

Scottish Water

Sewerage (Scotland) Act 1968

Action Plan to Address a Non-Compliant Trade Effluent Discharge

Notice No: 08/12345A/AP/01

To: Any Company

Address:

In accordance with Scottish Water's Enforcement Policy, please complete the attached Action Plan to address the Non-Compliant Trade Effluent Discharge at the above address.

The nature of the non-compliance is detailed in the Action Plan. Please specify the steps to be taken and the timescale in which you propose to complete these in order to resolve this matter.

_____ Date: _____

Authorised to sign on behalf of Any Company

_____ Date: _____

Authorised to sign on behalf of Scottish Water

Where you fail to comply with the terms of this notice and the Trade Effluent is Non-Compliant, Scottish Water will commence taking formal samples with a view to preparing a report to the Procurator Fiscal.

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Name: Any Company

Details of Non-Compliance Issue(s)	Steps required to resolve non-compliance	Proposed Completion Date	Action Owner
Discharge Seriously Non Compliant for settled COD and settled BOD.	1. Equipment for measurement of COD, BOD and Total Suspended Solids ordered 21 April 2008.	1. Expected w/c 12 May 2008	J Bloggs
Serious Parameter Failure for settled COD, 2 April 2008.	2. Set-up calibration and evaluation of equipment.	2. 6 June 2008	J Bloggs
Parameter failure for settled BOD, 2 April 2008.	3. Gather sufficient valid data for statistical analysis.	3. 18 July 2008	J Bloggs
Parameter failures for settled COD and settled BOD, 5 May 2008.	4. Identify peaks in analysis, trace root causes and implement controls where required.	4. 8 Aug 2008	J Bloggs
	5. Demonstrate validity of controls, measured over sustained period.	5. 19 Sept 2008	J Bloggs
	6. Undertake programme of staff training to raise awareness of effluent management and promote best practice.	6. Start 1 June 2008	J Bloggs