**Fuel Facility Tenant Annual Return**

GCAPL Inherent Environmental Risk Rating: **High**

Please complete yellow highlighted sections and refer to the Tenant Annual Return template overview on the GCA website Environment page for further guidance. (<https://www.goldcoastairport.com.au/corporate/regulatory/home>)

|  |  |  |  |
| --- | --- | --- | --- |
| **Company & Trading Name:** | Click or tap here to enter text. | **Financial year Reporting Period** | Click or tap here to enter text. |
| **Site Manager:** | Click or tap here to enter text. | **Phone** | Click or tap here to enter text. |

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| **Signed** | Click or tap here to enter text. | **Position** | Click or tap here to enter text. | **Form Date** | Click or tap to enter a date. |

**Section 1** - Environmental Management Framework

| **ID** | **Management Measure** | **Applicable** | **Required Details\* / Tenant Response Comments** | **Attachment Included** | **GCA Review** | |
| --- | --- | --- | --- | --- | --- | --- |
| **Further Action** | **Notes** |
| **1.1** | Any updates to the **Operational Environmental Management Plan** and related documents during the reporting period. e.g. environmental policy | YES  NO | Date and Rev No. of OEMP  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **1.2** | Any **key changes in operations** influencing environmental management during the reporting period. | YES  NO | List  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **1.3** | **Environmental training** undertaken during the reporting period. | YES  NO | Attach examples  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **1.4** | **Environmental audits** completed during the reporting period. | YES  NO | Date of audit:Click or tap to enter a date.  Attach audit findings/report  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **1.5** | **Emergency response** procedure including spill management | YES  NO | Reference section in OEMP  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **1.6** | **Environmental incidents** during the reporting period. Include root cause analysis and corrective actions undertaken. | YES  NO | Attach reports  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **1.7** | **Environmental inquiries / complaints** received during the reporting period. If yes please provide details. | YES  NO | Attach inquiry / complaint and responses  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **1.8** | **Trade waste license exceedance** i.e. waste discharge to sewer only | YES  NO | Note  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **1.9** | **Annual equipment maintenance schedule** e.g. fuel tanks trucks and lines, stormwater interceptors, oily water separators, generators, fire pumps, sewer and stormwater pumps. | YES  NO | Attach current schedule completed indicating completed servicing and inspections for plant and equipment  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **1.10** | **Operational inspection program** | YES  NO | Attach example completed checklists with environmental checks  Click or tap here to enter text. | YES  NO | YES  NO |  |

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| **Comments** | Click or tap here to enter text. |

**Section 2** - Underground Fuel Storage Infrastructure

Examples: underground fuel storage tanks, pipelines

Does your organisation operate underground fuel infrastructure?

YES  Continue with responses to the items below

NO  Disregard this section and continue with remaining sections

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| **Description** | Click or tap here to enter text. |

| **ID** | **Management Measure** | **Applicable** | **Required Details\* / Tenant Response Comments** | **Attachment Included** | **GCA Review** | |
| --- | --- | --- | --- | --- | --- | --- |
| **Further Action** | **Notes** |
| **2.1** | **Integrity testing** undertaken. | YES  NO | Attach service records  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **2.2** | **Pressure testing** | YES  NO | Attach service records  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **2.3** | **Double walled interstitial** monitoring | YES  NO | Attach service records  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **2.4** | **Cathodic protection** servicing | YES  NO | Attach service records  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **2.5** | **Tank thickness testing** and internal inspections | YES  NO | Attach service records  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **2.6** | **Automatic Tank Gauging** | YES  NO | Attach example records where available  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **2.7** | **Tank dip testing** | YES  NO | Attach example records where available  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **2.8** | **Reconciliation process** in place | YES  NO | Click or tap here to enter text. | YES  NO | YES  NO |  |
| **2.9** | **Groundwater monitoring** | YES  NO | Attach monitoring report  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **2.10** | **Waste tracking** **certificates** for regulated wasteresponding to incidents | YES  NO | Attach example tracking certificates & waste contractor agreement  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **2.11** | **Manifest required** | YES  NO | Attach a copy  Click or tap here to enter text. | YES  NO | YES  NO |  |

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| **Comments** | Click or tap here to enter text. |

**Section 3** – Above Ground Fuel Storage Infrastructure

Example: above ground fuel storage tank, pipelines

Does your organisation operate above ground bulk fuel infrastructure?

YES  Continue with responses to the items below

NO  Disregard this section and continue with remaining sections

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| **Description** | Click or tap here to enter text. |

| **ID** | **Management Measure** | **Applicable** | **Required Details\* / Tenant Response Comments** | **Attachment Included** | **GCA Review** | |
| --- | --- | --- | --- | --- | --- | --- |
| **Further Action** | **Notes** |
| **3.1** | **Integrity testing** undertaken. | YES  NO | Attach service records  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **3.2** | **Pressure testing** | YES  NO | Attach service records  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **3.3** | **Double walled interstitial** monitoring | YES  NO | Attach service records  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **3.4** | **Cathodic protection** servicing | YES  NO | Attach service records  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **3.5** | **Tank thickness testing** and internal inspections | YES  NO | Attach service records  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **3.6** | **Automatic Tank Gauging** | YES  NO | Attach example records where available  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **3.7** | **Tank dip testing** | YES  NO | Attach example records where available  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **3.8** | **Reconciliation process** in place | YES  NO | Click or tap here to enter text. | YES  NO | YES  NO |  |
| **3.9** | **Bunding** | YES  NO | Reference bund maintenance procedure in OEMP:  Click or tap here to enter text.  Reference inspection checklist including bund maintenance checks in OEMP:  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **3.10** | **Stormwater interceptor** treating water from tank bunded area | YES  NO | Attach service records  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **3.11** | **Oily water separator** connected to stormwater | YES  NO | Attach service records  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **3.12** | **Stormwater monitoring** | YES  NO | Attach monitoring report  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **3.13** | **Spill kits** | YES  NO | Total Site No:  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **3.14** | **Waste tracking** **certificates** for regulated wasteresponding to incidents | YES  NO | Attach example tracking certificates & waste contractor agreement  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **3.15** | **NPI Reporting** | YES  NO | Attach report  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **3.16** | **NGER Reporting** | YES  NO | Attach report  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **3.17** | **Manifest required** | YES  NO | Attach a copy  Click or tap here to enter text. | YES  NO | YES  NO |  |

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| **Comments** | Click or tap here to enter text. |

**Section 4** – Hazardous Materials Storage and Handling

Examples: paints, lubricants, oils & greases, thinners, herbicides, fire fighting foam, cleaning chemicals

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| **Does your organisation maintain a hazardous materials store?**  YES  Continue with responses to the items below  NO  Disregard this section and continue with remaining sections | | **Is the store limited to minor quantities of cleaning chemicals (<5L) only?**  YES  Disregard this section and continue with remaining sections  NO  Continue with responses to the items below | |
| **Description** | Click or tap here to enter text. | |

| **ID** | **Management Measure** | **Applicable** | **Required Details\* / Tenant Response Comments** | **Attachment Included** | **GCA Review** | |
| --- | --- | --- | --- | --- | --- | --- |
| **Further Action** | **Notes** |
| **4.1** | **Hazardous materials register** | YES  NO | Reference section in OEMP or attach register  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **4.2** | **SDSs** | YES  NO | Date of last review  Click or tap to enter a date. | YES  NO | YES  NO |  |
| **4.3** | **Flammable cabinet** | YES  NO | Total site No.:  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **4.4** | **Bunding** | YES  NO | Reference bund maintenance procedure in OEMP:  Reference inspection checklist including bund maintenance checks in OEMP:  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **4.5** | **Spill kits** responding to hazardous materials incidents | YES  NO | Total site No.:  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **4.6** | **Waste tracking** **certificates** for regulated wasteresponding to hazardous materials incidents | YES  NO | Example tracking certificates & waste contractor agreement  Click or tap here to enter text. | YES  NO | YES  NO |  |

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| **Comments** | Click or tap here to enter text. |

**Section 5** – Mechanical Servicing

Examples: aircraft, GSE and other vehicle maintenance

Does your organisation undertake mechanical servicing?

YES  Continue with responses to the items below

NO  Disregard this section and continue with remaining sections

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| **Description** | Click or tap here to enter text. |

| **ID** | **Management Measure** | **Applicable** | **Required Details\* / Tenant Response Comments** | **Attachment Included** | **GCA Review** | |
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| **Further Action** | **Notes** |
| **5.1** | **Oily water separator & sump** connecting the workshop to sewer | YES  NO | Attach servicing records  Click or tap here to enter text.  Attach example waste tracking certificates  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **5.2** | **Bunding** | YES  NO | Reference bund maintenance procedure in OEMP:  Click or tap here to enter text.  Reference inspection checklist including bund maintenance checks in OEMP: Click or tap here to enter text. | YES  NO | YES  NO |  |
| **5.3** | **Spill kits** to respond to mechanical servicing related incidents | YES  NO | Total site No.:  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **5.4** | **Waste tracking** **certificates** for regulated wastegenerated by mechanical servicing | YES  NO | Example tracking certificates & waste contractor agreement  Click or tap here to enter text. | YES  NO | YES  NO |  |

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| **Comments** | Click or tap here to enter text. |

**Section 6** – Historical Contamination

Examples: contaminated land, surface/groundwater related to your operations

Does your organisation monitor historical contaminated land?

YES  Continue with responses to the items below

NO  Disregard this section and continue with remaining sections

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| **Description** | Click or tap here to enter text. |

| **ID** | **Management Measure** | **Applicable** | **Required Details\* / Tenant Response Comments** | **Attachment Included** | **GCA Review** | |
| --- | --- | --- | --- | --- | --- | --- |
| **Further Action** | **Notes** |
| **6.1** | Environmental monitoring | YES  NO | Attach monitoring reports or reference date when provided to GCAPL | YES  NO | YES  NO |  |

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| **Comments** | Click or tap here to enter text. |

**Section 7** – Carparks and Hardstand Areas

**Does your organisation operate a carpark?**

YES  Continue with responses to the items below

NO  Disregard this section and continue with remaining sections

**Do you operate the following carparks?**

Sealed YES  NO  Continue with responses to the items below

Unsealed YES  NO  Continue with responses to the items below

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| **Description** | Click or tap here to enter text. |

| **ID** | **Management Measure** | **Applicable** | **Required Details\* / Tenant Response Comments** | **Attachment Included** | **GCA Review** | |
| --- | --- | --- | --- | --- | --- | --- |
| **Further Action** | **Notes** |
| **7.1** | **Stormwater interceptor** – treatment carpark runoff to stormwater | YES  NO | Attach servicing records  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **7.2** | **Regulated waste** tracking for servicing stormwater interceptors as required | YES  NO | Example tracking certificates & waste contractor agreement  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **7.3** | **Stormwater rising main pump** | YES  NO | Attach servicing records  Click or tap here to enter text. | YES  NO | YES  NO |  |

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| **Comments** | Click or tap here to enter text. |

**Section 8** – Sustainability Measures

**Scope**: power generation and consumption, rainwater harvesting and potable water consumption, waste management (avoidance, reuse, recycling and disposal), fuel consumption, SF6 switching gear and refrigerant storage and use.

**Note**: Reporting on sustainability measures is currently optional however strongly encouraged. The categories are provided below to indicate the information that will be mandatory in future Returns.

|  |  |
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| **Reduction / efficiency initiative implemented during the period** | **Comments** |
| Energy | Click or tap here to enter text. |
| Water | Click or tap here to enter text. |
| Waste | Click or tap here to enter text. |

| **ID** | **Data Type** | **Applicable** | **Required Details\* / Tenant Response Comments** | **Attachment Included** | **GCA Review** | |
| --- | --- | --- | --- | --- | --- | --- |
| **Further Action** | **Notes** |
| **8.1** | Fuel in litres | YES  NO | Separate use of ULP, ULP E10, diesel, Jet A1, Avgas, natural gas and LPG for stationary and mobile plant  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **8.2** | Refrigerants in kg | YES  NO | Refrigerants stored or in use R134a, R407c, R410a, etc  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **8.3** | CO2 in kg | YES  NO | Fire extinguishers, beverage additives  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **8.4** | Waste in tonnes | YES  NO | General waste, comingled, cardboard, tyres, oil, batteries, toner cartridges, scrap metal and other recycling  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **8.5** | Water in kL | YES  NO | Potable and non-potable water  Click or tap here to enter text. | YES  NO | YES  NO |  |
| **8.6** | Electricity in kWh | YES  NO | Purchased non and renewable grid electricity and onsite renewable electricity generation  Click or tap here to enter text. | YES  NO | YES  NO |  |

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| **Comments** | Click or tap here to enter text. |