



Green Lead Site Assessment Guide[©]

This Guide is designed to assist in the completion of the Green Lead Assessment Form (Form) for Environmentally Sound Management (ESM).

1. Introduction

This Guide should be used in conjunction with the Green Lead Site Assessment Form*.

The Green Lead Site Assessment Form is suitable for the Assessment of Environmental Performance of any phase in the Life Cycle of the Lead Acid Battery from the Mining of Lead Bearing Ore, through Smelting, Lead Refining, Battery Manufacture, Retailing, Used Lead Acid Battery (ULAB) Recovery and Recycling.

The Form has been designed to be suitable for External use by an Independent third party Assessor and Self Assessment by any company or organization wishing to conduct an “in house” Assessment.

The Benchmarks for the determination of Environmental Performance are set out in the Green Lead Protocols and any Independent Assessor or Company Personnel using the Form to assess Environmental Performance must familiarize themselves with the Green Lead Protocols, and Local Legislation and International Conventions and Protocols applicable to the products mined, produced and recycled by the Lead Industry, in order to determine the levels of compliance.

The Green Lead Assessment Form is compatible with the Basel Technical Guidelines for the Recycling of ULAB, but users should bear in mind that the Basel Technical Guidelines do not include Mining, Battery Manufacture or Sustainable Site Management.

The Form is set out as a series of nine separate Questionnaires with the first two providing background information about the site, the Company or organization and the processes involved, and each subsequent questionnaire to a particular aspect of the Life Cycle of the Lead Acid Battery with two final sections dealing with issues of Community Outreach and Customers.

Some assessments will require the use of all the questionnaires, but in certain cases, for example when there is no ULAB recycling plant involved, then one or two specific questionnaires may not be required to complete the assessment.

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English - [Assessment Form](#)

Español - [Formulario Evaluacion](#)

Much of the information required will be obtained from a Company's or an Organization's records, However, completion of the Form should not be a remote "Desk Top" exercise and it is essential that once all the "background" information has been collated that a Site Inspection is carried out to verify operating and working conditions.

The Form provides columns to record the answers to each question and note the levels of compliance with the Green Lead Protocols, but there is also a column to enter recommendations or commitments for corrective action to remedy any areas of non-compliance.

Whilst the use of the Form by any person for the determination of ESM will require familiarization with the Green Lead Protocols and appropriate Legislation, the Form can easily be used to gather information for External Expert Analysis. If the Form is completed for External Expert Analysis it is essential to attach copies of Environmental Data, Polices and Operating Licenses, and so on, and include a detailed photographic record of the Site Inspection.

2. Use of the Green Lead Assessment Form

The PDF version of the Green Lead Assessment Form is freely available for information and educational use and can be downloaded from the Green Lead web site.

However, permission is required from a member of the Green Lead Work Group for use of the editable MS Word version. Provided the reasons for using the Green Lead Assessment Form are stated clearly and consistent with the Objectives of the Green Lead Project, permission is normally granted within 24 hours of receipt of a written or electronic application and the electronic MS Word version is licensed for use.

Permission for the commercial use of the Green Lead Assessment Form or any part of it outside the context of the objectives of Green Lead is never granted.

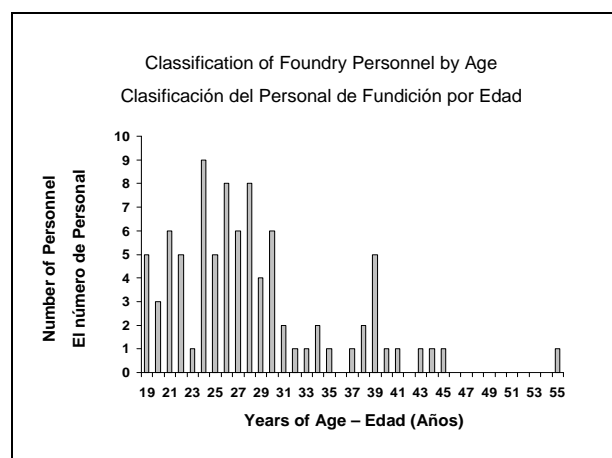
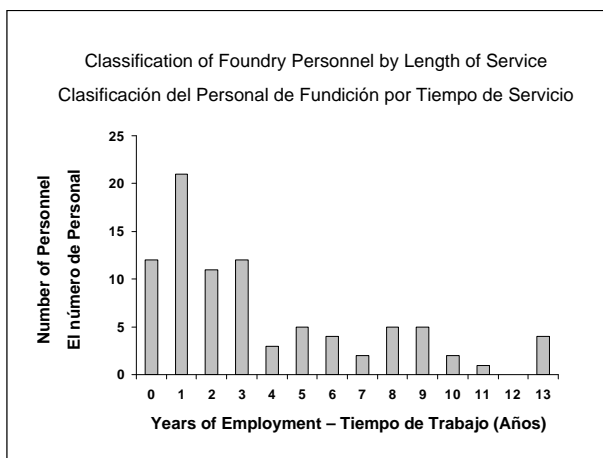
At present External Expert Analysis of any "In House" Self Assessments is only available from a member of the Green Lead Work Group. However, the Green Lead Work Group will be running Training Courses for the accreditation of Assessors and successful candidates' contact details will be made available on the Green Lead web site in due course.

3. Completing the Form

The Form is very easy to complete; once the information about the Company or Organization has been entered in the first questionnaire, then it is a simple matter of answering all the questions in the following eight sections.

When answering each question confine the responses so that the focus is always on the environmental impact, safety, hygiene and sustainability. Keep all answers as brief as possible.

In Section Four, Occupational Lead Exposure, use graphs to show the Age and Service profiles and the Age Ranges of Employees as illustrated in the examples below.



Section seven is applicable only to ULAB Recycling Plants and should not be used for the assessment of any other operation such as battery reconditioning or servicing.

A response to any of the questions on the Form that assigns the responsibility for Environmental Protection, Safety or Occupational Hygiene to an operator or supervisor for any process or product is unacceptable in the context of this Assessment Process because this Assessment Process is designed to measure the effectiveness of Management Policies, Procedures, Practices and Communication against the Green Lead Protocols and not how that responsibility is delegated.

In the unlikely event that a Company or Organization has such a remote location that it rarely has any contact with the public, then and only then is Section eight not applicable. However, in the vast majority of cases, Leaded Operations will be located either within or close to a community. Therefore it is important to understand the views of the local community. However, it is not necessary to interview everyone in a community and so it is suggested that the views of a representative sample drawn at random from the local population are interviewed until such time as a consensus emerges in the interviews. It is recommended that the minimum number interviewed is three people, but there is no upper limit.

Section nine deals with Product use and can apply equally to Customers, such as the use of Lead Acid Batteries, but it should also be used in conjunction with Section eight when a member of the local community is interviewed as a useful guide to public understanding of recycling issues. Again the sample size is discretionary, but the same comments made in the previous paragraph apply.

4. Results, Recommendations and Conclusions

Site Assessment is normally regarded as the first stage in the Green Lead Certification Process, but in certain cases where the Assessment confirms full compliance with the Green Lead Protocols, including immediate Supply and Customer chains; it is possible that Certification could be awarded without a full Audit.

However, in most cases the Assessment Process will be used to reveal shortcomings in Environmental, Safety, Hygiene or Communication Practices. So, whilst it is possible to attain Green Lead Certification through the Site Assessment Process, a failure to do so should not be viewed with disappointment, but as a means to an end, because the Assessment Process will have highlighted all non-compliances and provided a series of recommendations for corrective action.

The conclusion to any Green Lead Assessment should be an agreed series of Actions and a Timetable leading to full compliance that is agreed with the Assessor.

5. Queries and Feedback

If anyone has any queries about the use of the Green Lead Assessment Form please contact any member of the Green Lead Work Group or send an e-mail to Brian Wilson at: bwilson@ilmc.org.

10/23/2007