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## Green Lead Site Assessment Form ©

This Form is designed to provide information to assist in the assessment of Pilot Scheme suitability.

### 1.0 General Information

Company Name	
Location	
Date	
Name of lead recycling plant/business	
Name of Company Representative	
Position of the Representative in the Company	
Company Address	
Phone number	
Facsimile number	
Internet Web Site	
E-mail address of main contact person	
Name of the Assessor	
Assessors Credentials (SBC, ILMC, etc)	
Operational area (m <sup>2</sup> /ha)	
Lease or freehold site/property – for lease state expiration date.	
Previous use of the site or property.	

## 2.0 Process or Production Unit(s)

No.	Type of Process – Mining/Smelting/Manufacturing/Recycling	
1	What are the lead bearing materials processed?	
2	What is the annual quantity of leaded materials?	
3	How are leaded material delivered/collected?	
4	What are the facilities for the reception of leaded materials?	
5	How are the primary/scrap materials sorted?	
6	Do you use mechanical or manual material handling?	
7	What are the battery component manufacturing/separation processes in place?	
8	Is there a separate component storage/transport system?	
9	What are the material smelting/melting/refining processes in place?	
10	What type and number of furnace(s)/kettles used?	
11	How is the furnace/kettle charged?	
12	What are the furnace/kettle combustion conditions?	
13	What is the furnace/kettle hygiene regime?	
14	Which type of baghouse or ventilation systems are in place?	
15	How are furnace lead and slag/dross removed?	
16	How are dross/slag treated, stored and disposed?	
17	What are the internal/external processes for process by-products?	
18	How are by-products segregated and stored?	
19	What are the by-product treatment processes?	
20	What are the bullion/ingot casting/battery production line procedures?	

### 3.0 Environmental Status

		Answer and/or Reference Document	GL /Basel Technical Guidelines Compliant	Recommendations/Corrective Action
1	Is the operation certified to ISO 14001 or another recognized environmental management system?			
2	How does the company keep up to date with new environmental legislation and other applicable environmental requirements?			
3	What are the regulatory limits for atmospheric discharges including those for leaded processes specifically?			
4	What are the point and diffuse sources of atmospheric discharges?			
5	Do these discharges meet current regulatory requirements?			
6	What type of ventilation is used in storage areas?			
7	What are the face velocities for extraction/ventilation units?			
8	What is the 12 month wind speed and direction profile to ascertain likely pollution hotspots?			
9	How close is the general population to the plant?			
10	How is spillage prevented from above or underground storage tanks?			
11	What are the national standards for the discharge of process effluent?			

		Answer and/or Reference Document	GL /Basel Technical Guidelines Compliant	Recommendations/Corrective Action
12	What are the sources of wastewater at the site?			
13	Is there a common drainage system for process and surface water?			
14	How does the company ensure that the drains are not leaking and potentially polluting the soil and groundwater?			
15	How is waste battery acid and contaminated effluent treated?			
16	Is the waste liquid effluent discharged and, if so, how?			
17	What non-hazardous process waste is generated at the site?			
18	How is non-hazardous waste disposed of?			
19	What is the National legislation for hazardous waste management?			
20	Which types of hazardous waste are generated at the site?			
21	What is the chemical composition of the baghouse fume?			
22	How is the baghouse fume treated?			
23	What is the baghouse maintenance regime?			
24	How are hazardous solid waste materials stored?			

		Answer and/or Reference Document	GL /Basel Technical Guidelines Compliant	Recommendations/Corrective Action
25	Who controls documentation associated with hazardous waste?			
26	How does the company dispose of, or treat solid hazardous waste?			
27	Who is responsible for environmental management on the site?			
28	Is there a Site Sustainability Plan			
29	How does the company document, and respond to inquiries about environmental issues?			
30	Have any complaints been raised by adjacent communities in the past 12 months?			
31	Have there ever been any actions taken against the company by any government agency?			

#### 4.0 Occupational Lead Exposure

		Answer and/or Reference Document	GL /Basel Technical Guidelines Compliant	Recommendations/Corrective Action
1	Number of employees			
2	Age and service profiles			
3	Labor turnover rates			
4	Hours of work – a. Days – Monday- Friday b. Days – Continuous c. Shiftwork			
5	Is there a hygiene policy?			
6	Does the plant have a dedicated health clinic Medical Officer and Occupational Nurse?			
7	How are health risks communicated to employees?			
8	What are the changing facilities prior to and after work?			
9	What is the washing and changing regime at the end of work?			
10	Are personnel issued with special protective equipment and/or works clothing?			
11	How often is works clothing washed?			
12	Is process clothing washed at the site?			
13	Are eating and process areas segregated?			
14	Are the eating areas free of lead dust?			

		Answer and/or Reference Document	GL /Basel Technical Guidelines Compliant	Recommendations/Corrective Action
15	Do employees wash their hands and face prior to eating?			
16	Is there a respirator policy?			
17	Are respirators issued and worn by employees in exposed areas?			
18	Is there a hygiene surveillance program?			
19	Does every employee undergo a Hygiene Induction?			
20	How are the employees' lead in blood levels measured?			
21	What happens to employees with elevated levels of lead in blood?			
22	How are lead in air values monitored?			
23	What are the ranges and mean lead in blood levels for employees – by Department? a. Production b. Engineering c. Administration			
24	What are the lead in blood trends? c. Production d. Engineering c. Administration			
25	Who is responsible for occupational health at the Site?			

## 5.0 Safety

		Answer and/or Reference Document	GL /Basel Technical Guidelines Compliant	Recommendations/Corrective Action
1	Is there a safety management system such as OHSAS 18001/equivalent /participation in the MCEP, or a set of risk assessments as part of an ISO 9000:2000 series?			
2	Is there a written and published Safety Policy?			
3	Is there an emergency and disaster plan?			
4	When was the emergency and disaster plan tested?			
5	Are there regular Safety Inspections and Audits?			
6	What competent person(s) carries out the Inspections?			
7	How are any deficiencies identified in the Inspections corrected and who tracks them?			
8	Does every employee and contractor undergo a Safety Training Induction?			
9	Have risk assessments been carried out for each operation?			
10	Is there a record of every accident on site?			
11	Is every accident investigated?			
12	Who participates in the accident investigation?			
13	How is Safety performance measured?			

		Answer and/or Reference Document	GL /Basel Technical Guidelines Compliant	Recommendations/Corrective Action
14	Is there a Permit to Work System for maintenance?			
15	Are pedestrian walkways segregated and clearly marked from roadways and operating areas?			
16	Who is responsible for the Implementation and Evaluation of the Safety Program?			
17	Is there a multi-stakeholder Safety Committee?			
18	Are there special procedures for the following?			
	18a - Confined Space Entry			
	18b - Lockout/Tagout			
	18c - Working at heights			
	18d - Materials Handling			
	18e - Mobile Equipment			
	18f - Hazardous materials/Explosives			
	18g - Ladders and Scaffolding			
	18h – Abrasive Wheels and Power Tools			
	18i – Welding (of any material)			
	18j – Working underground			
19	Do emergency exits display direction signs?			
20	What Fire Precautions and Procedures are in place?			
21	When was the last Fire Drill with the local Fire Service?			

## 6.0 Suppliers and Customers

		Answer and/or Reference Document	GL /Basel Technical Guidelines Compliant	Recommendations/Corrective Action
1	What companies are the main suppliers of leaded materials to the site?			
2	What are the annual quantities of purchased leaded raw materials (ULAB for recyclers)?			
3	What are the main outlets for the finished products from the site?			
4	How are the finished products transported from the Site?			
5	Does a company representative visit the premises of suppliers of leaded materials?			
6	Does a company representative visit the premises of the customers of the products?			
7	Is there a process in place to evaluate EHS performance of suppliers?			
8	Does the company provide health, safety and environmental information to its customers about its products?			
9	What National and/or International Protocols are applied to the transport of new and/or used lead acid batteries?			
10	Does the Company provide its Customers with information about environmentally safe disposal at the end of its product's life?			
11	Can Customers contact the Company to ask about the use and disposal of its products?			
12	Does the Company impose any environmental standards of performance on suppliers of leaded materials?			
13	Does the Company carry out Environmental & Safety inspections of Suppliers & Customers?			

## 7.0 ULAB Recycling Plants

		Answer and/or Reference Document	GL /Basel Technical Guidelines Compliant	Recommendations/Corrective Action
1	Are any ULAB recycled from imported sources?			
2	What are the annual quantities of ULAB recycled?			
3	Are used batteries collected at the retail outlets?			
4	What happens to ULAB collected at retail outlets?			
5	How are ULAB stored at the retail outlets?			
6	How are ULAB collected at retail outlets transported to recyclers?			
7	Are ULAB drained of acid prior to transportation?			
8	Are ULAB reconditioned?			
9	Where are used batteries reconditioned?			
10	Number of used battery collection centers or retailers or service centers collecting ULAB			
11	How are ULAB stored in the collection centers, retailers or service centers?			
12	How is spillage contained in collection centers?			
13	What are the transport arrangements from the retailers or collection/service centers to the recycler?			
14	Are ULAB recycled in the country they are collected?			

		Answer and/or Reference Document	GL /Basel Technical Guidelines Compliant	Recommendations/Corrective Action
15	Are any used batteries exported for recycling?			
16	Where are used batteries exported for recycling?			
17	What are the regulations for the export of ULAB?			
18	What special precautions are taken for the trans-boundary shipment ULAB?			
19	Is the battery electrolyte drained prior to trans-boundary shipment?			
20	What happens to ULAB that are not collected for recycling?			

### 8.0 Community Issues - Awareness and Attitudes

		Answer and/or Reference Document	GL /Basel Technical Guidelines Compliant	Recommendations/Corrective Action
1	What do you know about lead contamination from ULAB?			
2	Have you ever attended a health awareness class about lead?			
3	Do you know the effects of lead exposure on the: <ul style="list-style-type: none"> <li>• Environment; atmosphere, water, soil, eco systems?</li> <li>• Population – Adults and Children?</li> </ul>			
4	How often do you come into contact with Lead Acid Batteries?			
5	What do you do with your used ULAB and why?			
6	What do you think should be done with a used ULAB?			
7	In your opinion, how should the problem of lead contamination from ULAB be solved?			
8	What incentives encourage you to return a used battery to a collection center/battery retailer?			
9	Do you know of any lead contamination awareness programs performed by any Governmental Institutions?			
10	Has any information provided been effective in encouraging you to dispose of your ULAB in an environmentally sound manner?			

		Answer and/or Reference Document	GL /Basel Technical Guidelines Compliant	Recommendations/Corrective Action
11	How do you think waste disposal programs could be improved?			
12	Are you aware of any incentive programs for returning used batteries for recycling? (ACL)			
13	Do you have any comments or suggestions for the Lead Industry or Government Environmental Agencies that would help promote a sustainable environmentally sound and socio-economically acceptable solution to the recycling of ULAB?			
14	Do you live close to either, a Lead Mine, Lead Smelter, ULAB Recycling Plant, ULAB collection center or a battery retailer.			

**9.0 Product Use – Domestic/Industrial (For Surveys by random sampling only)**

		Answer and/or Reference Document	GL /Basel Technical Guidelines Compliant	Recommendations/Corrective Action
1	Are there lead acid batteries in your home, including UPS units?			
2	If so, how many?			
3	What are lead acid batteries used for in your home? <ul style="list-style-type: none"> <li>• TV</li> <li>• Lighting</li> <li>• Refrigeration</li> <li>• Computers (UPS)</li> <li>• Other uses</li> </ul>			
4	What type of lead acid batteries are used in your home? <ul style="list-style-type: none"> <li>• 12 volt car /truck batteries</li> <li>• Deep cycle batteries</li> <li>• Other batteries</li> </ul>			
5	Were the lead acid batteries bought as new from a registered supplier?			
6	What is/are the make or brand of the battery/batteries?			
7	Are the batteries reconditioned?			
8	How are the batteries recharged?			
9	How long do the batteries last?			
10	Are you aware of the health hazards associated with lead exposure?			
11	What do you do with a ULAB?			
12	Are the ULAB collected or do you have to take them to a collector?			
13	Who collects the ULAB?			