

On site inspection and planning

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BRUXELLES ENVIRONNEMENT

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Types of inspection

Routine inspections: = - Preventive/ no reason to suspect non compliance;
- part of inspection plan/ programme.

Non Routine inspection: - Reactive/ reason to believe out of compliance;
- not a inspection programme based;
- but advisable to limit the overall amount of time in the inspection plan (Guidelines).



Scope of Site Visits

- ***Non-routine inspections:***

Scope is defined by kind of accident, complaint, etc...

- ***Routine inspections:***

Scope depends on the risk profile (risk assessment tool-IRAM)

- Criteria with highest risk will get most attention
- Criteria with lowest risk will get least attention

➡ Inspection frequency

Inspection effort/ types of emissions



Scope of an routine inspection:

- To promote and endeavour the environmental/technical knowledge of the operator;
- Verification/evaluation of the environmental permits;
- Emissions- monitoring:
 - Samples-taking;
 - Performing-emission-measurements.
- Internal reports verification;
- Follow-up documents;
- Verification own control- system;
- Control-used technics;
- Adequate- control environmental management's installation;
- Follow-up inspection referring to previous, noticed, important, non-conformity.



Scope of an non routine inspection:

- Complaint/accident investigation, cases of not abiding by
- So: Investigation concerning cause and impact; responsibilities; and the need to impose administrative measures to limit further damage or to avoid future incidents.



Types of Inspections (1)

Routine

- Program based inspection (plan)

(60 - 70 %)

Preventive



Sometimes :
(only one environmental aspect
is checked)

SPECIFIC INSPECTION

Mostly : INTEGRATED INSPECTION

announced

with / without
on site visit

via self monitoring
data

via external experts

(contracted by operator
or by inspectorate)

mostly not announced



Types of Inspections (2)

Non Routine

(30 - 40 %)

Reactive enforcement



In response to complaints
or incidents

= mostly a specific inspection

= inspection with on site visit



Integrated inspection/ specific inspection

- Not a drive by/ walk through inspection.
- Compliance evaluation + (sampling) inspection:
 - Up to date permit or license?;
 - Gathering information to determine the compliance status;
 - Identifying specific environmental problems;
 - Make the operator aware of any problems;
 - Collecting evidence for enforcement;
 - Checking if the operator have been ordered to comply and if he have done so;
 - Ensuring the quality of self-reported data/ properly prepared/ maintained;
 - Required pollution monitoring or control equipment has been installed;
 - Equipment operated correctly;
 - Is the operator properly conducting required sampling/ analysis;
 - Do the operators management plans/ practices support the required compliance activities;
 - Provide technical assistance/ developing mutually agreeable schedules to come to conformity.



Enforcement strategy!

Combination of

- Dialogue based enforcement strategy - **Preventive approach**
- Command and control /Consequent use of sanctions-**Curative approach**

So is not only Compliance checking *
but also Compliance promoting

- = encourage voluntary compliance by providing technical assistance;
= developping with the operator mutually agreeable schedules and approaches for achieving compliance;
= to involve the company in finding the solution;

= to increase the awarness of the operator (auto discipline, auto *
monitoring)
= to build up a positive relation authority/operator.

How to achieve : - by using administrative law enforcement instruments
 - by using criminal law enforcement (information of public prosecutor)



How does the BIME inspect ?

Establishment of breach of the permit

Small infringement

oral order
(warning)

Urgent situations

immediate
measures

Other cases

written warning

One or more reminders

Suspension/abrogation/
modification of license

Permit

proposal to competent
authority

prosecution report

Public prosecutor

administrative fine

Other measures :
(administrative measures)

- stopping activity/
installation
- (temporary closure)



Important Steps-Routine inspections

Preliminary actions

- Identification of the industrial installations to be inspected (management)
- Inspection team (management)
- Pre inspection analysis (inspector(s))



Transfer of information to the operator before the site visit



On site visit

- Preliminary meeting
 - Aim and scope of the inspection
 - Role of inspector (first contact)
 - Tasks of the inspector (first contact)
- Inspection of the installations/site visit.
- Document control
- Concluding meeting



After the inspection

- | | |
|--|--|
| <ul style="list-style-type: none">- Inspection reports- Corrective measures- Reporting | <ul style="list-style-type: none">- To public- As managerial instrument- As feedback to legislation- To political authorities- To EC |
|--|--|



Inspection follow up



Preliminary actions (1)

Identification of industrial installations to be inspected

Risk Criteria – IRAM methodology (management/inspector(s))

Potential impacts

- Kind and type of installation (impact on human/environment)
- Risk of accidents
- Handling and storage of waste/ transfer of waste (import/ transit/ export)



Actual impacts

- Levels and types of emissions: air, water, soil
- Sensitivity of the local environment



Operator performance

- Compliance with permit conditions
- Attitude of the operator
- Environmental management system (EMAS)



- Frequency;
- Time to spent on inspection;
- Sectors to inspect.

Preliminary actions (2)

The inspection team *(to be decided by the management)*

- After a risk estimation by the competent authority, it has to decide on the composition of the inspection team:
 - Two possibilities:
 - 1) One inspector: This decision depends on the risk analysis and the knowledge and competence of the particular inspector
 - 2) Team members with varying competences. This option is recommended.



Preliminary actions (3)

In depth focus on the installation: Pre-inspection analysis by inspector(s)

Key elements:

- To dispose of updated and relevant information
- File study in order to assess the current situation with regard to the adherence of the European directives and all of the relevant national legislations
- File study with respect to the techniques that are being used
- Outline of the reports from previous inspections
- Outline of the deviations from the permit or the legislation, if appropriate
- Outline of the follow-up measures imposed by previous inspections, if appropriate
- Outline of the norms and requirements appropriate for the location of the installation
- Analysis of the unforeseen or accidents that have been reported since the last inspection, if appropriate
- Set clear objectives with the inspection
- Prepare Yourself; make sure you are familiar with:
 - The technical aspects
 - Compliance history
 - Relevant regulations and the physical site lay-out
- Practical preparation: equipment, photo camera, safety clothing, ear protection...

Define a detailed questionnaire including all the points raised in the preliminary analysis that require specific examination, together with the relevant remarks to ensure their treatment during the actual inspection.



Transfer of information to the operator before the inspection

For routine inspections it is recommended to inform the operator of the coming inspection and of:

- The goals and the scope of the inspection in the light of previous inspections, if appropriate;
- Who has to attend the inspection for the case special processes and/or techniques are to be inspected and the direct responsible for these processes and/or techniques;
- The identity of the members of the inspection team and their specific roles;
- The date, time and location of the inspection;
- The installations that are going to be inspected;
- The expected moment and duration of each important inspection activity;
- An overview of the important documents that ought to be available during the inspection;
- A calendar of the preliminary and concluding meeting;
- A calendar of the transfer of the written inspection report;
- The possibility that, if appropriate, the results of the inspection may be transferred to other legislators and/or regulators of the same or another authority.



On site visit (1)

Preliminary meeting

Inspections start with a kick-off meeting where normally the inspection team meets the management and the responsible personnel.

During the kick-off meeting the following points may be treated:

- Role and tasks of the inspector;
- The aim and scope of the inspection;
- Discussing the management structure of the enterprise;
- Determining which documents will be needed during the inspection depending on the activities/areas the inspectors wish to focus on;
- Explaining whether shortcomings give cause to a demand note or to a charge;
- Asking information about important changes in the enterprise, the equipment, the treatment or the processes and techniques since the last inspection.



On site visit (2)

Attitude of the inspector

- Constructive spirit;
- Consciousness of the influence on the decision making processes;
- Avoid the role of consultant;
- Assertion of violations, flaws and discrepancies;
- Possibility to complement findings and conclusions with instructive and motivational remarks;
- Take great care not to provoke dangerous circumstances;
- Treat confidential information carefully and operate within the limits of the law concerning the treatment of confidential information and data sharing;
- Retrieve copies of documents that seem useful when writing the inspection report, or of documents which may be used in evidence for the conclusions;
- If necessary, take pictures/make videos.



On site visit (3)

Inspection of the installations (site visit)

- Detailed visit of the installation facilities in order to control whether the installation, the amenities and the equipment, as described in the file, are suitable and whether their use conforms the activities they are meant for.
- Revision of all the changes since the last inspection.
- Sometimes suitable to focus on a specific departments.
- Share findings and observations with the competent personnel, supervisors and operators of the equipment in order to establish facts, express concerns and to evaluate the personnel's competence.



Specific focal points, site visit:

Emission to water:

- hazardous waste materials
- cool water
- micro pollution particles
- polluted rainwater
- checking data(E-PRTR) report
- abide by discharge conditions

Accident risks/ risks of incidents:

- conformity activities as per licence/permit's policy
- stockage hazardous waste materials

Waste transfer:

- selection waste materials
- conditioning waste materials
- export/ import waste materials
- checking registers

Air risks:

- conformity air emissions

Soil risks:

- conformity activities as per licence/ permit' s policy



On site visit (4)

Document control

Control of all of the relevant documents (emissions records, reports,...)

Examination of the documented quality system which mainly includes:

- The organizational structure, the role of the responsible.
- A document control among which compliance with the permit conditions.
- Validation (facility and equipment).
- Preventive support programs (facility and equipment).
- The administration of complaints, law and legislation violations, unforeseen or accidents, emergency plans.
- Registers, annual reports.
- Procedure for handling unforeseen accidents + analysis of the registrations of unforeseen accidents and serious side effects.
- Examination of the self-inspection system.



On site visit (4)

Concluding meeting

- Summary of the findings and conclusions in a short final meeting with the organization's directors and/or their representatives.
- Informing (by letter) of the shortcomings determined during the inspection



After the inspection/follow up

Inspection report, corrective measures, publicity

Inspection report (internal):

- Relevant conclusions concerning the adherence of the permit conditions
- An account of the inspection and the resulting remarks
- Updates the dossier/ informs appropriate authorities/ if necessary follow up inspection is planned.

Concluding report:

- Formalities: date, inspected facilities, compliance, number and type of violations, references.
- To be communicated at last two months after the visit.

Consistent with the 2003/4/EG directive of the European Parliament and the Council of 28 January 2003 concerning the public access to environmental information:

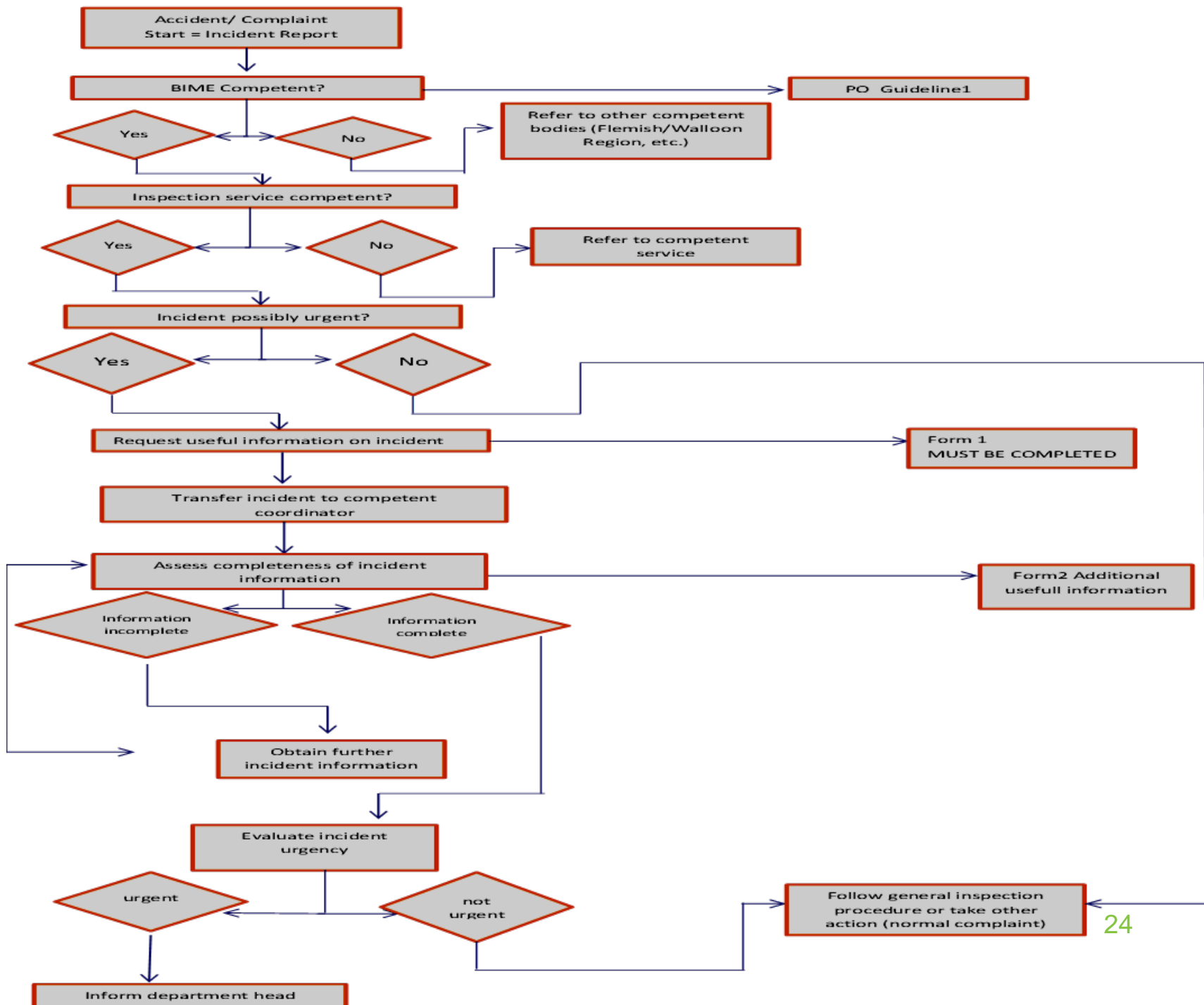
- The inspection is to be made public within four months after the visit of the site. Also the subject of the inspection and the possibility to consult the report (after demand) is hereby mentioned.
- A summary of the inspection is also to be made public on the internet including a description of the establishment and the inspection, its results, as not relevant, relevant or serious non-compliance and measures that need to be taken by the operator and the inspection officials.

The competent authority takes care that the operator takes all the measures mentioned in the report within a reasonable period of time.



Important Steps-Non routine
inspections
Procedure (1) incident/
accident





Form 1: Incident Accident/ complaint data form (Secretariat)

GENERAL INFORMATION

Serial No:

A report on the same incident has already been received: see serial number

Contact telephone details:

BIME contact person:

Date:

Time:

Reporter:

Surname:

First name:

Mr – Ms

Company/non-profit association:

Position:

Street:

No:

Box:

Commune:

Tel.:

Fax:

Mobile:

Email:

Only to be completed if the reporter is another public body (police, municipality):

Details of the person who reported the incident to this public body:

Surname:

First name:

Mr – Ms



Company/non-profit association:

Position:

Street:

No:

Box:

Commune:

Tel.:

Fax:

Incident information:

Street:

Number from

to

Commune:

Incident description:

- Are the emergency services (police, fire service) (still) on site or have they been informed?
- Which emergency services have been informed or are on site?
- Are there any injured?
- Is there (has there been) an explosion?
- Is there (has there been) a fire?



Is there any odour nuisance?

If so:

- Can you describe the odour?
- Is there an odour of heating oil?
- Is there any odour nuisance because of a chimney?
- Is there any nuisance due to smoke?
- Is visibility limited?
- Where is the odour (cellar/indoors/outdoors)?
- Do you have any idea where the odour is coming from?
- Do you think the odour is coming from the sewers?
- How far away can the odour be noticed?
- Is the odour still there now?
- How long has the odour been noticed?
- How long has the odour no longer been noticed?
- Are there people experiencing health problems?
- Do you have any other important information?



Is there any waste dumping?

If so:

- Can you describe the type of waste (odour, colour, appearance)?
- Are there any overturned drums?
- Is there any liquid waste flowing away?
- Is liquid waste flowing into a watercourse?
- Do you have any idea who dumped the waste?
- Is the waste still there now?
- Do you have any idea when the waste was dumped?
- Do you have any other important information?



Is there any surface water pollution?

If so:

- Can you describe what you see: type of pollution, colour, appearance?
- Do you have any idea who caused the pollution? (passing boat/plant/other)
- Do you have the impression that the pollution is spreading further (downstream)?
- Is the pollution still visible now?
- How long ago did you notice the surface water pollution?
- Do you have any other important information?



Is there any soil pollution?

- Can you describe what you see: type of pollution, colour, appearance?
- Do you have any idea who caused the pollution?
- Is the pollution still visible now?
- How long ago did you notice the pollution?
- Do you have any other important information?
- Is there any discharging/dumping of a liquid substance in/on the ground?
- Is there a link with a tank, pipelines, etc.?
- Is there any overflowing when filling?
- Is there any damage further to improper acts?
- Is there any damage further to a leak?
- What is the (approximate) quantity of the discharged/dumped liquid?
- What is the nature of the substance?
- Is the discharged/dumped liquid visible on the ground?
- Have absorbing products already been applied?
- Has the liquid already penetrated into the ground?



Is there a fire?

- Can you describe what you see: what exactly is burning?
- Do you have any idea who started the fire?
- Are you experiencing any odour nuisance?
- Are you experiencing any smoke nuisance?
- Is there still a nuisance now?
- How long ago did you notice the fire?
- Do you have any other important information?

Information transfer to the competent coordinator:

Name of coordinator contacted:

Transfer telephone data:

Date:

Time:

Confirmation by email:

Date:

Time:



Form 2: Additional useful information Coordinators tasks

Things to be verified before making an inspection visit

COORDINATOR'S TASK	Where?	Ok	Not ok	Not relevant	Result/ comments
<i>Find installation plans (underground and above ground)</i>	BIME environmental permits database				
<i>Data on products present on site</i>	BIME environmental permit dossier				
<i>Environmental permits</i>					
<i>Reports on previous inspection visits + measuring reports</i>	BIME inspection database BIME soil inventory database				
<i>Check contact persons on site</i>	BIME inspection database				
<i>Check site history</i>	BIME inspection database Environmental permits database				
<i>Check BIG database</i>	BIME database				
<i>Check Brussels companies database</i>	BIME Brussels companies database				
<i>Sewers network plan</i>	http://www.sigass.be/sigass.htm				
<i>Check sensitive targets in surrounding area (Natura, watercourses, ponds, parks, etc.)</i>	Intranet->cartographie->geonetwork				
<i>Check possible impact on wastewater treatment plant</i>	See P1_Doc 1				
<i>Find file per company (for Seveso/IPPC companies, companies in canal zone and companies with activities relating to gmo/gmm)</i>	Summary file of IPPC Seveso company				
<i>Assess desirability of presence of persons from other IBGE-BIM departments for inspection visit</i>	/				
<i>Contact municipality</i>	See P1_Doc 2				
<i>Contact police</i>	See P1_Doc 2				
<i>Contact BHDBDMH/SIAMU</i>	See P1_Doc 2				
<i>Contact Brussels port</i>	See P1_Doc 2				
<i>Contact Vivaqua</i>	See P1_Doc 2				
<i>Contact cabinet</i>	See P1_Doc 2				
<i>Contact crisis centre</i>	See P1_Doc 2				
<i>Contact other region</i>	See P1_Doc 2				
<i>Contact SBB in case of incident with gmo/gmm</i>	See P1_Doc 2				
<i>Contact other IBGE-BIM department</i>	See P0_Doc 1				

Other actions taken:

Incident requires inspection visit: **no/yes, scheduled:**

Incident passed on to another IBGE-BIM department

Date:

Time:

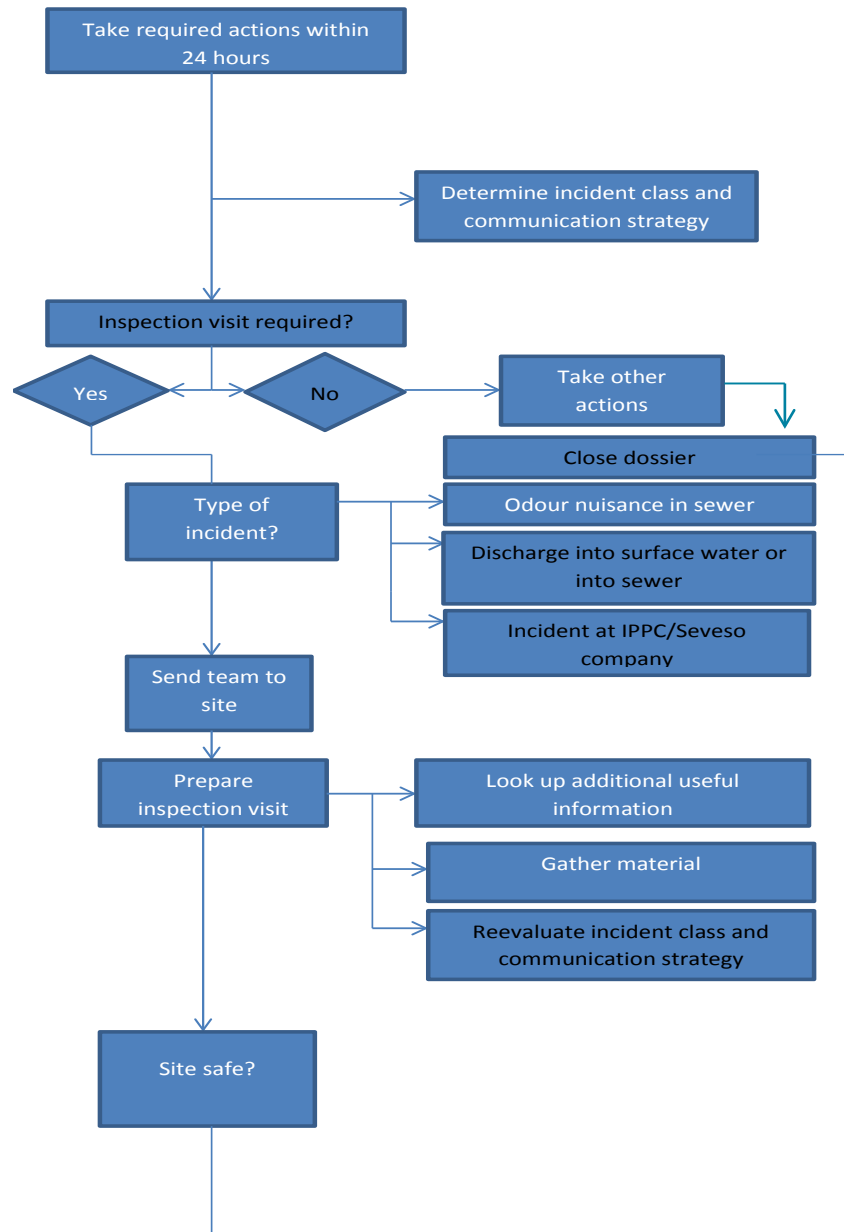
Contact in other IBGE-BIM department:

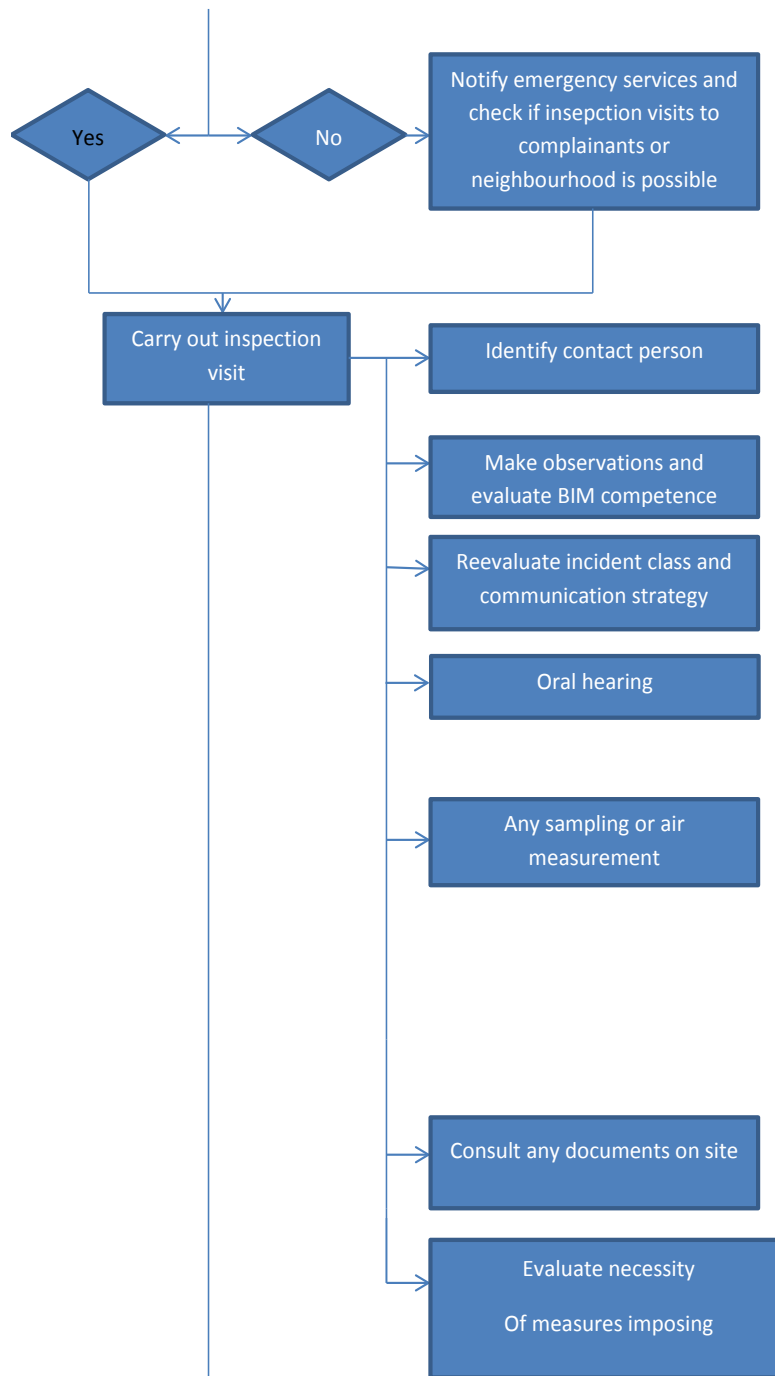
Other:

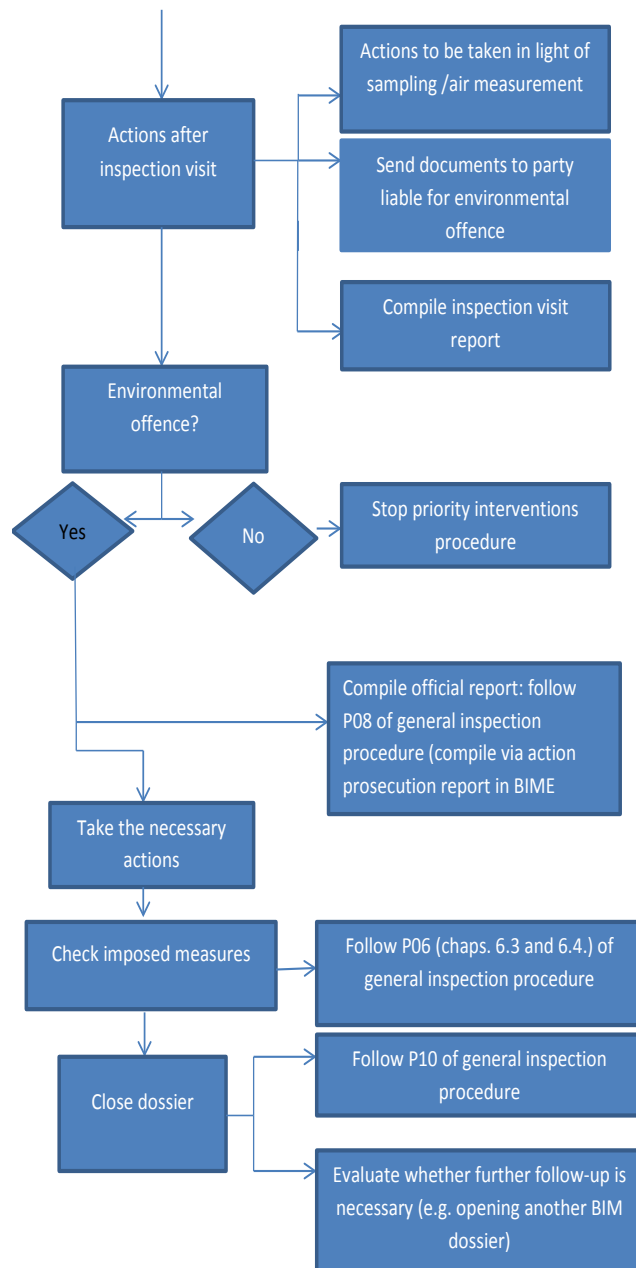
N.B.: the environmental permits relating to the restricted use of GMOs are stored in a separate database that is not yet accessible to inspectors. Contact the Environmental Permits department (contact: Christine Jansinski).



Procedure (2) incident/accident/urgent complaint







Communication data

COORDINATOR'S TASKS/ Head of departement

The communication strategy depends on the incident class.

Class	Incident characteristics
1	Very limited nuisance without danger for public health/human environment
2	Fairly extensive nuisance without danger for public health/human environment
3	Nuisance with danger for public health/human environment
4	Cross-border nuisance
5	Serious accident at Seveso company
6	Impact on surface waters (river bassin-cross border)

Note that the communication strategy may change as the process advances and more information becomes available.



Class	Actions to be taken	Responsible for action		Action carried out?		
		Coordinator	Department head	Ok	Not ok	Not relevant
1	Inform complainant	X				
2	Inform complainant Inform commune Inform department head inspection BIME Inform operator sewage water treatment plan South (BMWB) or North (Aquiris) Inform cabinet Inform Brussels port	X X X X X X				
3	Inform complainant Inform commune Inform department head inspection BIME Inform operator sewage water treatment plan South (BMWB) or North (Aquiris) Inform Brussels port Inform department head permits BIME Inform department head information BIME Inform management BIME Inform cabinet Organise consultation meeting/set up crisis unit External communication (press, internet)	X X X X X X X	 X X X X			



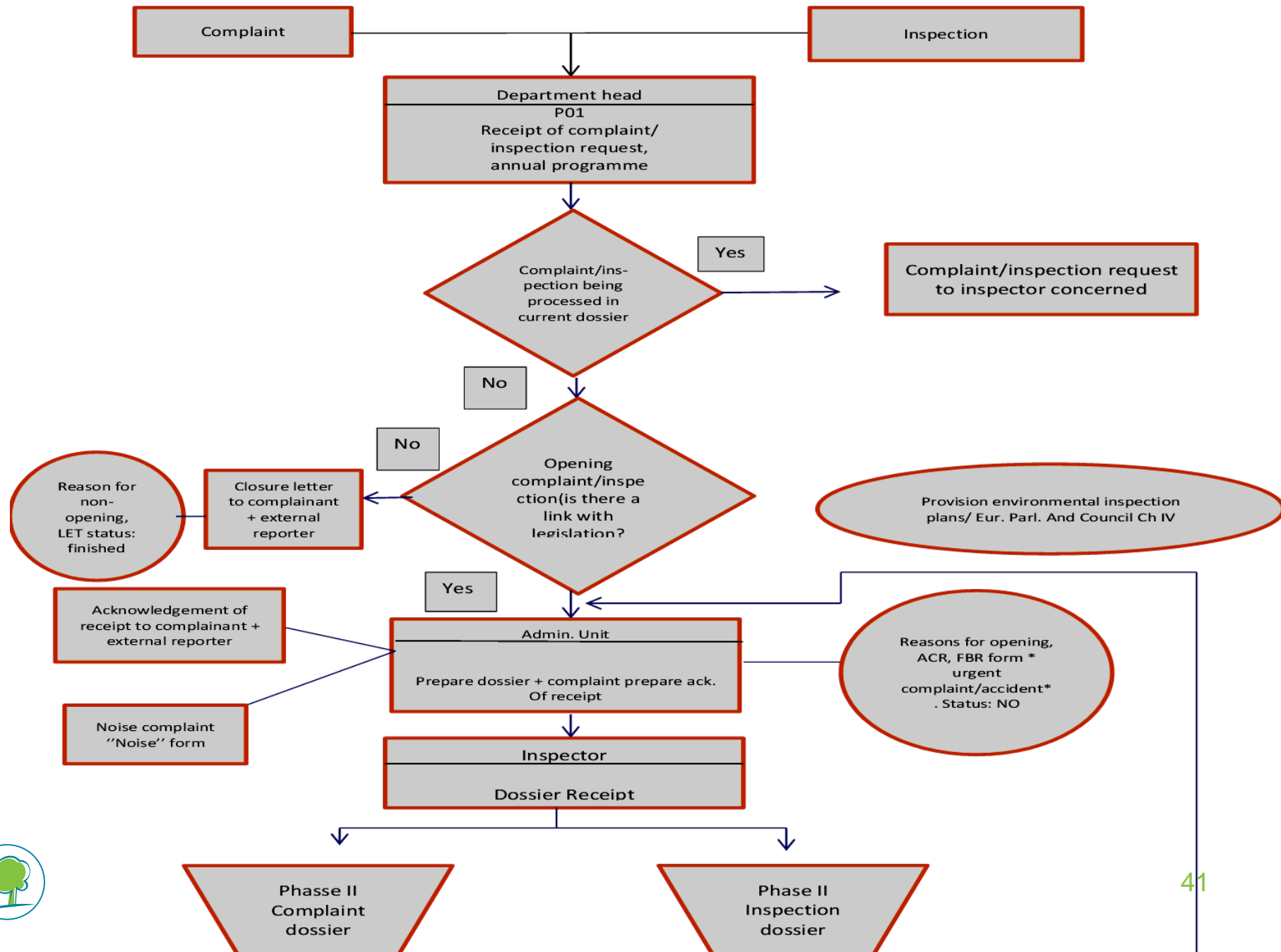
4	<p>Inform complainant</p> <p>Inform commune</p> <p>Inform department head inspection BIME</p> <p>Inform operator sewage water treatment plan South (BMWb) or North (Aquiris)</p> <p>Inform Brussels port</p> <p>Inform department head permits BIME</p> <p>Inform department head information BIME</p> <p>Inform other relevant departments of BIME</p> <p>Inform management BIME</p> <p>Inform cabinet</p> <p>Organise consultation meeting/set up crisis unit</p> <p>External communication (press, internet)</p> <p>Inform those responsible in the region(s) involved</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> 	 	 	 	
5	<p>Inform complainant</p> <p>Inform commune</p> <p>Inform department head inspection BIME</p> <p>Inform operator sewage water treatment plan South (BMWb) or North (Aquiris)</p> <p>Inform Brussels port</p> <p>Inform Federal Public Service Employment, Labour and Social Consultation (chemical risks department)</p> <p>Inform department head permits BIME</p> <p>Inform department head information BIME</p> <p>Inform other relevant departments of BIME</p> <p>Inform management BIME</p> <p>Inform cabinet</p> <p>Organise consultation meeting/set up crisis unit</p> <p>External communication (press, internet)</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> 	 	 	 	



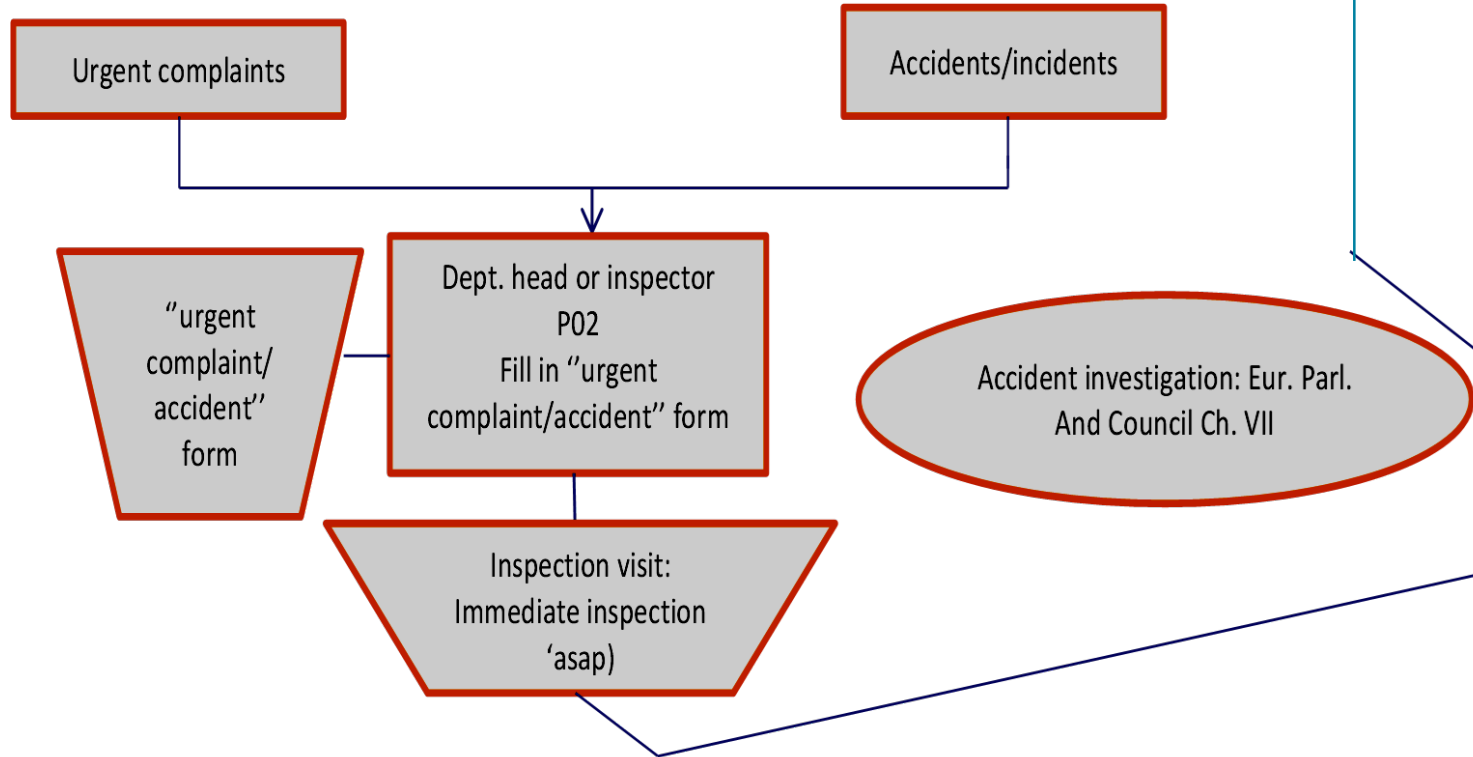
6	Inform complainant	X				
	Inform commune	X				
	Inform department head inspection BIME	X				
	Inform operator sewage water treatment plant South (BMWb) or North (Aquiris)	X				
	Inform Brussels port	X				
	Inform department head permits BIME	X				
	Inform department head information BIME	X				
	Inform other relevant departments of BIME	X				
	Inform management BIME			X		
	Inform cabinet			X		
	Organise consultation meeting/set up crisis unit			X		
	External communication (press, internet)	X		X		
	Pass on report to International Scheldt Commission since Dec. 2010 via WASS procedure (Warning and Alarm System for the Scheldt catchment area) using P1_Form 3					



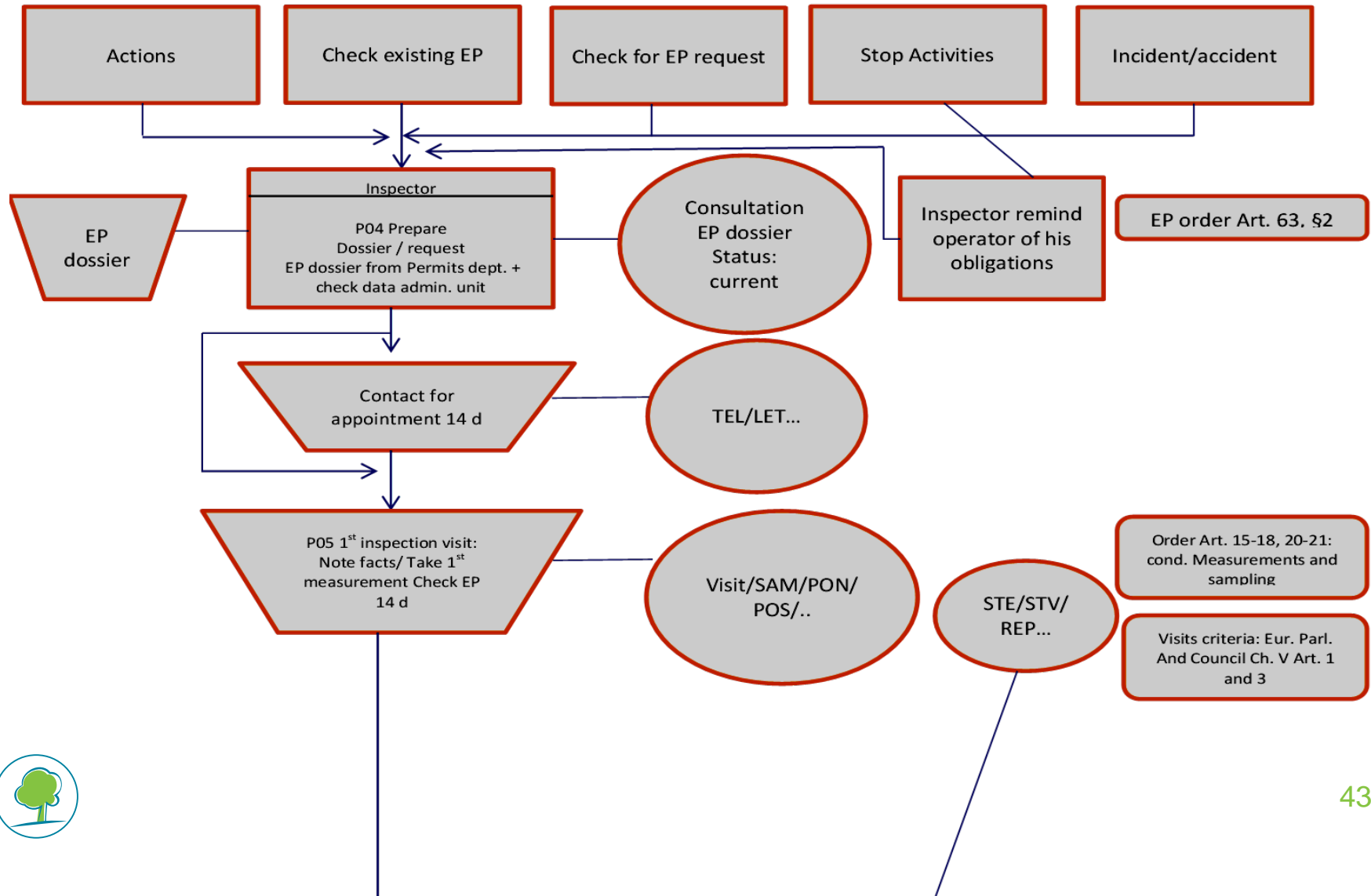
Procedure (3) Opening inspection file

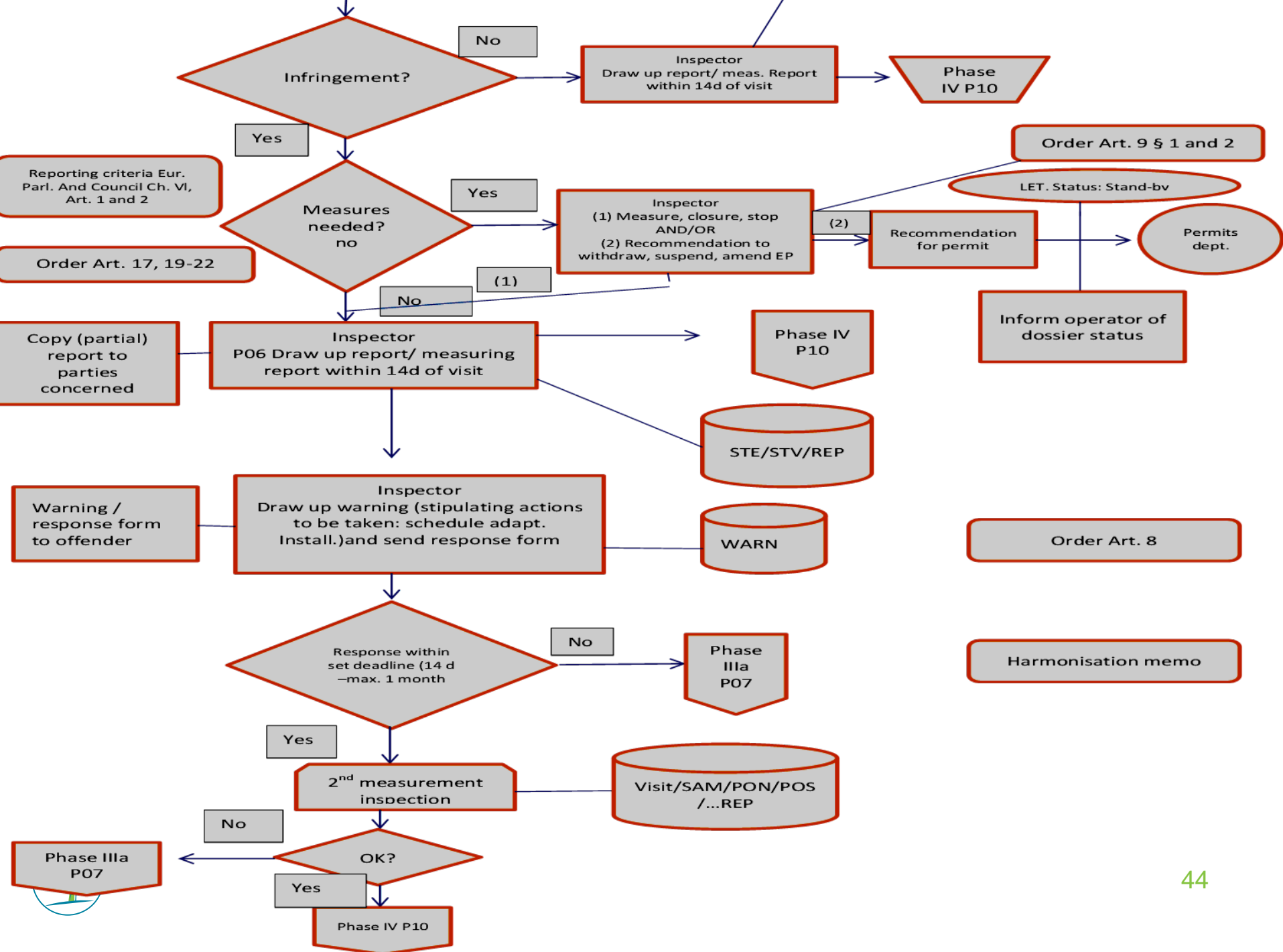


Exceptions to Phase I

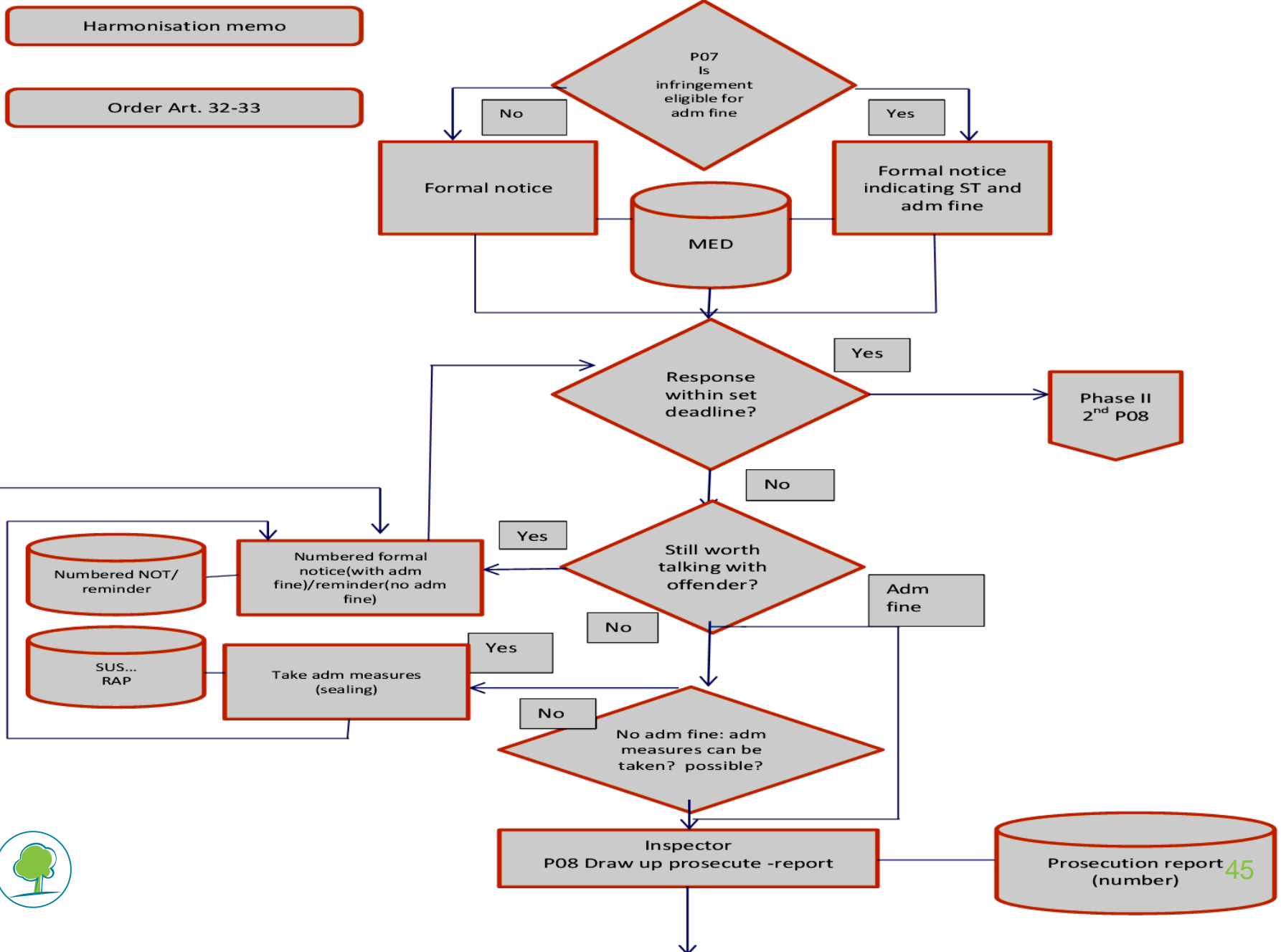


Phase II: Processing inspection dossier

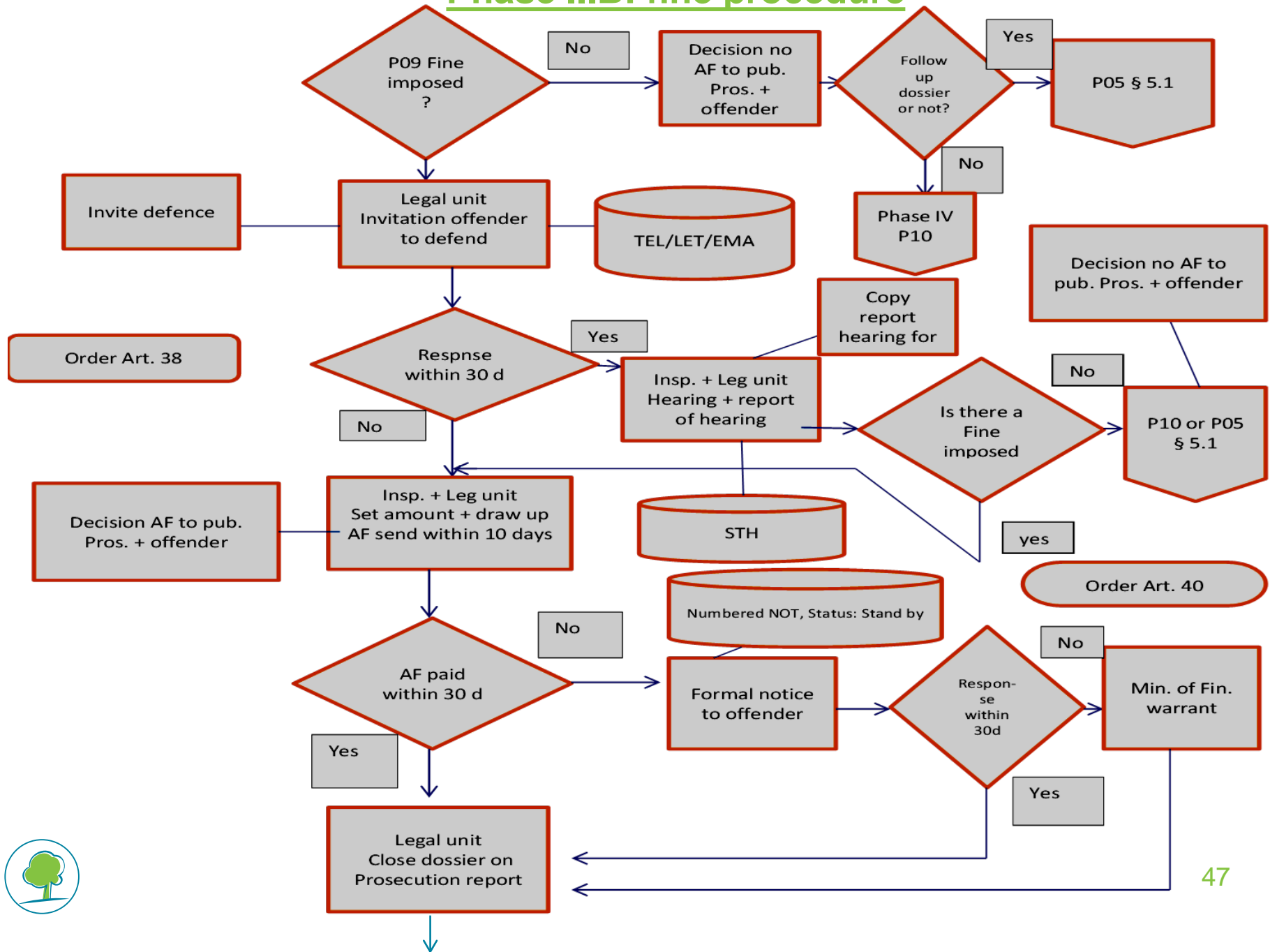


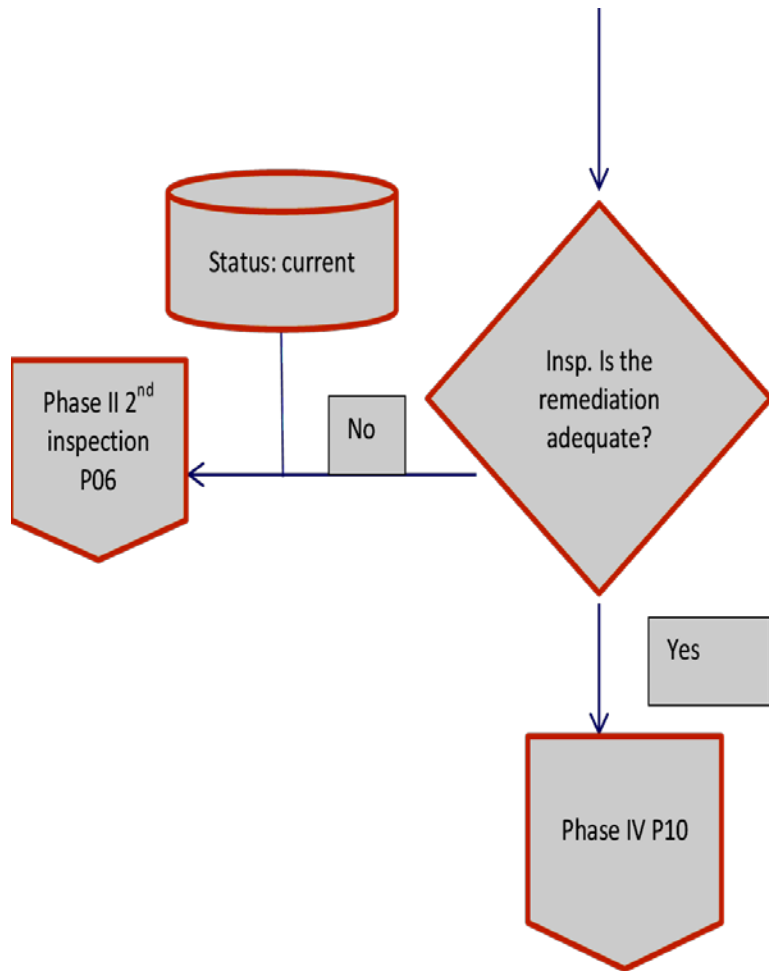


Phase IIIa: Processing dossier after warning

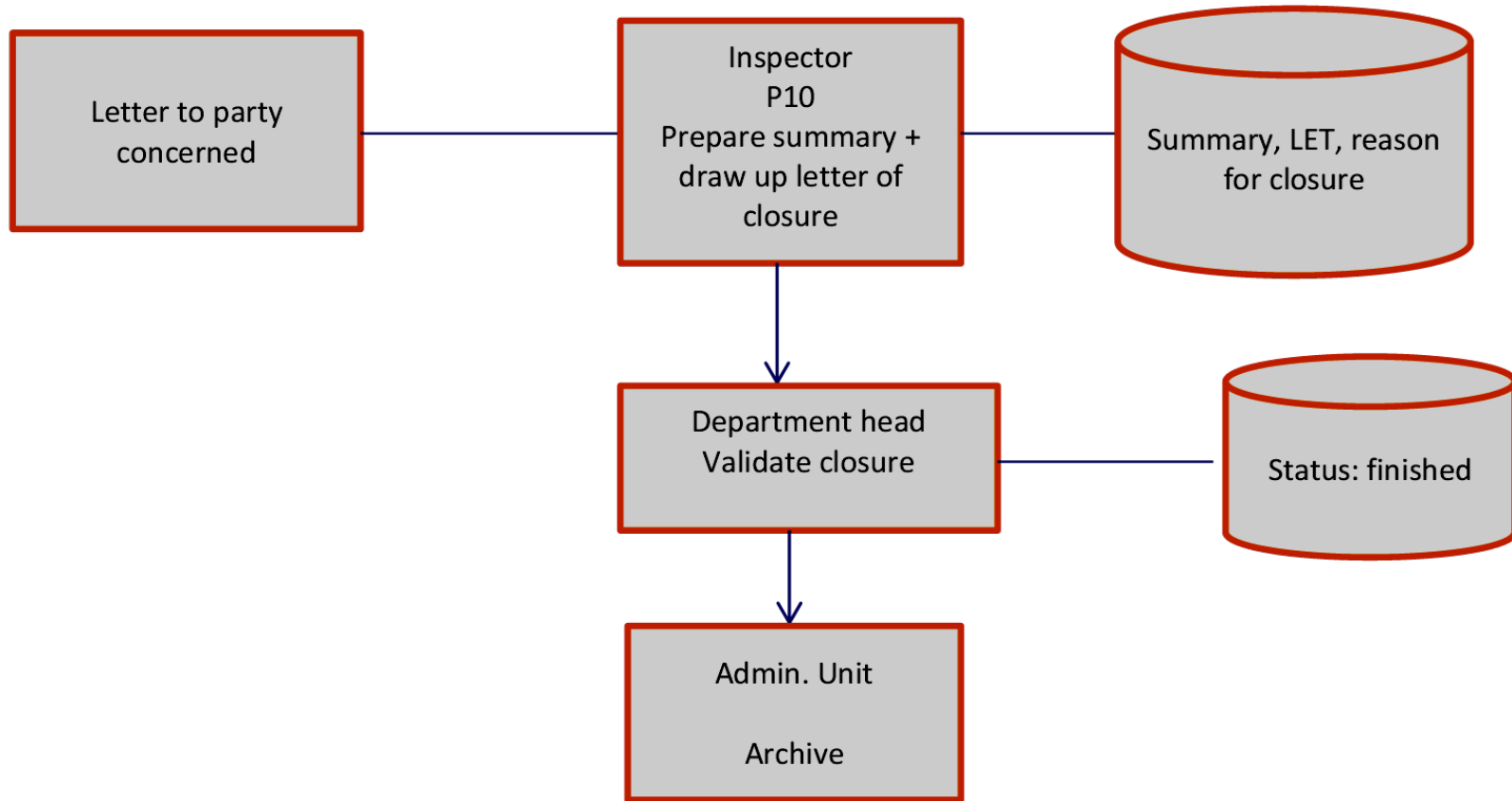


Phase IIIB: fine procedure





Phase IV: Close inspection dossier



Name of inspector
Head of department approval;.....

Cessation of activity
Number(s) of classified
installations:
Description:

Dossier type	Programme type	Disciplines	Sectors of activity
Access to information	Sector action: mass distribution	NO DISCIPLINE	NO SECTOR
Accident/incident	Sector action: legionellosis	Air	Agriculture
Apostil public prosecutor	Sector action: GMO/laboratory L3	Other	Office
EP inspection	Approval	Noise	Retail trade
Theme inspection	Administrative asbestos	Waste	Fuel retail trade
HC dossiers	Asbestos	Water	Wholesale and small-quantity wholesale trade
Complaint	Aeroplane	Nature	Vehicle trade and repair
	Heating oil tank	Non-ionising radiation	Textile manufacture
	Heating	Safety – General regulations on health and safety at work	Construction
	Sheep-feast	Ground and underground water	Water
Sub-type accident-incident	Garages	Vibrations	Education
	Polluted ground management		Cattle breeding
NO SUB-TYPE ACCIDENT INCIDENT	Water inspection	Resumption obligation sub-type	Forestry
Explosion	IPPC		Transport mat. production
Fire	Waste movement		Skins production
Air pollution	GMO		Production of other non-metal mineral products
Water pollution	GMO/polio		Machine production
Ground pollution	Resumption obligation		Horeca
Tank problem	Swimming pool		Printing, reproduction
	Solvents		Food industry
	Seveso		Chemical industry
	Service station		Tobacco industry
	Animal by-products		Paper/cardboard industry
	Inventory validation		Housing
	Transformer/condenser		Leisure
	Canal zone		Textile cleaning
			Funeral directors
			Postal service and telecommunications
			Energy production
			Recycling
			Health
			Services
			Fallow land
			Transport
			Metal work



Dossier .../02 to be created if dossier already exists:

Name and address of place of inspection or check:

Name and address of person in charge:

Exemple of a Maintenance workshop CHECKLIST

Name of agent(s):
.....
.....
.....

Business address:
Name:.....
Street:.....
Commune:.....
Tel.:..... Mobile:.....

Date

Registered office address

Name:.....
Street:.....
Commune:.....
Tel.:.....
Mobile:.....

It there a PE?	Yes	1A – 1B - => PE No						No
Fuel tank	Yes	Above ground	Volume in L+	... L	Underground		... L	No
Oil storage unit	Yes	< 60 L	> 60 L	Certificate of removal		yes	no	No
Is the oil storage unit enclosed?	Yes							No
Hazardous waste storage unit	Yes	Motor	Battery	Paint	Solvent	Other		No
Non-hazardous waste storage unit	Yes	Cardboard	Wood	Other				No
Oil traces in sewers	Yes							No
Ground impervious	Yes							No
Valid extinguisher (max. 1 year)		Extinguisher No			(1 per 10 vehicles)			No
RGIE/AREI certificate (general regulations on electrical installations)	Yes							No
Waste removal certificate	Yes	Name of firm and contract No						No
Hydrocarbon separator	Yes	Certificate of removal		yes		no		No
Pictogram	Yes	Emergency exit		No smoking		No public access		No
		yes	no	yes	no	yes	no	
Number of parking places		outdoor			indoor			
Presence of ELV	Yes	How much =>			Number of ELV			No
Washing station	Yes							No
Painting booth	Yes							No
Access to housing	Yes	Fire door	Standard door		Other			No
Petrol station	Yes	Indoor installation		oil		Above ground		No
						Underground		
				heating oil		Above ground		
						Underground		
Boiler > 100 Kw	Yes	Maintenance certificate			yes		no	No
Compressor > 2 Kw	Yes							No

