

TEMPLATE DOCUMENT FOR MODIFICATION BY APPLICANT

Disclaimer:

This template provides a basis on which to develop a Recycled Water (Use) Management Plan for tankered recycled water supplies where no on-site infrastructure is involved.

Any person or organisation making use of this template as or to prepare a compliant Recycled Water (Use) Management Plan must ensure that all risk controls they deem necessary to protect public and environmental health are included in the Management Plan.

IPSWICH WATER



RECYCLED WATER (USE) MANAGEMENT PLAN FOR GENERAL DUST SUPPRESSION, ROADWORKS, AND LANDSCAPE IRRIGATION

(TANKERED SUPPLY NOT INVOLVING ON-SITE INFRASTRUCTURE)



A COMMERCIAL BUSINESS UNIT OF
IPSWICH CITY COUNCIL

**This Recycled Water (Use) Management Plan
has been prepared from an Ipswich Water template**

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Ipswich Water Details	
Street address	300 Warwick Road, Yamanto Q 4305
Postal address	PO Box 191, Ipswich Q 4305
Business hours telephone (switch)	07 3810 7855
After hours telephone (on-call officer)	07 3810 6666
Facsimile	07 3810 7964
E-mail	ipswichwater@ipswich.qld.gov.au
Web site	www.ipswichwater.com.au

Company Details	
Company Name	
Street address	
Postal address	
Business hours telephone	
Mobile telephone	
After hours telephone	
Facsimile	
E-mail	

SUMMARY OF RESPONSIBILITIES

General Responsibilities of All Parties
<u>General Environmental Duty</u> - the responsibility to not carry out any activity that causes or is likely to cause environmental harm unless that person takes all responsible and practical measures to prevent or minimise the harm
<u>Workplace Health and Safety Act 1995</u> - the responsibility to ensure the workplace health and safety of employees, themselves and other persons who may be exposed to risks arising out of the conduct of the employer’s business or undertaking.
Adhere to the terms of the Recycled Water Approval.
Adhere to the terms of the Recycled Water (Use) Management Plan.

Standard Controls (refer to detail in Section 5.4):
<ul style="list-style-type: none"> • Supervision Tanker driver to supervise use. • System Integrity Maintenance of separation between recycled and potable water systems. Equipment maintenance. • Differentiation of Systems Tanker signage and notification of recycled water use at site. • Recycled Water Induction Training All tanker drivers are required to undertake Recycled Water Induction Training • Good Hygiene All employees and visitors are to practice good hygiene. • Prevention of Overspray, Run-off or Ponding Overspray, run-off and ponding to be avoided to the greatest extent possible. • Nil Discharge to Stormwater Run-off or discharge to stormwater to be avoided to greatest extent possible. • Record Keeping, Auditing and Review Record all deliveries in logbooks, participate in audits and regularly review management plans.

Additional Controls (derived from risk assessment Section 5.5)
Council agrees to supply Class B recycled water at the point of delivery to tankers (control over supply quality is described in Council’s Recycled Water (Supply) Management Plan).
• No delivery to recycled water use where on-site infrastructure is involved.
• Driver must carry Recycled Water Approval Card.
• Driver must carry Recycled Water Induction Card.
• Driver must operate Approved tankers only.
• Driver must record (and sign) all deliveries in logbook
• Drivers must observe Council security requirements.
• Driver must wear gloves when coupling/uncoupling at filling point.
• 15 km/hr maximum speed at filling station.
• No recycled water storage in tanker for >3 days.
• Relining project site to be secured to prevent public access.
• Relining operator to wear waterproof gloves when discharging recycled water to liner.

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| <ul style="list-style-type: none">• Cut-off operator to wear splash/contact protective PPE. |
| <ul style="list-style-type: none">• WWC Operator to check Approval, Induction, Tanker Approval prior to filling. |
| <ul style="list-style-type: none">• WWC Operator to refuse fill if WWC SCADA alarms indicate out of specification water. |
| <ul style="list-style-type: none">• WWC Operator to observe driver behaviour and report non-conformances with Approval conditions. |

RECYCLED WATER (USE) MANAGEMENT PLAN
FOR GENERAL DUST SUPPRESSION, ROADWORKS
AND LANDSCAPE IRRIGATION

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1 Definitions

Approval means Approval to access recycled water, granted through a *Recycled Water Approval – Tankered Supply*.

Approved Recycled Water Carrier means a water carrier that has applied for and received notification of approval to access tankered recycled water supply at any of Council’s filling points.

Business Day means a day other than a Saturday, Sunday or public holiday on which banks are open for business in the local government area;

Customer means the purchaser of recycled water from Ipswich Water (ordinarily the water carrier, but sometimes a separate entity billed directly by Ipswich Water);

Customer Infrastructure means infrastructure to convey and use the recycled water after the delivery point;

Compliant means compliant with the Queensland Water Recycling Guidelines.

Guidelines means the Environmental Protection Agency Queensland Water Recycling Guidelines dated December 2005;

Infrastructure means pipes, meters, valves, pumps, storage facilities, electrical equipment and other items used to transfer and use recycled water;

Intended Use means the purpose to which the customer intends to put the recycled water.

Logbook means the dedicated logbook kept on board each tanker to record the volume and destination of each load carried by that water carrier;

Master Logbook means the logbook kept at the tanker filling point for the purpose of recording the volume and destination for each load of recycled water;

On-site Infrastructure means recycled water infrastructure on the customer’s site, usually from the recycled water meter tailpipe to the end use.

Recycled Water Agreement means the supply agreement between Council and the Water Carrier, in practice defined by the terms and conditions of the Approval;

Recycled Water (Supply) Management Plan means the plan for the safe generation and supply of recycled water held by Ipswich Water;

Recycled Water (Use) Management Plan means the plan for the safe distribution and use of recycled water held by the water carrier or the water carrier’s customer;

Recycled Water means treated municipal wastewater produced at a Treatment Plant and supplied to the Water Carrier under the terms of the Approval;

Supplier means Ipswich Water as the retailer of recycled water;

Supplier Infrastructure means the Infrastructure required to deliver the Recycled Water from the Treatment Plant to the Delivery Point;

WWC means an Ipswich City Council operated wastewater centre (i.e. Bundamba WWC, Goodna WWC, Carole Park WWC, Rosewood WWC).

2 Introduction

2.1 General

Ipswich is a progressive city with a population of approximately 140,000 located in Southeast Queensland. Since 1923, Ipswich has sourced its water supply almost solely from the Brisbane River Scheme. The current high level of growth in Southeast Queensland and the effects of apparent climate change have placed unsustainable demands on this source of water.

In order to diversify the city’s water dependencies and reduce supply risk, Ipswich City Council aims to maximise the use of recycled water where it is considered fit for purpose. This approach can also improve the health of our rivers through reduced extraction and reduced wastewater discharges.

2.2 Purpose

The recycled water management system adopted by Ipswich City Council (‘Council’) requires the preparation of separate Supply and Use management plans, in accordance with the *Queensland Guidelines*.

This Recycled Water (Use) Management Plan encompasses all activities associated with the use of recycled water after the recycled water has entered the recycled water tanker. It demonstrates that foreseeable on-site and offsite environmental and community health risks resulting from the use of recycled water have been identified and reduced to an acceptable level.

Ipswich Water’s associated Recycled Water Supply Management Plan encompasses all supplier infrastructure and activities associated with the supply of recycled water. It demonstrates the supplier’s capability to reliably and safely provide Class B recycled water that is fit for the intended use.

In both documents, the principles of HACCP and its supporting programs, as detailed in the *National Guidelines for Water Recycling* (EPHC, 2005) and the *Queensland Guidelines*, have been applied to identify areas of risk and to manage those risks, with particular attention to:

- (a) Identification of critical control points;
- (b) Monitoring, validation and verification;
- (c) Management and corrective action procedures;
- (d) Documentation, record keeping and reporting;
- (e) Incident management procedures; and
- (f) Audit and review.

2.3 General Responsibility of Parties

Water Service Providers (i.e. Ipswich Water) and recycled water users have a joint responsibility to use recycled water responsibly. Principally this relates to the following:

- (a) The General Environmental Duty - the responsibility to not carry out any activity that causes or is likely to cause environmental harm unless that person takes all responsible and practical measures to prevent or minimise the harm; and
- (b) Workplace Health and Safety Act 1995 - the responsibility to ensure the workplace health and safety of employees, themselves and other persons who may be exposed to risks arising out of the conduct of the employer’s business or undertaking.

Detailed conditions under which recycled water services will be supplied to the User are included within the Recycled Water Approval, including an undertaking that Ipswich Water and the Customer will comply with the provisions of this Recycled Water (Use) Management Plan.

2.4 Risk Assessment Team

To prepare the template Recycled Water Management Plan, Ipswich Water assembled a risk management team with appropriate expertise to assess risk and determine controls to reduce risk to acceptable levels. The scope of the risk assessment includes all general activities associated with dust suppression, roadworks and landscape irrigation. Where site-to-site variations impose additional risks, it is the responsibility of the User to identify and control these risks to an acceptable level (and include the details within a modified Plan).

Table 1 Risk Assessment Team Members

Name	Employer/Position	Qualification
Supplier		
Tom Belgrove	Ipswich Water Acting Manager	B. App. Sc. App. Chem. 26 years sewage and water supply experience.
Colin Hester	Ipswich Water Senior Sustainabilities Officer	B. App. Sc. App. Chem. 14 years sewage and water supply experience.
Brian Hester	Ipswich Water Treatment Chemist	B. App. Sc. App. Chem. 18 years sewage and water supply experience.
Peter Bailey	Ipswich Water Treatment Operations Engineer	B Eng. 5 years sewage and water supply experience.
Samuel Bass	Ipswich Water Temporary Engineer	B Eng. 10 years construction industry experience.
Reference Agencies (contacted for clarification)		
Brian Davis	Queensland EPA	Agency responsible for Water Recycling Guidelines
Dr Greg Jackson	Dept of Natural Resources and Water	Agency responsible water regulations (i.e. Water act 2000)

3 Recycled Water Supply

3.1 Supply Overview

The User shall be supplied with Class B recycled water from Ipswich City Council’s tanker filling stations under the Terms and Conditions of the Recycled Water Approval – Tankered Supply.

Council tanker filling stations source Class B recycled water from select Council wastewater centres for delivery into approved water tankers. Responsibility for managing any health and environmental risks associated with the recycled water passes to the water carrier at the point of delivery.

3.2 Supply Quality

3.2.1 Recycled Water Description

Council applies the recycled water classification system described within the *Queensland Water Recycling Guidelines* (EPA 2005). Class B recycled water is described in Table 2, below:

Table 2 Class B Recycled Water Specification

Class B Parameter	Specification
E. coli	<100 cfu/100mL (median)
Biological Oxygen Demand	<20 mg/L (median)
Suspended Solids	<30 mg/L (median)
Total Dissolved Solids	<1000 mg/L (median)
pH	6.0 – 8.5 (range)

Table 3 provides a description of the recycled water delivered from Council tanker filling points.

Table 3 Class B Recycled Water Description

System Characteristic	Detail
Product Name	<ul style="list-style-type: none"> Class B Recycled Water
Water Source	<ul style="list-style-type: none"> Treated wastewater from Council wastewater centres.
Biological, Chemical and Physical Characteristics	<ul style="list-style-type: none"> Water complies with Queensland Water Recycling Guidelines classification for Class B recycled water. Detail on additional parameters is provided in the Water Quality Specification below.
Treatment Train	<ul style="list-style-type: none"> Secondary treated chlorine disinfected wastewater
Validated Supply Quality	<ul style="list-style-type: none"> Class B
Validation Reference	<ul style="list-style-type: none"> Applicable Ipswich Water Recycled Water (Supply) Management Plan
Preservation Method	<ul style="list-style-type: none"> Residual chlorine
Period of Stability	<ul style="list-style-type: none"> Expected stability 3 days in covered storage

3.2.2 Water Quality Specification

Table 4 provides the Water Quality Specification for Class B water supplied to the User at the delivery point.

Table 4 Water Quality Specification

Parameter	Specification	Monitoring Point	Monitoring Freq.
E. coli	<100 cfu/100mL (median)	WWC contact tank	Weekly
Biological Oxygen Demand	<20 mg/L (median)	WWC contact tank	Weekly
Suspended Solids	<30 mg/L (median)	WWC contact tank	Weekly
Total Dissolved Solids	<1000 mg/L (median)	WWC contact tank	Weekly
Turbidity	<10 NTU (continuous)	WWC contact tank	Continuous
pH	6.0 – 8.5 (continuous)	WWC contact tank	Continuous
Total Chlorine Residual	>0.2 mg/L (continuous)	WWC contact tank	Continuous

4 Use Detail

4.1 Intended End Uses

This Recycled Water (Use) Management Plan applies to the general use of Class B recycled water for the purposes of:

1. Dust Suppression;
2. Road Works (including sub-grade moisture correction);
3. Landscape irrigation;

This Recycled Water (Use) Management Plan does not apply to any intended uses involving on-site infrastructure (such as storage, pipes, pumps fittings etc.).

4.2 Flow Diagram

The following process flow diagrams describe the activities associated with the intended uses of recycled water by the User. The process steps form the basis for the risk assessment, requisite controls and the subsequent allocation of responsibilities.

Consistent step descriptions have been maintained throughout the Recycled Water (Use) Management Plan.

4.2.1 Tankered Water for Dust Suppression

Table 5 Process Diagram – Dust Suppression

Step	Step Description	Inputs	Symbol	Outputs (potential)	Constraints
A1	Tanker access to filling station	• Nil	↓	• Nil	<ul style="list-style-type: none"> • Limitation on truck movements • Limited hours of service.
A2	Delivery of Class B water to tanker	• Class B recycled water	↓	<ul style="list-style-type: none"> • Leakage or spill to environment. • Overflow to environment. • Delivery hose contents empty to environment. 	<ul style="list-style-type: none"> • Visual inspection of water quality is difficult. • Coupling type is specified by norm.
A3	Transit to use site	• Nil	↓	<ul style="list-style-type: none"> • Leakage to environment • Splash out of tanker to environment. 	• Transit on suburban roads is not favourable.
A4	Dust suppression end use	• Nil	→	<ul style="list-style-type: none"> • Controlled discharge to environment. • Uncontrolled discharge to environment. • Overspray to environment. • Runoff to environment. 	<ul style="list-style-type: none"> • Soil characteristics may be unknown. • No control over wind. • Public access may not be controlled. • Awareness of recycled water use may be low.

4.2.2 Tankered Water for Road Works

Table 6 Process Diagram – Road works

Step	Step Description	Inputs	Symbol	Outputs (potential)	Constraints
B1	Tanker access to filling station	• Nil	↓	• Nil	<ul style="list-style-type: none"> • Limitation on truck movements • Limited hours of service.
B2	Delivery of Class B water to tanker	• Class B recycled water	↓	<ul style="list-style-type: none"> • Leakage or spill to environment. • Overflow to environment. • Delivery hose contents empty to environment. 	<ul style="list-style-type: none"> • Visual inspection of water quality is difficult. • Coupling type is specified by norm.
B3	Transit to use site	• Nil	↓	<ul style="list-style-type: none"> • Leakage to environment • Splash out of tanker to environment. 	• Transit on suburban roads is not favourable.
B4	Road Works end use	• Nil	→	<ul style="list-style-type: none"> • Controlled discharge to environment. • Uncontrolled discharge to environment. • Overspray to environment. • Runoff to environment. 	<ul style="list-style-type: none"> • Soil characteristics may be unknown. • No control over wind. • Public access may not be controlled. • Awareness of recycled water use may be low.

4.2.3 Tankered Water for Landscape Irrigation

Table 7 Process Diagram – Landscape Irrigation

Step	Step Description	Inputs	Symbol	Outputs (potential)	Constraints
C1	Tanker access to filling station	• Nil	↓	• Nil	<ul style="list-style-type: none"> • Limitation on truck movements • Limited hours of service.
C2	Delivery of Class B water to tanker	• Class B recycled water	↓	<ul style="list-style-type: none"> • Leakage or spill to environment. • Overflow to environment. • Delivery hose contents empty to environment. 	<ul style="list-style-type: none"> • Visual inspection of water quality is difficult. • Coupling type is specified by norm.
C3	Transit to use site	• Nil	↓	<ul style="list-style-type: none"> • Leakage to environment • Splash out of tanker to environment. 	• Transit on suburban roads is not favourable.
C4	Landscape irrigation end use	• Nil	→	<ul style="list-style-type: none"> • Controlled discharge to environment. • Uncontrolled discharge to environment. • Overspray to environment. • Runoff to environment. 	<ul style="list-style-type: none"> • Soil characteristics may be unknown. • No control over wind. • Public access may not be controlled. • Awareness of recycled water use may be low. • Plant tolerances vary and may be unknown. • Sensitive receptors must not be irrigated. • Runoff may not be obvious.

5 Identification of Hazards and Assessment of Risks

5.1 Hazard Identification

Hazards identified by the Risk Management Team have been grouped in three categories:

Table 8 Potential Recycled Water Hazards - Generic

Biological	Physical	Chemical
<ul style="list-style-type: none"> • Pathogens • Viruses • Protozoa 	<ul style="list-style-type: none"> • Scouring • Turbidity • Sloughing • Ponding • Overload • Impact or Accident 	<ul style="list-style-type: none"> • Chemical Contaminants • Nutrients • Salts • pH

5.2 Analysis of Hazards

The Risk Management Team applied the methodology described within Section 4.3 of the *Queensland Guidelines* to each of the process steps. This approach is consistent with AS/NZS 4360:1999 Risk Management Standard. Decisions were made based on judgment of the frequency of the hazard (see Table 9), consequence of the hazard (Table 10) and the application of the qualitative risk analysis matrix (Table 11):

The risk management team determined the cut-off threshold for significance (before which the risk must be removed or further reduced) to be any risk score greater than Low (i.e. Medium, High, Very High or Extreme).

Table 9 Frequency Estimation Criteria

Level	Descriptor	Description
A	Rare	May occur only in exceptional circumstances (e.g. once in 100 years)
B	Unlikely	Could occur at some time (e.g. once in 20 years)
C	Moderate	Might occur at some time (e.g. once in 5-10 years)
D	Likely	Will probably occur in most circumstances (e.g. once in 1-5 years)
E	Almost certain	Is expected to occur in most circumstances (e.g. several times in one year)

Table 10 Consequence Estimation Criteria Applied in the Qualitative Risk Ranking

Level	Descriptor	Human health	Environmental Health
1	Insignificant	No detectable human illness	No detectable environmental impact
2	Minor	Short term, low level illness, affecting few people	Localised, short term, reversible environmental impact
3	Moderate	Short term, low level illness, affecting many people or more severe illness affecting a few	Localised environmental impact requiring remediation with medium term recovery expected
4	Major	Severe illness affecting many people	Severe impact on entire ecosystem, requiring remediation, with long-term recovery
5	Catastrophic	Death of one or more people	Severe, irreversible impact on entire ecosystem; loss of threatened species or populations.

Table 11 Risk Scoring Criteria

Likelihood	Impact				
	1 (insignificant)	2 (minor)	3 (moderate)	4 (major)	5 (catastrophic)
A (rare)	Low	Low	Low	Medium	High
B (unlikely)	Low	Low	Medium	High	High
C (moderate)	Low	Medium	Medium	High	Very high
D (likely)	Low	Medium	High	Very high	Very high
E (almost certain)	Low	Medium	High	Very high	Extreme

5.3 Determination of Control Measures

Un-controlled risks and residual risks (after controls have been applied) associated with each process step have been determined. Control measures for each significant unmitigated risk noted by the risk assessment process were determined as follows:

- By reference to validated information sources
- By reference to the *Queensland Guidelines* and *National Water Recycling Guidelines*
- By reference to existing work instructions and procedures
- By reference to the experience and qualifications of the Risk Management Team.

5.4 Standard Controls

Among the many control measures applied to recycled water systems, several are always required. These are referred to as the “Standard Controls”. To simplify the tabulation of controls within the risk assessment summary (Table 12), the following controls are implied by the term “Standard Controls”.

The following sub-sections describe the Standard Controls in detail, including:

- (a) Supervision;
- (b) Maintenance of System Integrity
- (c) Differentiation of Systems (principally tanker signage);
- (d) Recycled Water Induction Training;
- (e) Good Hygiene;
- (f) Prevention of Overspray, Run-off or Ponding;
- (g) Nil Discharge to stormwater; and
- (h) Record Keeping, Auditing and Review

5.4.1 Supervision

Every recycled water use requires supervision. Where the tankered recycled water use does not involve on-site infrastructure, the tanker driver shall be designated as the Recycled Water Supervisor. The Recycled Water Supervisor will assume the responsibilities described below:

- (a) To obtain instruction in the use of the relevant class of recycled water, such instruction being provided or approved by Ipswich Water in the form of Recycled Water Induction;
- (b) To be the contact person for the customer in all matters regarding on site activities and the use of recycled water;
- (c) To oversee recycled water operations and use on the customer’s site in accordance with the Recycled Water (Use) Management Plan;
- (d) To ensure there exists no on-site infrastructure;
- (e) To ensure that all site operations personnel are trained in the use of Class B recycled water and are familiar with the provisions of the Recycled Water (Use) Management Plan;
- (f) To maintain records as required by the Recycled Water Approval;
- (g) To operate and control the discharge of recycled water in a way that prevents human consumption, health or environmental risk;
- (h) To prevent cross-connection to potable water systems, and backflow to potable or recycled water systems; and
- (i) To report to Ipswich Water any incidents involving recycled water;

5.4.2 Maintenance of System Integrity

Maintenance of separation between recycled water and potable water systems is fundamental to preventing direct ingestion of recycled water. The following controls shall be applied to all Class B recycled water activities covered by this Recycled Water (Use) Management Plan:

- (a) No systems involving on-site infrastructure (storage, pipelines, pumps, fittings etc.) will be delivered to.
- (b) Recycled water tankers shall not subsequently be used for carrying potable water for domestic purposes.
- (c) Recycled water tankers must be maintained in good and secure order to prevent leakage, spillage or overflow.
- (d) All tankers shall:
 - i. Have all taps permanently capped, or notified with signage indicating ‘Non Potable – Not for Drinking’;
 - ii. Receive recycled water from the Delivery Point via a 75mm (3”) Camlock fitting or equivalent to prevent accidental connection to potable water hydrant;

5.4.3 Differentiation of Systems (principally tanker signage)

Recycled water tankers shall be clearly marked so that they cannot be mistaken for potable water tankers.

An approved tanker shall prominently display the following signage:

- (e) Rear of tanker: “Non-Potable” and pictograph indicating ‘Do Not Drink’ with shortest dimension 100mm.
- (f) Rear of tanker: ‘Avoid contact with recycled water’ and pictograph indicating ‘Avoid Contact’ with shortest dimension 100 mm.
- (g) Sides of tanker: ‘Recycled Water’ (white bold capital font on full lilac background), minimum font height 50 mm, and minimum background height 100 mm.
- (h) Side or rear of tanker: Panel indicating ‘Registered Recycled Water Carrier’ and an Ipswich Water logo, “Not for Human Consumption”, and pictographs indicating ‘Do Not Drink’ and ‘Avoid Contact’.

At the entrance to any recycled water use site, prominent notification should be made to inform employees and visitors that recycled water is in use. This situation should also be notified during all employee and visitor inductions.

5.4.4 Recycled Water Induction Training

All tanker drivers shall be required to undertake Recycled Water Induction Training to familiarise themselves with the safe use of recycled water and the function of Recycled Water Management Plans, such instruction being provided or approved (as where Ipswich Water recognises other training courses) by Ipswich Water.

It shall be the responsibility of the Recycled Water Supervisor (i.e. the tanker driver) to ensure that all site operations personnel are trained in the use of the relevant class of recycled water and are familiar with the provisions of the Recycled Water (Use) Management Plan.

5.4.5 Good Hygiene

The Recycled Water Induction Training will inform all participants of the basic hygiene measures to be followed where exposure to recycled water may occur.

Recycled Water Supervisors (i.e. tanker drivers) are to ensure that all employees with the potential to be exposed to recycled water are aware of the need for Good Hygiene and that adequate facilities for these requirements are met.

General precautions:

- (a) Avoid unnecessary contact with recycled water;
- (b) Wash and dry hands thoroughly before handling food, eating, drinking or smoking

- (c) Report details of any illness to Recycled Water Supervisor (i.e. tanker driver), including illness affecting household contacts.
- (d) Do not report for work if suffering from diarrhoea or vomiting.
- (e) Ensure all cuts and abrasions on exposed areas of skin are covered with a waterproof dressing.
- (f) Wear clean protective clothing.

Hand washing:

It is important to wash and dry hands prior to handling food, eating, drinking or smoking. The following facilities are necessary at the use site:

- (a) Wash hand basin with running water.
- (b) Soap.
- (c) Means for drying hands after washing (i.e. paper towels, drier, hand towels)

5.4.6 Prevention of Overspray, Run-off or Ponding

Conditions that directly or indirectly cause overspray or run-off of recycled water outside of the intended recycled water use area, or cause ponding of recycled water on the use site, shall be controlled to the greatest extent possible through the application of the best practical technology or methodology. If under the conditions prevailing the tanker driver cannot prevent overspray, run-off or ponding as described above, then the delivery of recycled water shall cease.

Where the intended recycled water use is irrigation, irrigation water shall always be applied in a manner compatible with the infiltration rates of the soil type in the recycled water use area (i.e. a deficit watering regime).

5.4.7 Nil Discharge to Stormwater

The User of recycled water must agree to reduce to a practical minimum the discharge of recycled water to stormwater drains. If under the conditions of work the operator cannot reduce the level of discharge to stormwater to an insignificant amount, then the delivery of recycled water to the process must cease.

5.4.8 Record Keeping, Auditing and Review

Record Keeping:

To maintain a complete record of tankered recycled water movements, all tanker drivers shall maintain a Council logbook in accordance with the Recycled Water Approval. The following information for each tanker load of recycled water collected from Council's filling stations shall be recorded and held within the applicable tanker:

- (a) Date of collection;
- (b) Source of Recycled Water (i.e. which Council treatment plant or filling station);
- (c) Address to which Recycled Water was delivered;
- (d) Volume supplied to each address; and
- (e) Name and signature of the driver indicating the veracity of the entry.

The logbook shall be delivered to Council when it is completed.

Auditing:

Scheduled audits of the Approval holder's logbook records and compliance with applicable Recycled Water (Use) Management Plans shall be agreed with Council. Audits shall be conducted with the following frequency:

- (a) Within three months of commencement of supply; and
- (b) Annually.

Electronic records of audits shall be held:

- (a) by Council, within the corporate document management system (Dataworks); and
- (b) at the premises of the Approval holder.

Review:

To ensure that Recycled Water (Use) Management Plans remain current and continually improve, an annual review of the document shall be scheduled. Records of annual management plan reviews shall be kept:

- (a) by Council, within the ICC corporate document management system (Dataworks); and
- (b) at the premises of the Approval holder.

5.5 Risk Assessment

Table 12 below provides a summary of the risk assessment conducted to examine hazards, causal events and effective controls for health and environmental risks associated with tankered recycled water supply (not involving on-site infrastructure).

Table 12 Risk Assessment Summary (by process step).

*Abbreviations: F – Frequency ... A – Rare B – Unlikely C – Moderate D – Likely E – Almost Certain
 C – Consequence ... 1 – Insignificant 2 – Minor 3 – Moderate 4 – Major 5 – Catastrophic
 R – Risk ... VL – Very Low L – Low M – Medium H – High VH – Very High

Step	Process Description	Hazard	Causal Event	Risk Analysis*			Control Measures to Reduce Risk (in addition to Standard Controls – see 5.4)	Pre-requisite Programs
				F	C	R		
				Unmitigated Risk			All risks must be reduced to “Low”	
Common Process Steps – A1-A3, B1-B3, C1-C3								
A1 B1 C1	Tanker access to filling station	Biological Chemical Physical	• Unintended access is allowed	D	3	H	<ul style="list-style-type: none"> • Standard Controls • Access security system implemented. • Driver accepts responsibility to lock gate after entry • Ipswich Water Operator to check regularly. 	
		Physical	• Tanker collision with other vehicle on site	C	3	M	<ul style="list-style-type: none"> • Standard Controls • Maximum speed limit on site (15km/hr). 	
		Physical	• Tanker collides with structure on site	C	3	M	<ul style="list-style-type: none"> • Standard Controls • Maximum speed limit on site (15km/hr). 	
A2 B2 C2	Delivery of Class B water to tanker	Biological Chemical	• Tanker not approved for Class B water carriage	D	4	VH	<ul style="list-style-type: none"> • Standard Controls • Recycled Water Approval Card system in place. • Tanker driver Recycled Water Induction Cards provide assurance of training. • Approved tankers are to carry registration signage. • Operator to check Recycled Water Approval Card , Recycled Water Induction Card, and tanker signage prior to filling. 	<ul style="list-style-type: none"> • Recycled Water Approval • Tanker Inspection Procedure • Recycled Water Induction Training
		Biological Chemical	• Withdrawal from incorrect point	D	4	VH	<ul style="list-style-type: none"> • Standard Controls • Operator supervision at WWC. 	
		Physical	• Tanker collides with structure on filling station site	C	3	M	<ul style="list-style-type: none"> • Standard Controls • Maximum speed limit on site (15km/hr). 	

Step	Process Description	Hazard	Causal Event	Risk Analysis*			Control Measures to Reduce Risk (in addition to Standard Controls – see 5.4)	Pre-requisite Programs
				F	C	R		
				Unmitigated Risk			All risks must be reduced to “Low”	
		Biological Chemical	• Tanker driver/operator exposed to Class B recycled water	E	3	H	<ul style="list-style-type: none"> • Standard Controls • Drivers advised of wash-up facilities at WWC office. • Delivery hoses and couplings maintained in good order. • Driver to wear gloves when connecting to filling point. 	
		Biological Chemical	• Water out of specification for Class B.	D	3	H	<ul style="list-style-type: none"> • Standard Controls • SCADA alarms warn of out of specification water (turbidity, pH, chlorine). • Operator to check alarms before each fill and refuse fill if out of spec. • Ipswich Water acts in accordance with Recycled Water (Supply) Management Plan • Notification of out of specification water to Approval holder (nominated Recycled Water Supervisor) by Supplier 	<ul style="list-style-type: none"> • Recycled Water (Supply) Management Plan
A3 B3 C3	Transit to use site	Physical	• Traffic accident on local roads	B	3	M	<ul style="list-style-type: none"> • Standard Controls • Training of drivers and plant operators in recommended access included in Recycled Water Induction. • Driver behaviour observed by plant operators. 	
		Biological	• Leakage or spillage in transit	C	3	M	<ul style="list-style-type: none"> • Standard Controls 	
		Biological Chemical	• Delivery to incorrect end use (accidental)	B	4	H	<ul style="list-style-type: none"> • Standard Controls • Driver accepts responsibility for delivery to approved end use. 	<ul style="list-style-type: none"> • Recycled Water (Use) Management Plan • Recycled Water Approval • Tanker Inspection Procedure • Recycled Water Induction Training

Step	Process Description	Hazard	Causal Event	Risk Analysis*			Control Measures to Reduce Risk (in addition to Standard Controls – see 5.4)	Pre-requisite Programs
				F	C	R		
				Unmitigated Risk			All risks must be reduced to “Low”	
		Biological Chemical	<ul style="list-style-type: none"> Unsuitable end use prescribed 	C	4	H	<ul style="list-style-type: none"> Standard Controls Perform risk assessment of end uses. Ipswich Water advises of acceptable end uses within Recycled Water Induction and within Recycled Water Approval application. Ipswich Water nominates prohibited end uses during Recycled Water Induction. Driver accepts responsibility for delivery to approved end use. Recycled Water Induction to include discussion of obligations. Record of all deliveries kept in logbook by tanker driver. Ipswich Water to schedule audits of end uses and compliance with Recycled Water (Use) Management Plan. 	<ul style="list-style-type: none"> Recycled Water (Use) Management Plan
		Biological	<ul style="list-style-type: none"> Water quality deteriorates before use 	C	2	M	<ul style="list-style-type: none"> Standard Controls No on-site infrastructure or storage Do not store water in tanker for >3 days. 	<ul style="list-style-type: none"> Recycled Water (Use) Management Plan
Dust Suppression								
A4	Dust suppression end use	Biological	<ul style="list-style-type: none"> Spray drift of Class B water 	C	3	M	<ul style="list-style-type: none"> Standard Controls Avoid personnel being in or near line of spray. Avoid spray near sensitive receptors, including populated areas (i.e. lunch areas), public open space, drinking or eating facilities (i.e. drinking fountains, barbeques), and sensitive environmental areas. Observational monitoring by IW and site manager. 	<ul style="list-style-type: none"> Recycled Water (Use) Management Plan
		Biological	<ul style="list-style-type: none"> Excessive contact with Class B water 	C	3	M	<ul style="list-style-type: none"> Standard Controls Avoid unnecessary contact with Class B water. Limitation to approved end uses imposed. 	<ul style="list-style-type: none"> Recycled Water (Use) Management Plan
		Biological	<ul style="list-style-type: none"> Excessive storage duration 	C	2	M	<ul style="list-style-type: none"> Standard Controls Do not store water in tanker for >3 days. Recycled Water Induction to describe discharge to WWC effluent race option. 	<ul style="list-style-type: none"> Recycled Water (Use) Management Plan

Step	Process Description	Hazard	Causal Event	Risk Analysis*			Control Measures to Reduce Risk (in addition to Standard Controls – see 5.4)	Pre-requisite Programs
				F	C	R		
				Unmitigated Risk			All risks must be reduced to “Low”	
		Biological Chemical Physical	• Excessive application of water	D	3	H	<ul style="list-style-type: none"> • Standard Controls • Observational controls and use site audits by IW. 	• Recycled Water (Use) Management Plan
		Biological Chemical Physical	• Long term damage to environment or health	B	3	M	<ul style="list-style-type: none"> • Standard Controls • Annual review of risk assessments and Recycled Water (Use) Management Plan. • Observational controls and use site audits by IW. • Obligation of approved recycled water user to advise of environmental harm. 	• Recycled Water (Use) Management Plan
Road Works								
B4	Road works end use	Biological	• Spray drift of Class B water	C	3	M	<ul style="list-style-type: none"> • Standard Controls • Avoid personnel being in or near line of spray. • Avoid spray near sensitive receptors, including populated areas (i.e. lunch areas), public open space, drinking or eating facilities (i.e. drinking fountains, barbeques), and sensitive environmental areas. • Observational monitoring by IW and site manager. 	• Recycled Water (Use) Management Plan
		Biological	• Excessive contact with Class B water	C	3	M	<ul style="list-style-type: none"> • Standard Controls • Avoid unnecessary contact with Class B water. • Limitation to approved end uses imposed. 	• Recycled Water (Use) Management Plan
		Biological	• Excessive storage duration	C	2	M	<ul style="list-style-type: none"> • Standard Controls • Do not store water in tanker for >3 days. • Recycled Water Induction to describe discharge to WWC effluent race option. 	• Recycled Water (Use) Management Plan
		Biological Chemical Physical	• Excessive application of water	D	3	H	<ul style="list-style-type: none"> • Standard Controls • Observational controls and use site audits by IW. 	• Recycled Water (Use) Management Plan
		Biological Chemical Physical	• Long term damage to environment or health	B	3	M	<ul style="list-style-type: none"> • Standard Controls • Annual review of risk assessments and Recycled Water (Use) Management Plan. • Observational controls and use site audits by IW. • Obligation of approved recycled water user to advise of environmental harm. 	• Recycled Water (Use) Management Plan

Step	Process Description	Hazard	Causal Event	Risk Analysis*			Control Measures to Reduce Risk (in addition to Standard Controls – see 5.4)	Pre-requisite Programs
				F	C	R		
				Unmitigated Risk			All risks must be reduced to “Low”	
Landscape Irrigation								
C4	Landscape irrigation end use	Biological	<ul style="list-style-type: none"> Spray drift of Class B water 	C	3	M	<ul style="list-style-type: none"> Standard Controls Avoid personnel being in or near line of spray. Avoid spray near sensitive receptors, including populated areas (i.e. lunch areas), public open space, drinking or eating facilities (i.e. drinking fountains, barbeques), and sensitive environmental areas. Observational monitoring by IW and site manager. 	<ul style="list-style-type: none"> Recycled Water (Use) Management Plan
		Biological	<ul style="list-style-type: none"> Excessive contact with Class B water 	C	3	M	<ul style="list-style-type: none"> Standard Controls Avoid unnecessary contact with Class B water. Limitation to approved end uses imposed. 	<ul style="list-style-type: none"> Recycled Water (Use) Management Plan
		Biological	<ul style="list-style-type: none"> Excessive storage duration 	C	2	M	<ul style="list-style-type: none"> Standard Controls Do not store water in tanker for >3 days. Recycled Water Induction to describe discharge to WWC effluent race option. 	<ul style="list-style-type: none"> Recycled Water (Use) Management Plan
		Biological Chemical Physical	<ul style="list-style-type: none"> Excessive application of water 	D	3	H	<ul style="list-style-type: none"> Standard Controls Observational controls and use site audits by IW. 	<ul style="list-style-type: none"> Recycled Water (Use) Management Plan
		Biological Chemical Physical	<ul style="list-style-type: none"> Long term damage to environment or health 	B	3	M	<ul style="list-style-type: none"> Standard Controls Annual review of risk assessments and Recycled Water (Use) Management Plan. Observational controls and use site audits by IW. Obligation of approved recycled water user to advise of environmental harm. Compliance to Class B specification by Supplier 	<ul style="list-style-type: none"> Recycled Water (Use) Management Plan Recycled Water (Supply) Management Plan

6 Control Measures

6.1 Pre-requisite Programs

Some control measures from the risk assessment summary provided in Table 12 are contained within pre-requisite programs (PRPs). These PRPs are described in Table 13 along with the applicable verification method:

Table 13 Operational Pre-Requisite Programs

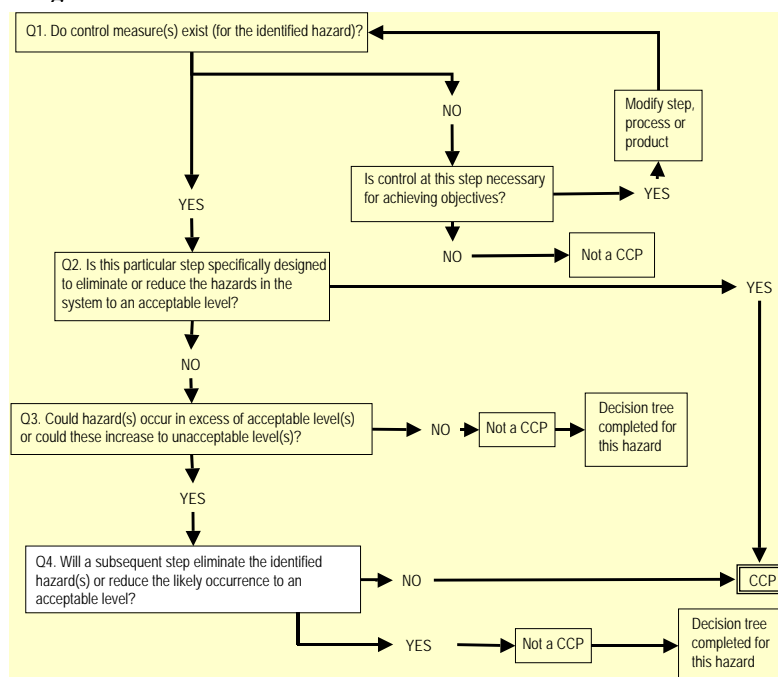
PRP (transferred from Table 10)	Control Measures	Conformity and Monitoring	Corrective Actions	Responsible	Records
Recycled Water (Supply) Management Plan	<ul style="list-style-type: none"> Operational and verification controls to ensure supply of reliable water quality. 	Audits should reveal compliance with all elements of plan. How: Third party audit Who: Independent third party Where: Ipswich Water WWCs When: Annually	Correction: Bring system into compliance, or cease supply. Corrective Action: Raise Corrective Action Report (CAR) or System Improvement Report (SIR) within Ipswich Water management system.	<ul style="list-style-type: none"> Ipswich Water 	<ul style="list-style-type: none"> ICC Corporate Record Management System – IW Operations Branch (Dataworks)
Recycled Water (Use) Management Plan	<ul style="list-style-type: none"> Operational and verification controls to reduce health and environmental risk to acceptable levels. 	Audits should reveal compliance with all elements of plan. How: Audit Who: Ipswich Water officer Where: Tanker at filling station or on-site inspection When: Within 3 months of accessing recycled water and annually	Correction: Bring system into compliance, or cease delivery to users. Corrective Action: Implement compliant control to eliminate deficiency.	<ul style="list-style-type: none"> Recycled Water Approval holder Recycled Water User 	<ul style="list-style-type: none"> Audit reports held at the premises of the Approval holder Copies of Audit reports held by Council - IW Operations Branch (Dataworks)
Recycled Water Approval Procedure	<ul style="list-style-type: none"> Ensures that Applicants for Recycled Water Approval understand their responsibilities and the terms and conditions of supply. 	Approvals to be checked prior to filling. How: Inspection of Approval Card at filling station Who: Inspection by Ipswich Water operator Where: At filling station When: At every access	Correction: Refuse access to recycled water until Approval is attained. Corrective Action: Make Application for Approval per procedure.	<ul style="list-style-type: none"> Ipswich Water Approval Holder 	<ul style="list-style-type: none"> Approval applications held by Council - IW Operations Branch (Dataworks) Recycled Water Approval Cards to be carried by nominated tanker drivers.
Tanker Inspection Procedure	<ul style="list-style-type: none"> Ensures that tankers are compliant with Ipswich Water regulations and can provide safe transit of recycled water. 	Tanker registrations to be checked prior to filling. How: Inspection of registration panel on tanker at each filling Who: Inspection by Ipswich Water operator Where: At filling station When: At every access	Correction: Refuse access to recycled water until Inspection is conducted to satisfaction of Ipswich Water. Corrective Action: Request inspection. Correct any tanker compliance deficiencies.	<ul style="list-style-type: none"> Ipswich Water Approval Holder 	<ul style="list-style-type: none"> Tanker registration details to be held by Council (IW - Operations Branch).

PRP (transferred from Table 10)	Control Measures	Conformity and Monitoring	Corrective Actions	Responsible	Records
Recycled Water Induction Training	<ul style="list-style-type: none"> Ensures Approval holders are aware of recycled water risks, controls and Council requirements. 	Induction compliance to be checked prior to filling. How: Inspection of Induction Cards. Who: Ipswich Water officer Where: At filling station When: At every access	Correction: Refuse access to recycled water until Approval holder has completed Induction Training. Corrective Action: Attend Ipswich Water accredited Induction Training.	<ul style="list-style-type: none"> Approval Holder 	<ul style="list-style-type: none"> Induction Training records to be held by Council - IW Operations Branch (Dataworks)

6.2 Critical Control Points

Critical Control Points (CCPs) were identified by reviewing each of the process steps against the decision tree described within Figure 1. The selected CCPs are reported in Table 14.

Figure 1 CCP Decision Tree



6.3 Critical Limits and Monitoring

Critical Limits have been prescribed which distinguish acceptable performance from unacceptable performance. These Critical Limits are exact values measured at a rate capable of providing timely warning that the system is moving out of control. The agreed Critical Limits are provided in Table 14.

6.4 Corrective Actions

In all cases of non-conformance the Approval Holder shall take the following action:

- (a) Timely correction to bring the system under control;
- (b) Corrective action to ensure the non-conformance does not re-occur.

Table 14 HACCP Plan Summary

Critical Control Points	Hazard to Control	Critical Limits and Monitoring	Corrections and Corrective Actions	Responsible Party	Records
Common CCPs for Dust Suppression, Road Works and Landscape Irrigation					
<p>CCP 1 Delivery of Class B Water into Tanker</p>	<p><u>Controlled:</u></p> <ul style="list-style-type: none"> • Biological • Chemical 	<p>Recycled Water must meet Class B water specification (all parameters + Chlorine Residual)</p> <p>How: SCADA telemetered monitoring at WWCs and sampling program.</p> <p>Who: Ipswich Water WWC operators.</p> <p>Where: WWC contact tank.</p> <p>When: On line continuous polling and weekly sampling.</p>	<p><u>Correction:</u></p> <ul style="list-style-type: none"> • Refuse fill until water is within specification. • Report non-conformance to Approval holders. • Respond to operational requirement. • If necessary decant tanker contents to sewer. <p><u>Corrective Action:</u></p> <ul style="list-style-type: none"> • Issue Corrective Action Report within Ipswich Water management system. • Implement preventive measure where applicable. 	Ipswich Water Treatment Chemist	<p>WWC SCADA records and weekly monitoring data.</p> <p>Data provided on quarterly basis to Approval holders.</p>
<p>CCP 2 Transit to Use Site</p>	<p><u>Controlled:</u></p> <ul style="list-style-type: none"> • Biological • Chemical 	<p>Recycled Water must only be delivered to a use that is the subject of a compliant Recycled Water (Use) Management Plan.</p> <p>How: Supervision of delivery of recycled water.</p> <p>Who: Approved tanker driver.</p> <p>Where: Full transit and delivery.</p> <p>When: Duration of delivery.</p>	<p><u>Correction:</u></p> <ul style="list-style-type: none"> • Refuse delivery to non-compliant use. <p><u>Corrective Action:</u></p> <ul style="list-style-type: none"> • Record non-delivery status of load in logbook. • Advise customer of reason for refusing delivery. • Notify Ipswich Water. 	Approved Tanker Driver	<p>Driver Logbook</p> <p>Master Logbook at filling station</p>
<p>CCP 3 End Use (Dust Suppression, Roadworks, Landscape Irrigation)</p>	<p><u>Controlled:</u></p> <ul style="list-style-type: none"> • Biological • Chemical • Physical 	<p>No overspray, run-off or ponding of recycled water.</p> <p>How: Supervision of delivery of recycled water.</p> <p>Who: Approved tanker driver.</p> <p>Where: Use site.</p> <p>When: Duration of use.</p>	<p><u>Correction:</u></p> <ul style="list-style-type: none"> • Cease use if overspray, run-off or ponding cannot be prevented. <p><u>Corrective Action:</u></p> <ul style="list-style-type: none"> • Record non-delivery status of load in logbook. • Advise customer of reason for refusing delivery. • Notify Ipswich Water. 	Approved Tanker Driver	<p>Driver Logbook</p> <p>Master Logbook at filling station</p>

6.5 Control of Monitoring and Measurement

Table 15 below describes the calibration scheduling and record keeping required to maintain control of monitoring and measurement activities.

Table 15 Control of Monitoring and Measurement

Monitoring Point	Calibration Method	Tolerance	Preventative Maintenance	Records
Continuous monitoring equipment at WWC contact tank (turbidity, chlorine and pH)	<ul style="list-style-type: none"> Details are provided in Recycled Water (Supply) Management Plan 			
Flow meter at delivery point of filling station	<ul style="list-style-type: none"> Factory calibrated Bi-annual flow meter calibration test performed on-site or when disputed 	<ul style="list-style-type: none"> ± 5% of meter reading up to 20,000 litres. 	<ul style="list-style-type: none"> Hydrants removed for protection after hours. 	<ul style="list-style-type: none"> Scheduled maintenance program

6.6 Validation of Control Measures

Table 16 reports the validation of adopted control measures considered capable of mitigating significant risks:

Table 16 Validation by Process Step

Step	Criteria	Performance Required	Validation
A1, B1, C1 Tanker access to filling station	<ul style="list-style-type: none"> Security 	<ul style="list-style-type: none"> No unintended access 	<ul style="list-style-type: none"> Experience of WWC operational staff
	<ul style="list-style-type: none"> Safe traffic movement 	<ul style="list-style-type: none"> No vehicle accidents 	<ul style="list-style-type: none"> Standard pavement design – ICC Works Maximum traffic movements estimated by Ipswich Water
A2, B2, C2 Delivery of Class B Water into Tanker	<ul style="list-style-type: none"> Water specification 	<ul style="list-style-type: none"> Comply with QWRG classification system and water specification 	<ul style="list-style-type: none"> Treated wastewater annual returns to EPA show consistency to meet Guidelines Class B specification.
A3, B3, C3 Transit to Use Site	<ul style="list-style-type: none"> No non-approved use No on-site recycled water infrastructure 	<ul style="list-style-type: none"> Supervision of end use 	<ul style="list-style-type: none"> Approval holder agrees to supervise Use in Application for Recycled Water Approval
A4, B4, C4 End Use (Dust Suppression, Road Works, Landscape Irrigation)	<ul style="list-style-type: none"> No unintended off site health or environmental effects. 	<ul style="list-style-type: none"> No overspray, run-off or ponding of recycled water. 	<ul style="list-style-type: none"> Requisite of highly regarded recycling guidelines including Queensland Guidelines, National Guidelines and San Diego Water Recycling Rules and Regulations.

6.7 Verification and Continual Improvement

Verification involves two forms of inspection:

- (a) Water quality monitoring and observational monitoring undertaken to ensure continuing compliance with the requirements of the Recycled Water (Use) Management Plan; and
- (b) Internal and external audits of the operation of the recycling scheme to establish adherence to the Recycled Water (Use) Management Plan.

Verification of water quality to the point of entry into the tanker is managed by the Supplier under the provisions of the Recycled Water (Supply) Management Plan. Table 17 provides detail of the verification audit schedule to be employed.

Table 17 Verification Schedule

Activity	Item to be Verified	Method	Frequency	Records
Internal Renewal	<ul style="list-style-type: none"> • Recycled Water Approval 	<ul style="list-style-type: none"> • Renewal of Recycled Water Approval 	<ul style="list-style-type: none"> • Every two years 	<ul style="list-style-type: none"> • Approval records held by Council • Approval Note held by Approval holder
	<ul style="list-style-type: none"> • Recycled Water Induction Training 	<ul style="list-style-type: none"> • Renewal of Recycled Water Induction Training 	<ul style="list-style-type: none"> • Every two years 	<ul style="list-style-type: none"> • Training records held by Council • Induction Card held by Inductee
External Audit	<ul style="list-style-type: none"> • Tanker Logbook/s 	<ul style="list-style-type: none"> • Inspection of logbook/s by Ipswich Water officer 	<ul style="list-style-type: none"> • 3 months after supply commencement, and annually thereafter 	<ul style="list-style-type: none"> • Completed logbooks held by Council • Incomplete logbooks held in tanker
	<ul style="list-style-type: none"> • Recycled Water (Use) Management Plan 	<ul style="list-style-type: none"> • Audit of Recycled Water (Use) Management Plan by Ipswich Water officer 	<ul style="list-style-type: none"> • Annually 	<ul style="list-style-type: none"> • External Audit Report held by Council • Copy held by held by Approval holder