

[illegible]

PROCEDURE

1. The duration spent at each monitoring locations should be a minimum of 1 minute
2. During this time the assessment record for the location should be completed.
3. The field log should be completed for each monitoring visit using observations and weather forecast information
4. Completed assessment sheets should be kept for future reference.
5. It is important to record site specific information for the monitoring visit and any departures from normal operating conditions
6. It may be of benefit for an independent individual to accompany the regular assessor to periodically check the data quality.
7. The assessor should avoid strong food or drinks for at least half an hour before undertaking the assessment. Strongly scented toiletries should also be avoided and since colds/sore throats can affect the sense of smell it may be necessary for the assessment to be made by a separate individual.
8. Frequency of monitoring should be assessed at regular intervals, dependent on the potential for odour generation with the assessment times being varied to cover different on-site activities.

INFORMATION FOR COMPLETION OF ASSESSMENT FORM:

1. FIELD LOG

- **General Weather Comment** - Sunny, Raining, Overcast
- **Temperature** - Very warm, warm, mild, cold or °C (if known)
- **Wind Strength** - None, light, steady, strong, gusting
- **Wind Direction** - e.g. Blowing from North

2. COMPLAINT INFORMATION

Where the assessment is being made in response to a complaint the starting point for the odour assessment will be the location from where the complaint has arisen and details specific to the complaint will be recorded on the form.

3. ASSESSMENT RECORD

- **Intensity (Definitions from EA guidance)**
 0. No detectable odour
 1. Very faint odour
 2. Faint odour
 3. Distinct odour
 4. Strong odour
 5. Very strong odour
 6. Extremely strong odour
- **Sensitivity of location** ○ Low – e.g. Footpath, Road ○ Medium – e.g. Industrial or Commercial Workplaces.
 - High – e.g. Housing, Pub/Hotel etc.
- **Odour Description** – this should record any relevant information about the odours detected including:
 - Does the odour originate from an agricultural/industrial source? ○ Is the odour persistent or intermittent?
 - What does the odour smell like?
- **Is the odour attributable to site? (Y/N)** – can the odour source be traced back to on-site activities? If “YES” identify on-site location. If “NO” identify direction of odour origin.

STACEY
PROCESSING LTD