexpected sudden occurrence, involving a major emission, fire or explosion leading to serious danger to the public or potentially serious pollution of or detrimental to the environment, whether immediate or delayed". The relevant authority includes the municipality with jurisdiction over the area in which the incident occurs. Section 30(3) requires the holder to immediately report:

- The nature of the incident.
- Any risks posed by the incident to public health, safety and property.
- The toxicity of substances released.
- Any steps that should be taken in order to minimise the effects of the pollution on the public health and the environment.

Furthermore the holder must in terms of section 30(4):

- Take all reasonable measures to contain and minimise the effects of the incident on the environment, and manage risks to health, safety and property.
- Remedy the effects of the pollution.
- Assess the immediate and long term effects of the incident on the environment and public health.

Within fourteen (14) days of the incident the holder submit a further report with the following information:

- The nature of the incident.
- Substances involved, quantity released, toxicity data.
- Initial measures taken to minimise impacts.
- Detailed description of causes of incident.
- Measures taken and proposed to prevent a re-occurrence.

The holder is to notify the CAPCO within twenty-four (24) hours of any significant incidences (i.e. spillages, fires, leakages or other similar situations). Should such incidences pose a significant health risk or nuisance, notification of the incident is to be immediate. This notification is to be made via the emergency incidents call centre number 0860 205 005 twenty-four (24) hrs as required in terms of section 30(3) of the NEMA.

Where excessive emissions occur, which could cause adverse health or environmental impacts or nuisance, urgent corrective measures must be taken, by the holder, to contain or minimise the emissions through operational interventions. Remediation, if required shall be carried out to the

