**Odour Management Plan (OMP) - Template**

*[Guidance – read and delete.*

**How to use this OMP template**

*All sites with the potential to generate offensive odours must have an odour management plan (OMP). The scope and level of detail in an OMP will depend on the nature of the activities being undertaken and must be proportionate to the risk to receptors.*

*You should use this template to prepare an odour management plan (OMP) for SEPA. A clearly written and structured plan will help to avoid delays in processing your authorisation application caused by not being able to duly make it or having to ask for further information.*

*Use of the template does not automatically mean the OMP will be acceptable. However, it will help you to provide the level of information that SEPA expects to be included.*

*This is a generic OMP template that uses common headings intended to be used for all sectors and types of facility e.g. waste transfer station, anaerobic digestion plant, abattoir, food processing, intensive farming etc.*

*You should read the* ***SEPA Odour Guidance*** *and**any other relevant guidance before you prepare your plan. You will need to identify controls and explain how they will be used and monitored depending on* ***sector-specific*** *and* ***site-specific issues.***

*If you think that a heading, section or question is not applicable to your operation, you must state underneath that you think it is not applicable and explain why. Where tables are used, if you run out of space add more lines to the table as required.*

*Delete all the shaded boxes of guidance text and other instructions provided after you have finished writing your plan before you submit it.*

**Preparing your OMP**

*Your OMP should:*

* *include appropriate measures /Best Available Techniques (BAT) for your type of facility. It is important to note that* guidance *gets updated from time to time and we will endeavour to periodically update this template to keep it current. However, the onus is on you to check you are using the most up to date sources of information.*
* *be written in an active style and demonstrate the commitment of the operator to control odour on site without conditions being added to statements e.g. “The reception area will be emptied at the end of each day and cleaned following the procedure detailed in Appendix A”, not “Most days it should be possible to empty the reception area by the end of the day, and when possible, it will be given a quick clean”.*
* *be specific to the site and the sector.*
* *include clear instructions to your staff on how to prevent / minimise any impact of odour pollution outside the site boundary, under both normal operations and during abnormal events.*
* *be part of the Environment Management System, and all cross-referenced documents must be dated and have a version number. These should be sent as attachments when submitting the OMP. Should amendments be made to cross-referenced documents and these changes impact the OMP then the OMP will need to be updated accordingly.*
* *be simple to review and update when required.*

**Odour Management Plan**

*[Guidance – read and delete.*

*Complete the information below to create the cover page for your odour management plan.*

**Site details**

|  |  |
| --- | --- |
| **Site name:** |  |
| **Site address:** |  |
| **Operator name:** |  |
| **Authorisation number (if known):**  |  |

**Document owner**

|  |  |
| --- | --- |
| **Document author:** |  |
| **Version number:** |  |

**Who this plan is for**

[*Guidance – read and delete.*

*Use the space below to list the people who should read this plan, for example this may include your staff, customers, SEPA officers and contractors working on site].*

* Who should be made aware of this plan?
* How will they be made aware?
* A statement of management commitment (at all levels) to this OMP must be provided.

**List of revisions**

*Guidance – read and delete.*

*Use the following table to record information each time the OMP is revised. The revision description should make it clear which sections have been changed and provide a short description of the change. Add more rows in the table as required.*]

|  |  |  |  |
| --- | --- | --- | --- |
| **Revision number** | **Revision authorised by** | **Date submitted to SEPA** | **Revision owner** |
|  |  |  |  |
|  |  |  |  |

**Contents**

[*Guidance – read and delete.*

*Please add a table of contents listing the main headings and the page numbers. Microsoft Word can do this for you automatically under the “References Tab” – remember to press “Update Table” after making any changes.*]

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## Introduction

*[Guidance – read and delete.*

*Provide a brief overview of your site using the sections below.]*

### 1.1 Site description

*[Guidance – read and delete.*

*Provide a brief overview of the type of site and its location and clearly state the answers to the questions in the following bullet points.]*

* brief description of type of site, e.g. abattoir, in-vessel composting (full details of operations to be described in Section 3)
* describe the site location, e.g. industrial area, countryside etc.
* state the days and hours of operation.
* any other information you feel is relevant, particularly in relation to odour emissions.

### 1.2 Maintenance and review of the OMP

*[Guidance – read and delete.*

*This section is about identifying who (Job role/title) is responsible for managing odour on site and what training they receive to ensure they are competent to do so.*

*Clearly state the answers to the questions in the bullet points below or provide an odour training matrix. Copies of training documents do NOT need to be supplied with this document.]*

* who (Job Title) is responsible for the OMP and ensuring people are trained?
* where is the plan stored?
* state when the plan is reviewed.
* what training have the staff on site received in order to implement the OMP?
* how often are they trained and who delivers the training?
* how will the OMP be amended to reflect ongoing site changes? (management of change)
* any other information you feel is relevant.

### 1.3 Relevant sector guidance on which this OMP is based.

*[Guidance – read and delete.*

*This section is about being clear which guidance documents have been used in the completion of the OMP. Your plan will be more robust if relevant and up to date guidance is used, especially when deciding on the appropriate measures and BAT to be included.*

*Clearly state the answers to the questions in the following bullet points.]*

* Provide titles, sources and publication dates of all guidance referred to when writing this OMP.
* any other information you feel is relevant.

## Receptors

*[Guidance - read and delete.*

*Identifying receptors helps you assess the risk of odour pollution taking into account the Source Pathway Receptor model. Provide details of who is at risk of being affected by odours from your site by completing Table 2.1 and support this with a scale map (Figure 2.1) showing the location of the site and each of the receptors listed in Table 2.1.*

*Add or delete rows in Table 2.1 as needed.]*

### 2.1. Receptor List

**Table 2.1. Receptor list**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Receptor reference** (A, B, C etc. Use to label Fig 2.1) | **Land use e.g. house, school, hospital, commercial** | **Direction from site (North, South, East, West)** | **Approximate distance to site****boundary (m)** | **Sensitivity to odour**Low (e.g. footpath/road)Medium (e.g. industrial / commercial workplace)High (e.g. housing / pub / hotel etc.) |
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**Figure 2.1 Map of site location and receptors**

*[Guidance – read and delete.*

*Provide a clear map showing the location of your site in relation to the receptors listed in* [*Table 2.1*](#_Receptor_(A,_B,)*. and mark the installation boundary. Use the same receptor references on the map as used in Table 2.1. Identify the type of land use in the area around the site (residential, commercial, industrial, recreational etc.) and identify other potentially odorous sources in the area. The map should be easily legible at A4 size.* ***Include a scale bar and show compass point to north.****]*

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### 2.2. Wind rose and source of weather data.

*[Guidance – read and delete.*

*Provide a wind rose chart in Figure 2.2 showing the distribution of wind speed and wind direction around the site over a period of time. This information is important in relation to the* [*Receptor List*](#_2.1._Receptor_List)*. Provide details of where weather data for the site is obtained, it is important to use a robust source close to your site (i.e. the* [*UK Met Office*](https://www.metoffice.gov.uk/)*). If you have an on-site weather station, provide details of the type, what conditions are monitored and where it is located* (see [here](https://www.wunderground.com/pws/installation-guide) for advice on how to set up a weather station).*]*

**Figure 2.2. - Wind rose**

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## Sources of odour and site processes

*[Guidance – read and delete.*

*Using the sections below, describe what the site does and be specific about the materials delivered to site and the site activities e.g. delivery procedures, treatment processes / storage locations / storage quantities / storage duration etc. Support this with a simple site layout plan (Figure 3.3) to show how the site is laid out and which parts are relevant in terms of odorous processes and odour emission locations. This information may also be held in other management plans and therefore, the relevant information needs to be copied and detailed below.]*

### 3.1 Odorous materials entering and leaving site.

*[Guidance – read and delete.*

*Some examples of points to consider are provided below and should be tailored to your site’s activities.*

* *how are deliveries made to the site e.g. road/rail?*
* *at what frequency does the site receive deliveries?*
* *what kind of containers is the material received in?*
* *are the vehicles sealed or covered?*
* *are customers / vehicle drivers provided with any special instructions about odorous loads?*
* *what protocol is in place for unacceptable materials being delivered? If you have a Waste Rejection Protocol this can be cross-referenced*
* *any other information you feel is relevant.*

### 3.2 Odorous materials

 *[Guidance – read and delete.*

*Under the ‘Odorous material’ heading in the table below, include all odorous material (any solid, liquid or gas delivered to site) and all material with the potential to become odorous as a result of processes on site. List the odorous materials in the order that they appear or are generated by the process i.e. start with deliveries of inputs or feedstocks, then describe materials generated during processing, then list outputs, in other words, follow the odorous materials through the site from delivery through to dispatch. Some materials will be more odorous than others and have the potential to become odorous more quickly than others e.g. those containing organic content. For example, materials accepted by a waste transfer station will vary from municipal waste (High Risk) to green woody waste (Medium Risk) to clean cardboard and glass (Low Risk). As an operator, you should be aware of the materials you process on site and the risk associated with these materials and the measures you put in place to minimise and / or eliminate associate odour. The quantities on site will vary so consider Bank Holiday weekends and seasonal variations.*

*See examples in blue text below and add more lines to Table 3.2 as required.*]

**Table 3.2 Odorous materials**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Odorous and potentially odorous material (any solid, liquid or gas)** | **Odour potential****High Risk / Medium Risk / Low Risk**  | **Maximum quantity on site at any given day (tonnes per day or litres per day)** | **Maximum time held on site (hours or days)** | **Location of odorous materials on site** | **Additional comments**  |
| Municipal waste | High | 100 tonnes | 24 hours | Reception hall | Single source waste with contract in place |
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### 3.3 Overview of odorous processes and emissions

*[Guidance – read and delete.*

*Provide a description (whether text / diagrams or tables) of the site layout and the processes carried out including the information in the bullet points below as a minimum. Use Figure 3.3 as a guide to show the site infrastructure relevant to any odorous processes carried out and the odour emission locations on your site e.g.*

* *name and type of buildings,*
* *if applicable, describe the building air ventilation system, including overall design capacity, areas served and capacity associated with each, construction material, condensate knock out pots.*
* *loading and unloading areas,*
* *storage areas,*
* *windrows, (if composting site),*
* *processing areas,*
* *which activities have the most odour potential e.g. a food and drink site may receive low to medium material delivered to site, but processing (cooking) will mean this becomes high risk,*
* *fixed plant and layout of equipment, e.g. trommel, conveyor etc,*
* *locations of mobile plant,*
* *odorous emission points e.g. unabated (doors, roof vents, LEVs, PVRs, etc.) and abated (bio scrubber stack, biofilter, chemical scrubber, etc.)]*
* *risk associated with activity e.g. high medium or low,*
* *any other information you feel is relevant.*

**Figure 3.3 – Site plan showing odorous process locations / odorous emissions / storage.**

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##

## Control measures and process monitoring.

### 4.1 Appropriate measures / BAT

[*Guidance – read and delete.*

*The previous section described the odorous sources and processes on site which do, or could, result in the risk of odour pollution. The purpose of this section is for you to demonstrate how you prevent or minimise the odour from materials processed and / or held on site. The type of operation you run will determine whether or not you use containment and abatement; if you do, this should be described in Table 4.1.*

*Detail in the table below what action(s) you will take to prevent and / or minimise this risk using appropriate measures and BAT. You should take into account the level of risk associated with each potentially odorous activity on your site (section 3) and the type of sensitive receptors in the surrounding area (section 2). Ensure details of all monitoring is recorded accordingly.*

*Use* ***Column 1*** *to identify every process on site that causes odour and in addition, all inputs and outputs from the site that could cause odour. This could be storage of odorous materials, shredding, compost windrows, slaughter room activity, wastewater treatment plant, etc.*

*Use* ***Column 2*** *to detail all existing control measures including* ***containment, abatement, appropriate measures and BAT****. For example, if you have a blood tank on site, describe where this is located, inside a building or outside a building? Is it located within a bund? Is it refrigerated or do you make use of preservatives? If the blood tank is ducted to odour abatement, how do you ensure it’s working effectively?*

*Use* ***Column 3*** *to explain how often the control measures on site are monitored. For example, every 7 days a visual inspection of the bio filter is carried out looking for weed growth and cracks in the surface.*

*Use* ***Column 4*** *to describe what process parameters you monitor for, e.g. temperature, humidity, flow rate, pressure, pH, or gas stream content, e.g. at the inlet and outlet of a bio filter, etc. Describe the monitoring optimum performance levels associated with each of these.*

*Use* ***Column 5*** *to describe the trigger levels, i.e. what do you look for to see your process is not under control. For example, if your bio filter should be maintained between pH6.5 and 7.2, then the trigger levels will be: <pH6.5 and >pH7.2*

*Use* ***Column 6*** *to explain what action is taken if the monitoring shows results outside of the optimum performance levels. For example, if the pH of the media in your bio filter should be maintained between pH6.5 and pH7.2, what action is taken if the levels are outside this range?*

*You may already have a standalone monitoring procedure for appropriate measures / BAT on site e.g. the plan you go to for information on how you monitor your biofilter and check back pressure, pH, moisture etc. In which case, this plan can be cross-referenced.*

*See example in blue text below and add more lines to Table 4.1 as required.*]

**Table 4.1 Monitoring procedures for appropriate measures/ BAT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Odorous and potentially odorous process / material**  | **Control measures (Appropriate Measure / BAT)** | **Monitoring frequency** | **Monitoring procedure and optimum process parameters** | **Trigger level** | **Action taken if outside optimum process parameters** |
| Waste storage in reception hall | First In First Out (FIFO) / alternate bays |  Constant – ongoing through shift  | Visual inspection to ensure the bay with the oldest material is emptied first and the second bay isn’t allowed to fill completely | Bay 1 full and not being emptied, Bay 2 more than half full | If reception storage is reaching capacity, waste deliveries will be ceased until process back under control |
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## Odour reporting & monitoring

*[Guidance – read and delete.*

*Provide details on how you will respond to an odour pollution notification and provide time limit within which you will investigate the odour and record the complaint. Being a good neighbour is important and can be very beneficial to a business. Any form used for this section can be cross-referenced.]*

### 5.1 Complaints reporting

[*Replace this text with details on how you will report odour complaints to SEPA. Please note that SEPA expect to be notified as soon as possible if you receive an odour complaint directly from a member of the public. Ensure that your procedures are in line with your permit and include a review and improvement cycle following complaints*].

### 5.2 Community engagement

[*Replace text with details of how you will interact with neighbouring businesses/local residents where required*].

### 5.3 Proactive odour monitoring

[*Replace this text with details of any monitoring of odour e.g. routine off-site odour impact investigations (to a recognised standard) that are carried out regardless of reports of odour from receptors.*].

### 5.4 Reactive odour monitoring

[*Replace this text with details of odour monitoring carried out following reports of odour from receptors*].

## Abnormal events

*[Guidance - read and delete.*

*Use this Table 6.1 to list abnormal events for your site, that is, reasonably foreseeable issues that are likely to put pressure on your site processes. For example, you may be in a position that you can’t remove materials from site, you could experience* ***equipment breakdown, power failure, fire, flood, or you may be short staffed etc****. Provide details of your recovery steps for each event; that is, what is done on site to plan for these foreseeable issues.*

*There may be other documents that cover this information e.g. management plans, business continuity plans; therefore, information can be pulled from these other documents to complete this table.*

*See the example in blue text in the Table 6.1 below and add more rows as required.]*

**Table 6.1 Abnormal events**

|  |  |
| --- | --- |
| **Abnormal event** | **Contingency & Recovery steps** |
| Equipment Breakdown | Critical infrastructure analysis has been carried out and we hold a stock of critical parts. We also have a contract in place for breakdown required within 24 hours. Waste will be diverted to [location] until repaired. |
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