



Odour Management Plan for Waste Transfer Operations

Sherbourne Recycling Limited

Sherbourne Resource Park
255 London Road
Coventry
Warwickshire
CV3 4AR

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1.0 Operations and odour management plan

1.1 Introduction

The structure of this OMP has been revised on the basis of the Environment Agency Guidance available at the website and can be seen in the CONTENTS listing that follows here:

<https://www.gov.uk/government/publications/environmental-permitting-h4-odour-management>

This OMP is aimed at assisting the site management and staff in effectively managing potential odour releases associated with the operations at the site and minimisation of the risk of abnormal operational conditions, which could result in increased risk of odour generation at the site.

1.2 Structure of the Odour Management Plan

The structure of the OMP is laid out in accordance with EA guidance and considers:

- Operations and odour management plan
- Process and emissions
- Prevention
- Dispersion and Receptors
- Procedures

1.3 Objectives This odour management plan is designed to:

- employ appropriate methods, including monitoring and contingencies, to control and minimise odour pollution;
- prevent unacceptable odour pollution at all times;
- reduce the risk of odour releasing incidents or accidents by anticipating them and planning accordingly.

The OMP will consider sources, releases and impacts, and use these to identify cost effective opportunities for odour management.

2.0 Process and Emissions

2.1 Materials Recycling Facility

Sherbourne Recycling Limited (SRL) is a waste management company specialising in the treatment of recyclate arising from household waste collections. The company was established in February 2021 to design, build and operate a state of the art facility on behalf of its Shareholders, made up of eight local authorities based in the West Midlands.

The site is located at the Sherbourne Resource Centre 255 London Road, Coventry, CV5 3AR.

The site is centred at National Grid reference SP 34857 77570 and comprises land north east of London Road, approximately 2km from the centre of Coventry. The residential area of Whitley Village is approximately 0.5km at its closest point, to the south of the site beyond the A4082 road. The Site is approximately 4.4ha in size.

The site will be operational 24 hours a day, 7 days a week with the exception of Christmas Day, Boxing Day and Easter Sunday (calendar dates). In normal circumstances waste will be accepted on site between the hours of 07:00 and 17:00 Monday to Friday and 07:00 to 12:00 on Saturdays.

The site shall consist of a MRF designed with the flexibility to adapt as demands of the sector grow and evolve and as such the permission submitted is based on the MRF receiving up to a total of 250,000 tonnes of feedstock per annum. Processing activities on site shall be limited to sorting, separation, screening, baling and storage.

All waste transfer, storage and treatment activities will take place within a purpose built building.

Proposed Sherbourne Recycling Facility²



The proposed on site activities can be split into three distinct areas –

Waste Acceptance

Sherbourne Recycling Limited (SRL) is a waste management company specialising in the treatment of recyclable arising from household waste collections. And will service up of eight local authorities based in the West Midlands.

Waste will be accepted at the MRF into a specially designed waste reception hall. The waste reception hall is separate to the other sections of the operations, these being waste treatment and recyclable storage.

The act of waste storage involves storing the waste in segregated purpose built bays allowing incoming waste to be managed in separate designated stockpiles. This storage method is essential to reduce the risk of fire and fire management at the site but also allows MRF feedstock to be managed in terms of time management.

The facility will operate on a 'first in, first out' basis meaning that the waste is stored for the minimum period of time before it is treated. This means the likelihood of odour is dramatically reduced.

The waste acceptance hall is also equipped with fast acting automated roller shutter doors meaning that waste reception hall remains closed to the outside for as long as possible.

The waste reception hall is equipped with a mist-air system to suppress both dust and odours. The mist-air system can have de-odourising products added to it to aid odour abatement when required.

The waste reception hall is also equipped with a dust extraction system which is used to ensure the air quality remains high within the facility. At the extraction point this system passes through filters designed to capture odours.

Treatment

The act of waste treatment involves a purpose built recycling facility located within a purpose built waste treatment hall. The waste processing hall is not accessed to the outside via any roller shutter doors.

Like all other parts of the MRF building the waste treatment hall is equipped with a mist-air system to suppress both dust and odours. The mist-air system can have de-odourising products added to it to aid odour abatement when required.

The waste treatment hall is also equipped with a dust extraction system which is used to ensure the air quality remains high within the facility. At the extraction point this system passes through filters designed to capture odours.

Recyclable Storage

The recyclable storage hall mirrors that of the waste reception hall in terms of its infrastructure.

The act of recyclet storage involves storing the separated waste fractions in segregated purpose built bays allowing incoming outgoing to be managed in separate designated stockpiles. This storage method is essential to reduce the risk of fire and fire management at the site but also allows MRF recyclet to be managed in terms of time management.

The facility will operate on a 'first in, first out' basis meaning that the recyclet is stored for the minimum period of time before it is treated. This means the likelihood of odour is dramatically reduced.

The recyclet storage hall is also equipped with fast acting automated roller shutter doors meaning that recyclet storage hall remains closed to the outside for as long as possible.

The act of waste storage involves storing the waste in segregated purpose built bays allowing incoming waste to be managed in separate designated stockpiles. This storage method is essential to reduce the risk of fire and fire management at the site but also allows MRF feedstock to be managed in terms of time management.

The facility will operate on a 'first in, first out' basis meaning that the waste is stored for the minimum period of time before it is treated. This means the likelihood of odour is dramatically reduced.

The waste acceptance hall is also equipped with fast acting automated roller shutter doors meaning that waste reception hall remains closed to the outside for as long as possible.

The waste reception hall is equipped with a mist-air system to supress both dust and odours. The mist-air system can have de-odourising products added to it to aid odour abatement when required.







The waste reception hall is also equipped with a dust extraction system which is used to ensure the air quality remains high within the facility. At the extraction point this system passes through filters designed to capture odours.

2.2 The likelihood and frequency of exposure

The likelihood and frequency of exposure to odour arising from the facility is determined by combination of the magnitude of release, the prevailing meteorological conditions, and the distance and direction of receptors in relation to the facility. Each of these factors are discussed in the following sections.

2.2a Conceptual Model

The conceptual model for pollutant linkages identified for the release of odours from the Waste transfer facility is identified in Figure 1 below

SOURCE	PATHWAY	RECEPTOR
		
		
Release of odours during waste transfer, treatment and storage.	Airborne transportation.	Nearby sensitive receptors identified in section 7.
HAZARD		Nuisance to local population

2.3 Source Material

The site shall consist of a MRF designed with the flexibility to adapt as demands of the sector grow and evolve and as such the permission submitted is based on the MRF receiving up to a total of 250,000 tonnes of feedstock per annum. Processing activities on site shall be limited to sorting, separation, screening, baling and storage.

Table 2.3a - Assessment of Odour Potential from source material

Waste Type	Waste Source	Typical Composition	Abnormal Composition	Likelihood	Odour Potential
20 03 01	Mixed municipal wastes	Mixtures of glass, plastics, metals and card and paper	Unlikely due to management of incoming wastes by local authorities	Waste will be stored prior to treatment for a maximum period of 2 weeks	Medium
Separately collected fractions	Separately collected	Separately collected recyclet in the form of tins and cans, paper and card, plastic packaging and glass packaging	Unlikely due to management of incoming wastes by local authorities	Waste can regularly be up to two weeks old.	Medium

Table 2.3b - Assessment of Odour Potential from treated materials

Waste Type	Waste Source	Typical Composition	Abnormal Composition	Likelihood	Odour Potential
Separately recycled fractions	MRF	Separated glass, metals, plastics and paper and card.	Very low due to the advanced sorting and separation technologies used within the MRF	Low due to fractions being separated and contaminants removed	Low

2.4 Waste Acceptance

Sherbourne Recycling Limited (SRL) is a waste management company specialising in the treatment of recyclate arising from household waste collections. And will service up of eight local authorities based in the West Midlands.

The process is predominantly limited in the waste that it will accept due to the specific construction and design of the facility.

- 20 03 01 – Mixed municipal waste (recyclables) and additional single streams.

Due to the site accepting waste from dedicated local authority contracts the consistency of the incoming waste is constant in terms of it is from the same sources week on week.

The quality of the incoming waste is monitored when it arrives at the site and if it deemed unacceptable it is reloaded and removed from the facility.

2.5 Process

The recycling process employs a state of the art design specific for the MRF.

The final design utilises sorting robots and optical sorters, within an overall solution to provide a highly automated and innovative state-of-the-art facility. It will also be one of the first facilities in the world that integrates, at this scale, artificial intelligence at the core of its system that allows real-time interconnectivity between the main sorting equipment. The system will be processing a throughput of 47.5 tonnes per hour of recyclables with an extremely minimized level of human intervention with only five manual sorters.

The biggest difference from existing infrastructure in the UK will be the artificial intelligence (AI) and the machines' interconnectivity. The AI will analyse in real-time the material streams and be able to send critical information to other machines within the system to identify (and effect) automatic adjustments.

2.6 Contingency Planning

Waste Acceptance

Should at any point during the acceptance of waste there is an issue in the form of non-compliant waste streams being tipped. The waste will be reloaded and removed from the site.

If waste requires quarantining it will be placed within the quarantine bay to until it can be dealt with safely and compliantly.

If at any point during waste acceptance odour is perceived to be an issue with a certain load it will be investigated at the point of acceptance. If it is deemed it is unacceptable it will be reloaded and removed from the site.

Any liquid within the waste would be contained on the sealed concrete pad and immediate hosed to the sites sealed drainage system.

If in the event of the waste acceptance hall being unable to operate waste acceptance would not recommence until a full review of this Odour Management Plan has been conducted and process controls (including critical limits) amended as required.

The company has contracts with a network of permitted waste management sites that could accept the waste in the event of it not being able to be accepted at the site.

2.7 Releases

Key measures for management of releases includes reducing evaporation and, if needed, containment and abatement. The whole process is carried out in a controlled manner to assist with minimising odour releases.

There is the potential for odour releases in four distinct points of the process -

Vehicles

All waste will arrive at the site within sealed vehicles in the form of Refuse Collection Vehicles (RCV's) and bulked within walking floors. Both vehicles are not open and are either mechanically closed to prevent the waste being exposed to the air.

Doors Waste Reception Hall

Waste will be accepted at the MRF into a specially designed waste reception hall. The waste reception hall is separate to the other sections of the operations, these being waste treatment and recyclet storage.

The act of waste storage involves storing the waste in segregated purpose built bays allowing incoming waste to be managed in separate designated stockpiles. This storage method is essential to reduce the risk of fire and fire management at the site but also allows MRF feedstock to be managed in terms of time management.

The facility will operate on a ‘first in, first out’ basis meaning that the waste is stored for the minimum period of time before it is treated. This means the likelihood of odour is dramatically reduced.

The waste acceptance hall is also equipped with fast acting automated roller shutter doors meaning that waste reception hall remains closed to the outside for as long as possible.

The waste reception hall is also equipped with a mist air system that can have an anti-odouriser added to it. A waste extraction system is also in full operation within the waste reception hall, reducing the potential for odour to leave via the fast acting access doors.

Doors Recyclet Storage Hall

The recyclet storage hall also equipped with fast acting automated roller shutter doors meaning that waste reception hall remains closed to the outside for as long as possible.

The waste recyclet storage hall is again equipped with a mist air system that can have an anti-odouriser added to it. A waste extraction system is also in full operation within the waste reception hall, reducing the potential for odour to leave via the fast acting access doors.

Extraction

The company employs an air / dust extraction system throughout the facility.

2.8 Odour Release Point Inventory

All identified odour release points have been collated into the table below for quick reference. The inventory assists in identifying the physical locations that require management.

Odour Release Point & Description	Location and Process
Vehicles	Entering and exiting the site
Doors Waste Reception Hall	Doors Waste Reception Hall
Doors Recyclet Storage Hall	Doors Recyclet Storage Hall
Air extraction system	Extraction filters

2.9 Storage

The first storage that takes place on the site is the solid wastes the purpose built waste reception hall.

The second storage is processed recyclet hall.

2.10 Frequency

The operation has the design and capacity to run 24 hours per day, 365 days a year.

2.12 Alternative to proposed transfer system

The site has been designed to best industry standards.

Alternatives to a reception hall within a building fast acting roller shutter doors, would either involve external reception or the use of slow closing doors or an open fronted building.

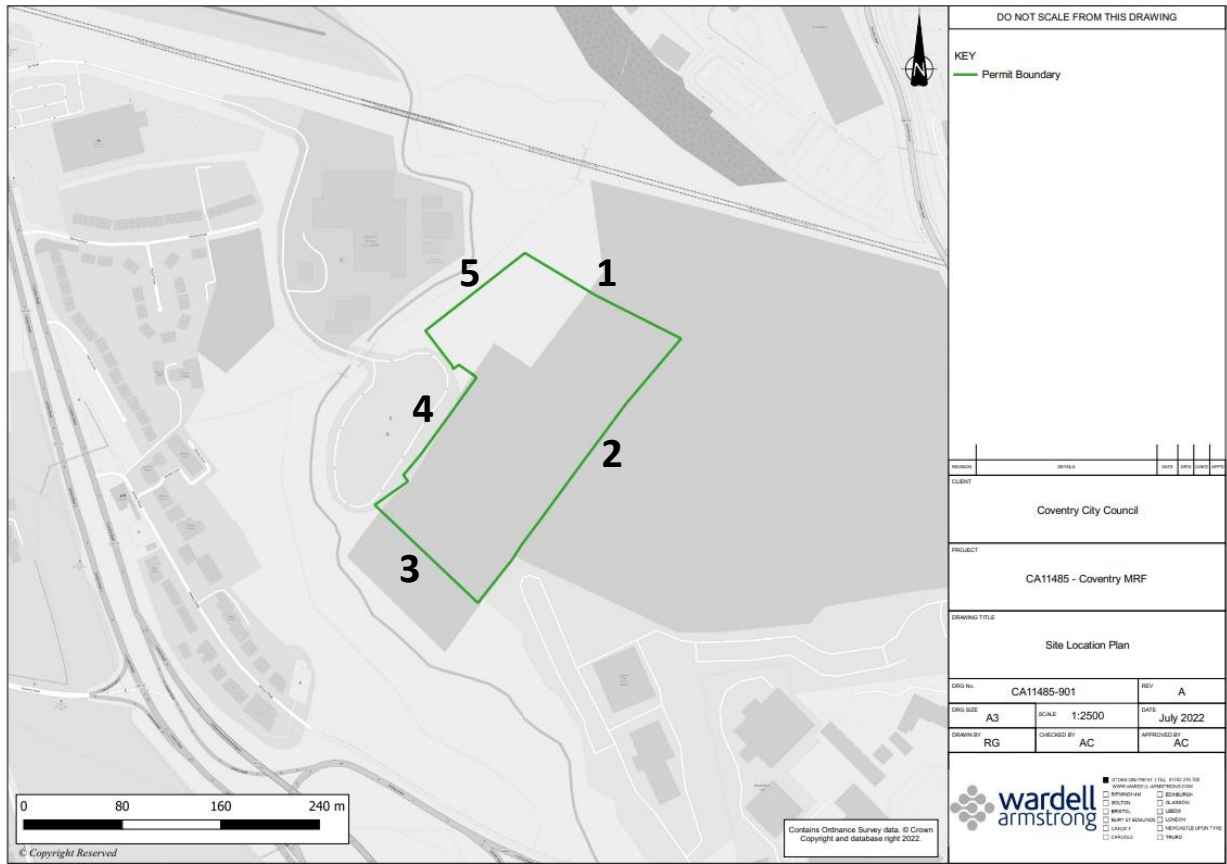
3.0 Prevention

3.1 Internal Odour Assessment and Monitoring

GAP will carry out odour checks at 5 points around the perimeter of the site on a daily basis (shown in figure 3.3) when transfers are taking place. Monitoring is undertaken at various times to build in an element of random checks. In the event that a perimeter odour at 3 or above is recorded, then off site odour

checks will be carried out in the prevailing wind direction and details recorded in the site diary. Office staff and other visiting staff are encouraged to check odour to reduce the risk of site staff becoming normalised to the tankered waste. Records will be maintained for two years.

11Figure 3.0 Internal odour monitoring points



3.2 Daily Checks

A Daily Checklist will be implemented which is to be carried out daily and available to the Environment Agency on inspection. The checklist will be filled in daily by the site manager or other appropriate person in order to monitor the site cleanliness and weather conditions which may affect odour controls. The monitoring will take place on a daily basis and is designed to reduce the potential for odour. This checklist will be kept in the site office and will be produced upon the request of the Environment Agency.

3.3 Cleaning

The site will operate a strict cleansing regime of the permitted area to ensure that any residues from the transfer, storage and treatment of waste–

- Cleansing or reception hall and recyclet storage hall floors to remove residues.
- Flushing of the sites drainage system.
- Mechanical road sweeping of the external surfaces.

3.4 Maintenance

The site will operate a strict maintenance regime of the equipment integral ensuring that odours developing or leaving the building are not compromised in their functionality and effectiveness. These include -

- Checking all fast acting roller shutter doors are working correctly and closing securely.
- Checking the air extraction system is working.
- Checking sites mist air system is operational.
- All site drainage is clear and free from debris.
- The buildings integrity is intact.

4.0 Dispersion and Receptors

4.1 Dispersion

The following section identifies the prevailing weather conditions on site, in particular the wind direction in order to predict the path of likely aerial dispersion of odours generated on site. By constant monitoring and even forecasting of poor dispersion conditions, Sherbourne Recycling can trigger contingency measures to temporarily cease operations.

The sites immediate receptors are those of the Household Waste Recycling Centre to the West, the Waste to Energy facility to the West, Allotments to the East and the Councils depot to the South.

The predominant wind blows from the west-south-west towards receptors to the east north-east of the Site. This area is initially flanked by the West Coast Mainline railway track that sites above the site on a railway embankment.

All access doors to the facility open to the West and South and the dust extraction point again is to the south.

The area around the site is open allowing any odours to be dispersed quickly.

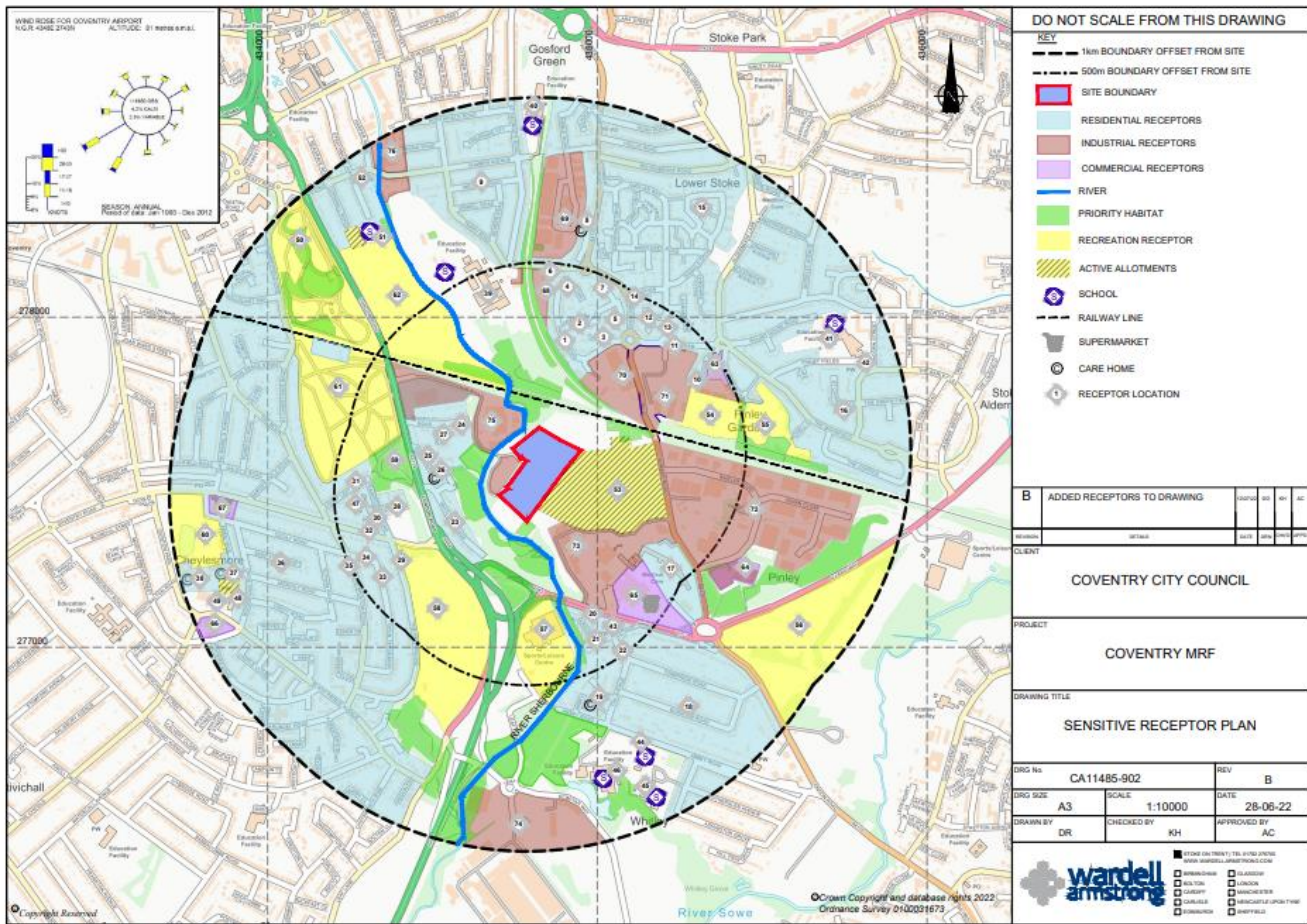
4.1a Table showing sensitive receptors within 1,000m

Receptors within 1km of Coventry MRF			
No.	Receptor Name	Approx. Distance	Approx. Direction
Residential			
1	Humber Road	240m	North
2	Grenadier Drive	300m	North
3	Hussar Crescent	310m	North
4	Gibraltar Close	390m	North
5	Coldstream Crescent	400m	North
6	Terry Road	405m	North
7	Border Crescent	450m	North
8	Oak Ledge Rest Home	630m	North
9	Properties in Coventry	>500m	North
10	Paladine Way	380m	Northeast
11	Sunbeam Way	400m	Northeast
12	Jersey Close	425m	Northeast
13	Anglian Way	440m	Northeast
14	Dragoon Road	485m	Northeast
15	Properties in Lower Stoke	>500m	Northeast
16	Properties in Stoke Aldermoor	>500m	East
17	Abbey Park Nursing Home	340m	Southeast
18	Properties in Whitley	>500m	Southeast
19	Victoria Manor Care Home	590m	Southeast
20	London Road	320m	South
21	Riverside Close	320m	South
22	Tonbridge Road	490m	South
23	Whitley Village	150m	Southwest
24	Shortley Road	170m	West
25	Swift's Cor	190m	West
26	Murray Lodge Sheltered Accomodation	190m	West
27	Pegmill Close	195m	West
28	Calder Close	300m	West

29	The Park Paling	360m	West
30	Frankpledge Road	360m	West
31	Courtleet Road	400m	West
32	Daventry Road	400m	West
33	Seneschal Road	420m	West
34	Cecily Road	350m	West
35	William Bristow Road	470m	West
36	Properties in Cheylesmore	>500m	West
37	Bevan Court Retirement Living	860m	West
38	Quinton Lodge Sheltered Housing	970m	West
Public Buildings			
39	Blue Coat C of E School and Music College	380m	North
30	Gosford Park Primary School	880m	North
31	Aldermoor Farm Primary School	820m	Northeast
32	St Catherine's Church	900m	Northeast
33	The Church of Jesus Christ of Latter-day Saints	400m	Southeast
34	Tiverton School	780m	South
35	Whitley Abbey Primary School	800m	South
36	Whitley Academy	870m	South
37	Christ Church C of E Church	390m	West
38	Quinton Park Baptist Church	860m	West
39	Quinton Park Medical Centre	890m	West
40	London Road Funerary Chapel	920m	Northwest
41	All Saints C of E Primary School	750m	Northwest
42	All Saints - St Anne Church	930m	Northwest
Leisure Receptors			
43	London Road Allotments	0m	East
44	Playing field	300m	East
45	Finney Gardens	500m	East
46	The Alan Higgs Centre leisure facility	850m	Southeast
47	Sports centre	300m	South
48	Whitley Common Recreation Ground	280m	Southwest
49	London Road Park	260m	West
50	Quinton Park	900m	West
51	London Road Cemetery	360m	West

52	Charterhouse Field and Park	280m	Northwest
Commercial Receptors			
53	Carter Road commerce	480m	Northeast
54	Matalan Seven Stars Industrial Estate	600m	East
55	Abbey Park Superstore	330m	Southeast
56	Cheylesmore Commerce	940m	West
57	Davertry Road Supermarket	820m	West
Industrial Receptors			
58	Terry Road Industry	350m	North
59	Bilton Industrial Estate	530m	North
60	Humber Road Training Centre	230m	Northeast
61	Sunbeam Way office blocks	260m	Northeast
62	Seven Stars Industrial Estate	280m	East
63	Whitley Depot	0m	Southeast
64	Whitley Business Park	870m	South
65	Coventry EfW Plant	50m	Northwest
66	Humber Avenue Industry	900m	Northwest

4.1b Receptors Plan



4.2 Site Location

The site is located off of London Road south of Coventry City Centre and surrounded by a variety of different land uses highlighted in the receptors plan.

The site is surrounded by other waste management activities in the form of -

- Waste to Energy plant - CSWDC Limited, Bar Road, West Midlands, CV3 4AN
- Household Waste Recycling Centre - Bar Road H W S, Bar Road, Coventry, CV3 4AN
- Council Waste Transfer Station - 259, London Road, Coventry, CV3 4AR

Within 1000m of the site there are a large number of housing developments in all directions and also hospitality and Leisure.

Based upon the guidance document - H4 Odour Management How to comply with your environmental permit states the following *'Some receptors are more sensitive than others. Domestic residences, or a pub with a beer garden are more likely to be sensitive than an industrial complex'*.

This shows that the sites immediate receptors are less sensitive than those of residential dwellings.

4.3 Dispersal Control

There are no sensitive receptors in various directions from the site. Given the varying directions to non-sensitive receptors it will not be practicably possible to restrict activities by wind direction. As the receptors are a mix of commercial properties operating around the clock it would also not be possible to restrict activities by time.

4.4 Other Sources of Odour

The site is surrounded by other waste management activities in the form of -

- Waste to Energy plant - CSWDC Limited, Bar Road, West Midlands, CV3 4AN
- Household Waste Recycling Centre - Bar Road H W S, Bar Road, Coventry, CV3 4AN
- Council Waste Transfer Station - 259, London Road, Coventry, CV3 4AR

Waste to Energy plant

The waste to energy plant that is operated by The Coventry & Solihull Waste Disposal Company Ltd under environmental permit NP3739PD is situated directly to the North West of the of the site boundary. The site accepts non-recyclable household waste to convert to energy.

Household Waste Recycling Centre

The Household Waste Recycling Centre is again operated by The Coventry & Solihull Waste Disposal Company Limited under environmental permit EAWML 48177. And again it is situated directly to the North West of the of the site boundary.

Council Waste Transfer Station

Coventry City Council operate their own waste transfer station situated within their depot directly to the southeast of the facility. The transfer station is operated under environmental permit EAWML 48136.

5.0 Procedures

5.1 Responsibilities

The overall responsibility for the site shall remain with the Companies' Managing Director.

Day to day operational responsibility for the MRF maintained by the site's competent persons or COTC holders (Certificate of Technical Competence Holder's in the event of an odour complaint the Odour Complaint Form as shown in Appendix B will be used and if complaint is validated the cause investigated and remedied

5.2 Procedures when Odours Arise

There is an internal odour report form (see Appendix C) and an external complaints procedure (as outlined below and in Appendix B) to ensure any odour issues are dealt with quickly and effectively.

5.3 External Complaints Procedure

Any complaints relating to the odour of the site will be taken seriously and channelled through a senior member of staff. Staff taking note of the complaint will use the appropriate Odour Complaint Form (see Appendix B).

Once the complaint is taken, the Site Manager will investigate the complaint and the site activities and respond to the complainant in writing outlining any findings and actions taken to mitigate the source of odours. Any complaints, investigations and mitigating actions will be recorded in the site diary.

The complaints procedure, including a survey of the complaints to date will be re-assessed by the Operations Manager and the Managing Director on a yearly basis, unless the number of complaints warrants additional reviews. It should be pointed out there have been no substantiated odour complaints by the Environment Agency for the last 2 years at this site.

5.4 Response to Complaints

The receipt of a single odour complaint during normal operations is treated as an exceedance of control levels. The primary response will be as detailed in accordance with the site's complaints procedure. An investigation shall be initiated into the cause of the complaint; this will involve as necessary:

- An olfactory survey as outlined below;
- An examination of the site activities at the time of the complaint;
- An examination of the meteorological conditions at the time of the complaint; and
- A review of the effectiveness of operational and odour control procedures. If the complaint is validated it will be treated as an exceedance of the control level. The outcome of the investigation will determine the corrective actions to be implemented.

5.5 Abnormal Meteorological Conditions

In the event that meteorological conditions prevent delivery or dispatch vehicles, or staff arriving on site, emergency contingency plans will need to be followed to ensure the site can be remotely managed until the site can return to operation under normal conditions. The site manager and staff operatives will undertake daily weather checks to ensure that any abnormal weather conditions can be foreseen as much as possible and contingency arrangements can be put in place prior to any problem occurring on site. In the event that the site has to be closed due to severe weather conditions deliveries will be diverted to an alternative suitably authorised site for either recovery or disposal.

5.6 Breakdown of Process Equipment and Plant

In the event that there is a breakdown of equipment or plant that cannot be repaired within 48 hours, how much capacity do they have before diverting?

5.7 Staffing Issues

The general manager ensures holidays are properly covered by staff from the wider group of companies. In terms of illness if a member of staff was not able to attend work on a particular day the site will manage but if that person or several staff at the same time were to be off for a longer period, staff can be sourced from the wider group of companies.

5.8 Odour Management Plane Review

The odour management plan will be reviewed annually and the version and review date modified accordingly, however if any of the following occur the odour management plan will be updated accordingly -

- Change to the permitted activities of the site.
- Change to the infrastructure and technology used to facilitate the transfer of liquid waste.
- Receipt of substantiated external odour complaints.
- Recording of odour internally that are likely to give rise to external complaints.
- A request made by the Environment Agency.

Appendix A

Odour Complaint Report Form	
Time and date of complaint:	
Telephone number of complainant	
Date of odour:	
Time of odour:	
Location of odour, if not at above address:	
Weather conditions (i.e., dry, rain, fog, snow):	
Temperature (very warm, warm, mild, cold or degrees if known):	
Wind strength (none, light, steady, strong, gusting):	
Wind direction (eg from NE):	
Complainant's description of odour: What does it smell like?	
o Intensity (see below):	
Duration (time):	
Constant or intermittent in this period:	
Does the complainant have any other comments about the odour?	
Are there any other complaints relating to the site?	
Any other relevant information:	
Do you accept that odour likely to be from your activities?	
What was happening on site at the time the odour occurred?	
Operating conditions at time the odour occurred (eg flow rate, pressure at inlet and pressure at outlet):	
Actions taken:	
Form completed by:	Signed

Appendix C

Odour Report Form				Date:	
Time of test					
Person conducting test					
Location of test e.g. street name etc					
Weather conditions (dry, rain, fog, snow etc):					
Temperature (very warm, warm, mild, cold, or degrees if known)					
Wind strength (none, light, steady, strong, gusting) Use Beaufort scale if known					
Wind direction (e.g. from NE)					
Intensity (see below)					
Duration (of test)					
Constant or intermittent in this period or persistence					
What does it smell like?					
Receptor sensitivity (see below)					
Is the source evident?					
Any other comments or observations					

Appendix D

Odour Diary					Sheet No:
Name and contact number	Address				
Date of odour:					
Time of odour:					
Location of odour, if not at above address (indoors, outside):					
Weather conditions (dry, rain, fog, snow etc):					
Temperature (very warm, warm, mild, cold or degrees if known):					
Temperature (very warm, warm, mild, cold or degrees if known):					
Wind direction (eg from NE):					
What does it smell like? How unpleasant is it? Do you consider this smell offensive?					
Intensity – How strong was it? (see below 1-5):					
How long did go on for? (time):					
Was it constant or intermittent in this period:					
What do believe the source/cause to be?					
Any actions taken or other comments:					