

ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN FOR THE LEASEHOLD RIGHTS REGISTRATION AND THE OPERATION AND MAINTENANCE OF THE EXISTING ONAANDA RETAIL STATION.



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AUGUST 2023

DOCUMENT DESCRIPTION

PROJECT NAME ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN FOR THE LEASEHOLD RIGHTS REGISTRATION AND THE OPERATION AND MAINTENANCE OF THE EXISTING ONAANDA FUEL RETAIL STATION.

LOCATION: ONAANDA VILLAGE, ELIM CONSTITUENCY, OMUSATI REGION

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APPLIATION: APP02228

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LIST OF ACRONYMS

CLB	Communal Land Board
DEA	Directorate of Environmental Affairs
DWA	Directorate of Water Affairs
EAP	Environmental Assessment Policy
EAP	Environmental Assessment Practitioner
ECC	Environmental Clearance Certificate
EIA	Environmental Impact Assessment
EMA	Environmental Management Act
ESMP	Environmental and Social Management Plan
I&APs	Interested and Affected Parties
MAWF	Ministry of Agriculture Water and Forestry
MET	Ministry of Environment and Tourism
MoEAC	Ministry of Education Arts and Culture
MoHSS	Ministry of Health and Social Services
MoLER	Ministry of Labor and Employee Relations
MWT	Ministry of Works and Transport
NamWater:	Namibia Water Corporation (Pty) Ltd
PHE	Public Health and Environmental Act
TA	Traditional Authority

1. INTRODUCTION AND BACKGROUND

1.1 Introduction

Mr. Fanuel Fredrich, ID: 58051600770 owns a portion of the communal land, located at Onaanda Village, Elim constituency in Omusati region. The land measures approximately 0.5 ha and was acquired through traditional tenure systems prior to the enactment of the Communal Land Reform Act (Act No. 5 of 2002). The land is currently occupied by a service station and convenience shop. Mr. Fanuel Fredrich intends to improve the commercial value of the property.

In terms of the Communal Land Reform Act (Act No. 5 of 2002), a leasehold right from the Ministry of Agriculture, Water and Land Reform (MAWLR). To obtain his Leasehold right from the, an Environmental Clearance Certificate (ECC) from the Ministry of Environment, Forestry and Tourism is required. Moreover, the operation of the existing fuel station will trigger listed activities that require an ECC in line with the Environmental Management Act (Act No.07 of 2007).

As such, Green Gain Consultants cc was appointed to conduct the required Environmental Impacts Assessment (EIA) study and apply for the ECC. Since the service station is already in existence, the preparation of an Environmental and Social Management Plan (ESMP) was deemed sufficient, provided the MEFT is in agreement. The EMP will cover all mitigation measures to be implemented during the operation, maintenance and decommissioning of the existing service station. Upon approval by the Ministry of Environment and Tourism (MEFT), the ESMP will be a legally binding document to which the proponent will be needed to adhere to.

This environmental management plan was written to guide short-term goals and decision making and will provide environmental related guidelines. By having this plan in place, the site manager will have means to make good decisions. With public input, the plan helps agencies measure public opinion. It can help to guide future management decisions, especially when citizens are affected. It creates focus within an agency, guiding it through management changes.

1.2 Purpose of the ESMP

The Environmental and Social Management Plan (ESMP) is an environmental tool that is used to ensure that undue or reasonably avoidable adverse caused by the proposed project are minimized or prevented and the positive benefits of the project are enhanced. An ESMP is

therefore important in for ensuring that the management actions arising from Environmental Impact Assessment (EIA) processes are clearly defined and implemented through all phases of the project life-cycle. All personnel taking part in the establishment and operations of the fuel storage facility should be made aware of the contents of the ESMP, so as to plan the relevant activities that the project will include accordingly and in an environmentally sound manner.

The objectives of an ESMP are:

- Ensuring compliance with regulatory stipulations and guidelines which may be local, provincial, national/international;
- Define details of who, what, where and when environmental management and mitigation measures are to be implemented;
- Formulate measures which will mitigate adverse impacts on various environmental components, protect environmental resources where possible, and enhance the value of environmental components where possible; and
- Providing feedback for continual improvement in environmental performance.

1.3 ESMP Methodology

The stipulated environmental impact assessment procedure in terms of the Environmental Impact Assessment Regulations: Environmental Management Act, 2007 was followed. The following key activities and tasks have been undertaken as part of the EIA and ESMP development process, namely to:

- Solicited initial input from main stakeholders. This is essential toward the development of a sound plan. Since no resource sits in isolation, an environmental management plan can affect a number of other parties. For the best adherence and acceptance of a plan, input is needed to address concerns early in the planning process.
- Identify the problems and or questions associated with the facility. Clearly defined objectives were identified in order to remain centered on a management plan. Only in this way can the success of this environmental management plan be gauged.
- Made a list of applicable criteria, standards and principles for construction as required by legislation, regulation, policies and etc. As standards include criteria to fit various types of projects, much of the information is often irrelevant to any particular one. Went through any standards or reference guides to be complied with and marked all requirements applicable to each situation.
- Established the extent of the management plan and what the client must do on its own.
- Seek public input from the relevant authority, residents and Interested and Affected Parties (I&APs).

2. ABOUT THE PROJECT

2.1 Locality

The site measures approximately 0.5 ha in extent and is located at Onaanda Village in the Elim constituency of Omusati region.



Figure 1: Site locality map

2.3 About the area

The village is situated within the Uukwambi Tribal area, in Elim constituency of Omusati region. It is located about 40km west of Oshakati, on the C41 Oshakati-Okahao road. It is accessible via the D3619 gravel road, about 15km south of C41 road. Onaanda village is one of the fastest growth points of the Elim constituency. The village is made up of traditional homesteads and a settlement consisting of a school, a church, and a number of small and medium-sized businesses. The existing service station is located at the center of the settlement (Figure 3).



Figure 4: Site overview

3. THE INTENDED ACTIVITIES

3.1 Leasehold rights application

The owner acquired this land through traditional systems long before the enactment of the Communal Land Reform Act (Act No. 5 of 2002). At that time, chiefs, and Traditional Authorities (TAs) used to allocate land use rights to their people. They did this by following their traditional tenure systems. These allocations were mostly not documented (recorded as being written down) and could therefore only be transferred orally.

The proponent now intends to acquire the leasehold rights to improve the commercial status of the site. The application for the leasehold rights will be submitted to the Omusati Communal Land Board under the MAWLR. The application for leasehold will follow the 8 steps stipulated under the Communal Land Reform Act (Act No. 5 of 2002) as follows:

- 1) Together with the CLB, TA representatives, the applicant and supporting staff of the MLR go to the field to verify the present situation and to be informed of the applicant's intentions. The CLB then preliminarily maps and demarcates the land parcel.
- 2) In the MLR office, the area of the parcel is calculated. The MLR staff members check if the area is not already allocated to someone else, and if the application complies with all other laws and regulations, such as the Environmental Management Act, land use and development plans, conservancy and communal forest regulations, and so on.
- 3) On the basis of the data collected during the field verification and the office work, the CLB then, in an official meeting, either approves, approves amendments or rejects the application, or refers it to the Minister of Lands and Resettlement.
- 4) Applications for leasehold rights over parcels that are bigger than 50 ha are referred to the Minister of Lands and Resettlement for his/her written approval. The applicant has to submit a motivation to accompany the application sent to the Minister. Leasehold rights for an initial period longer than 10 years are also referred to the Minister.
- 5) Before the final approval of a leasehold right, the CLB displays the application on a notice board at its offices, or any other public offices, for a period of at least seven days. This is done so that people can register any objections they may have regarding the application. The CLB may also hold an official enquiry if a community member objects to the advertised application.
- 6) The applicant is then responsible for having the leasehold surveyed by a surveyor, to comply with the Communal Land Reform Act and the Land Survey Act (Act no. 33 of 1993). This means that the surveyor measures the land defined by beacons that are already in the field, or that the surveyor places beacons on the coordinates of the corner points of the parcel, as determined in Steps 1 and 2 and provided by the CLB.
- 7) The CLB registers the approved and ratified rights and issues a certificate of leasehold. The CLB and the applicant then create and register a deed of leasehold in the Deeds Registry.
- 8) The leaseholder will have to pay a registration fee and an annual fee based on an MLR valuation.

3.2 Operation and maintenance of the existing service station

The proponent intends to continue with the operation of the existing fuel retail station. The design of the project has been executed with due consideration of the existing topography of the proposed project site. In general, the design of the project has optimized the use of the best available technology to prevent or minimize potentially significant environmental impacts associated with the project and to incorporate efficient operational controls together with trained staff, to ensure high level business and environmental performances as follows.

- 3152 Oil Interceptor [API Style] manufactured to meet AASHTO HS20 live loading
- Unit dimensions are 3.0 x 1.5 x 2.0 m.
- Reinforced concrete lid manufactured for AASHTO HS20 live loading
- Unit c/w 102 mm thick cores for inlet/outlets as shown
- Unit c/w 2- ϕ 635, 1- ϕ 914 mm opening for accesses as shown.
- Oil interceptor c/w 102 mm thick concrete baffles as shown
- Unit has a maximum 5,580 litre (5.58m³) capacity
- Unit c/w lifting inserts as required
- Unit c/w ladder rungs upon request
- PVC required by design, installed by others in field
- Design can be modified for specific application [contact LCG sales office]
- Minimum rebar yield strength: 414 Mpa.
- Minimum concrete strength: 35 Mpa.
- All dimensions are in millimeters

In addition, the filling station area will be covered with interlocks covering all open sections apart from the office and sanitary facilities. There will also be a guard house next to the main entrance for easy security operations around the compound during construction and there will be guards at all times during the operation phase of the project.

3. EMP RESPONSIBILITIES

It is the core responsibility of the proponent to ensure the successful implementation of this ESMP and any condition to be imposed by the competent authority and the Ministry of Environment and Tourism. The implementation of the ESMP also requires the involvement of various role players, each with specific responsibilities to ensure that the development is operated in an environmentally sensitive manner.

3.1 The Proponent

Responsibilities

- a) Implement the final ESMP after approval by DEA and ensure the project comply with the conditions therein.
- b) Provide for Environmental Training and awareness of the EMP to all contractors, sub-contractors and employees
- c) Notify MET and EAP of any proposed changes to the proposed school
- d) Appoint the responsible person to take the responsibility of the following:
 - Conduct monitoring and review of the on-site environmental management and implementation of the ESMP by the Contractor and sub-contractors.
 - To audit the implementation of the ESMP on a regular basis
 - Compile and submit an Environmental Reports (annually) to the Authority

2.2 Proponent: Resident Engineer

The proponent should appoint a project manager or a resident Engineer. The project Manager will be delegated by the proponent to oversee the implementation of the project during the planning & design and construction phases. The project manager will ensure that all contractor and sub-contractors are complying with the content of this ESMP. The project manager must ensure that are contractors, sub-contractors and all employees involved are aware of this EMP by providing a brief training. The project manager will also keep record of incidences during and take corrective actions i.e. issuing of penalties in case of transgressions etc. during project implementation.

2.3 The Contractor and Sub-contractors

It is expected that various contractors and sub-contractors will be appointed at various stages and for various tasks during different phases of this project. All appointed contractors and sub-contractors involved in the project shall ensure to comply with the EMP and its conditions, thus the proponent must ensure that a copy of the EMP is given to all contractors involved. The contractor upon receiving this ESMP should ensure:

- To undertake their activities in an environmentally sensitive manner and within the context of this ESMP;
- To undertake good housekeeping practices during duration of their activities; and
- To ensure that adequate environmental awareness training takes place in the language of their employees.

2.4 Authorities:

The competent authority through the respective departments, should provide supervisory and monitoring roles in order to ensure compliance to different regulations and municipal by-laws.

Other government ministries such as **Ministry of Environment and Tourism, Ministry of Mines and Energy, Ministry of Labor and Employee Relations, Ministry of Health and Social Services** and many others should also provide necessary assistance in terms of monitoring, supervision, information, or expertise as case maybe which are required for the successful implementation of this EMP. Moreover, the Pollution Control and Waste Management Bill requires a multitude of administering bodies. This bill identified various government ministries namely MAWF, MoHSS, MURD, MLER, MET, MWT and MME, to oversee pollution control and waste management in the country. The identified ministries should continue with their respective duties in cooperation with the proponent and other relevant authorities whenever deemed necessary.

2.5 The Environmental Assessment Practitioner (EAP)

The EAP shall be responsible for the submission of Environmental Reports to the competent Authority (MET) and provide additional information on this study whenever required by any party (I&APs, Stakeholders, Authority or Proponent). And also be available to provide training on this EMP on appointment by the proponent. Lastly, the EAP should be available to make amendments or additions to this EMP in accordance with the recommendations of the EIA study.

3. ENVIRONMENTAL MANAGEMENT REQUIREMENTS

The successful implementation of this ESMP is depends on various factors, training and awareness, a good record keeping, enforcements and monthly reporting.

3.1 Environmental awareness training

All employees, contractors and sub-contractors involved in any work at the project should be briefed on their obligation towards environmental protection and methodologies in terms of the ESMP prior to work commencing. The briefing should be done by the proponent prior to any work in the form of an onsite talk. Record of such trainings should be kept.

3.2 Record keeping

There should be an up to date filing system for the project whereby method statements, environmental incidents report, training records, audit reports and public complaints register are kept. It is advised that photographs of the site should be taken as a visual reference. These records should be kept for a minimum of **two (2) years**.

3.3 Enforcements: Non-compliance and penalties

This ESMP upon approval by MET shall be considered a legally bidding. In cases of transgressions and non-compliance to the ESMP, the transgressor should be liable to a penalty fine. Transgressions should be recorded in a dedicated register and be filed. The Proponent shall issue the penalties in terms of the severity of the environmental damages.

Adherence to this ESMP during the operation of the project will ensure that the environmental impacts associated with the project will be mitigated to a greater extent thus promoting sustainable development. The commitment and co-operation of the identified responsible person(s) will ensure effective implementation of the ESMP.

3.4 Environmental Reports

The proponent shall, in the project completion report, indicate the environmental performance and matter of incidental. The EAP shall conduct regular monitor of project activities during all project phases and keep records. These records may be required by the competent authority when deemed necessary. .

4. LEGAL REQUIREMENTS

As part of implementation of this EMP, the proponent must comply with the requirements of various national legislations and municipal by-laws as outlined in the Scoping Report and also briefly presented here below.

Table 1: Applicable National Laws

LEGISLATION	PROVISION AND REQUIREMENTS
Constitution of the Republic of Namibia (1990)	<p>National objectives</p> <ul style="list-style-type: none"> -Guarding against overutilization of biological natural resources, - Limiting over-exploitation of non-renewable resources, - Ensuring ecosystem functionality, - Maintain biological diversity.
Local Authorities Act, No. 23 of 1992 as amended	<p>Provide for the determination, for purposes of local government, of local authority councils; the establishment of such local authority councils; and to define the powers, duties and functions of local authority councils; and to provide for incidental matters.</p> <p>According to Section 94 of the Act, the collection and disposal of waste is the responsibility of local and regional authorities. The Act also gives power to the Local Authorities to establish by-laws.</p>
Pollution Control and Waste Management Bill, 2003	<p>This Bill serves to regulate and prevent the discharge of pollutants to air and water as well as providing for general waste management.</p> <p>The bill provide framework for a multitude administration on pollution control and waste management in the country. Each authority identified by the bill shall play its respective roles.</p>
Environmental Management Act, No.07 of 2007	<p>Ensuring that the significant effects of activities on the environment are considered carefully and in time. To promote the sustainable management of the environment and the use of natural resources by establishing principles for decision making on matters affecting the environment.</p> <p>The proponent shall inform the competent authority of any changes to the proposed school facilities, to see if an EIA is required or not.</p>
Public Health and Environmental Act, 2015	<p>The objectives of the PHE Act are to;</p> <ul style="list-style-type: none"> • Promote public health and wellbeing • Prevent injuries, diseases and disabilities • Protect individuals and communities from public health risks • Encourage community participation in order to create a healthy environment • Provide for early detection of diseases and public health risks <p>Section 2 requires that a). “Every local authority must take necessary reasonably and applicably measures to maintain its local authority area at all times in a hygienic and clean condition” b). Prevent occurrence of a health nuisance, unhygienic</p>

	condition, an offensive condition or any condition which could be harmful or dangerous to the health of a person within its local authority or the local authority area of another local authority”
Labour Act (No 11 of 2007)	<p>To establish a comprehensive labour law for all employers and employees; to entrench fundamental labour rights and protections. Regulate basic terms and conditions of employment; ensure the health, safety and welfare of employees; to protect employees from unfair labour practices; to regulate the registration of trade unions and employers’ organisations; to regulate collective labour relations; to provide or the systematic prevention and resolution of labour disputes;</p> <p>Any employment provided whether by the proponent or by contractor at this site i.e. Security Services must be in accordance with the Labour Act.</p>
Employment Service Act, 8 of 2011	<p>To provide for the establishment of the National Employment Service; to impose reporting and other obligations on certain employers and institutions; to provide for the licensure and regulation of private employment agencies; and to deal with matters incidental thereto.</p> <p>Any employment provided whether by the proponent or by contractor at this site must be in accordance with the Labour Act.</p>
Water Resources Management Act 2004	<p>This Act provides provision for the control, conservation and use of water for domestic, agricultural, urban and industrial purposes. In addition the Act clearly gives provision that pertain with license or permit that required abstracting and using water as well as for discharge of effluent.</p> <p>The effluent of human waste under this framework is the main focus; the use of mobile toilets during construction phase should be properly positioned. Permanent ablution facilities for the school should be connected to the septic tank and a Wastewater discharge permit should be obtained from MAWF. No discharge of raw wastewater in the open environment is allowed</p>
National Heritage Act 27 of 2004	<p>The Act provide for the protection and conservation of places and objects of heritage significance and the registration of such places and objects; to establish a National Heritage Council; to establish a National Heritage Register; and to provide for incidental matters.</p> <p>Any material of cultural, heritage or archaeological importance shall be reported to the National Heritage Council (NHC) in accordance with this Act</p>
National Forestry Act, No. 12 of 2001	<p>This Forest Act 12 of 2001 requires that tree species and any vegetation within 100m from a watercourse may not be removed without a permit (S22 (1)).</p> <p>Ensure compliance to the requirement of this Act to avoid transgression. Protected species observed at the site must be incorporated in the design and be part of the landscape</p>

<p>Atmospheric Pollution Prevention Ordinance, no. 11 of 1976</p>	<p>To provide for the prevention of the pollution of the atmosphere, and for matters incidental thereto. The Ordinance deals with administrative appointments and their functions; the control of noxious or offensive gases; atmospheric pollution by smoke, dust control, motor vehicle emissions; and general provisions.</p> <p>According to the Ordinance, the Local Authority shall control and prevent atmospheric air pollution or emission of noxious or offensive gases by smoke.</p>
<p>Hazardous Substance Ordinance of 1974</p>	<p>This Ordinance provides for the control of toxic substance and thus also relevant for pollution control. It covers for the manufacturing, sale, use, disposal, dumping, importing and exporting of hazardous waste.</p> <p>Any use of hazardous substance must be in compliance with this ordinance</p>
<p>Communal Land Reform Act of 2002</p>	<p>To provide for the allocation of rights in respect of communal land; to establish Communal Land Boards; to provide for the powers of Chiefs and Traditional Authorities and boards in relation to communal land; and to make provision for incidental matters.</p> <p>Consent Letters from the village headman and TA has been obtained. Application for Leasehold from CLB is in process.</p>

5. IMPLEMENTING THE EMP: ROLES AND RESPONSIBILITIES

The proponent should play a pivotal role in implementing this ESMP. This section provides a manner in which the ESMP is to be implemented and also outlining responsibilities of all parties involved perform their respective roles in accordance with this ESMP.

Table 3: Proposed mitigation measures during operation and maintenance phase

Environmental Issue/Impacts	Mitigation Measures	Monitoring	Responsibilities
Groundwater, Surface Water and Soil Contamination	<ul style="list-style-type: none"> • Spill control structures and procedures must be in place according to SANS standards or better and connection of all surfaces where fuel is handled, with an oil water separator. • All fuelling should be conducted on surfaces provided for this purpose. E.g. Concrete slabs with regularly maintained seals between slabs. • The procedures followed to prevent environmental damage during service and maintenance, and compliance with these procedures, must be audited and corrections made where necessary. • Proper training of operators must be conducted on a regular basis (Fuel handling, spill detection, spill control). • Any spillage of more than 200 litres must be reported to the relevant authorities. • Spill clean-up means must be readily available on site as per the relevant MSDS. • Any spill must be cleaned up immediately. 	Inspection holes at the ends of the tanks must as a minimum be inspected every 14 days and measurements must be recorded for future reference. A report should be compiled bi-annually of all spills or leakages reported. The report should contain the following information: date and duration of spill, product spilled, volume of spill, remedial action taken, comparison of pre-exposure baseline data (previous pollution conditions survey results) with post remediation data (e.g.	Proponent

	<ul style="list-style-type: none"> • The spill catchment traps and oil water separator should be cleaned regularly and waste disposed of at a suitably classified hazardous waste disposal facility. • Surfactants (soap) may not be allowed to enter the oil water separator e.g. soap usage on spill control surfaces. • No direct discharge of pollution (waste water or solid waste) into the waterbodies. • Do not park vehicles or implements with leaking oils next to the waterbodies. • Ensure that sanitary facilities are frequently cleaned and regularly monitored. • Only use cleaning detergents that are environmentally friendly 	soil/groundwater hydrocarbon concentrations) and a copy of documentation in which spill was reported to Ministry of Mines and Energy.	
Water and Energy demand	<ul style="list-style-type: none"> • Ensure supply of potable water • Harvest rainwater for use in gardening and other activities • Provide solar panels to provide energy • Enforce energy and water conservation measures 	A report should be compiled every 6 months of all complaints received and actions taken.	Proponent
Ecosystem and Biodiversity Impact	<ul style="list-style-type: none"> • Mitigation measures related to waste handling and the prevention of groundwater, surface water and soil contamination should limit ecosystem and biodiversity impacts. • Avoid scavenging of waste by fauna. • The establishment of habitats and nesting sites at the facility should be avoided where possible. 	Report any extraordinary sightings to the Ministry of Environment and Tourism. All information and reporting to be included in a bi-annual report.	Proponent
Air Quality	<ul style="list-style-type: none"> • Personnel issued with appropriate masks where excessive dust or vapours are present. • Employees should be coached on the dangers of fuel vapours. 	A complaints register should be kept for any dust related issues and mitigation steps take to	Proponent

	<ul style="list-style-type: none"> • Vent pipes must be properly placed as per SANS requirements. 	<p>address complaints where necessary e.g. dust suppression. Any complaints received regarding dust or fuel vapours should be recorded with notes on action taken. All information and reporting to be included in a bi-annual report.</p>	
Waste generation	<ul style="list-style-type: none"> • Waste should be disposed of regularly and at appropriately classified disposal facilities, this includes hazardous material (empty chemical containers, contaminated rugs, paper, water and soil). • The spill catchment traps and oil water separator should be cleaned regularly and waste disposed of appropriately. Surfactants (soap) may not be allowed to enter the oil water separator. • See the material safety data sheets available from suppliers for disposal of contaminated products and empty containers. • All hazardous waste should be transported to Walvis Bay for proper handling • Waste reduction measures should be implemented and all waste that can be re-used /recycled must be kept separate. • Ensure adequate disposal storage facilities are available. • Ensure waste is not blown away by wind. 	<p>A register of hazardous waste disposal should be kept. This should include type of waste, volume as well as disposal method/facility. Any complaints received regarding waste should be recorded with notes on action taken. The oil water separator must be regularly inspected and all hydrocarbons removed once detected. Outflow water must comply with effluent quality standards. All information and reporting to be included in a bi-annual report.</p>	Proponent

	<ul style="list-style-type: none"> • Prevent scavenging (human and non-human) of waste storage. 		
Noise	<ul style="list-style-type: none"> • Follow World Health Organization (WHO) guidelines on maximum noise levels (Guidelines for Community Noise, 1999) to prevent hearing impairment. • Keep volume of public address systems on a level where neighbours are not impacted on. • Manage noise caused by clients/customers – loud music etc. • Hearing protectors as standard PPE for workers in situations with elevated noise levels. 	Maintain a complaints register. Bi-annual report on complaints and actions taken to address complaints and prevent future occurrences.	Proponent
Fire	<ul style="list-style-type: none"> • A holistic fire protection and prevention plan is needed. This plan must include an emergency response plan, firefighting plan and spill recovery plan. • Special note must be taken of the regulations stipulated in sections 47 and 48 of the Petroleum Products and Energy Act, 1990 (Act No. 13 of 1990). • Maintain firefighting equipment, good housekeeping and personnel training (firefighting, fire prevention and responsible housekeeping practices). • Ensure all chemicals are stored according to MSDS and SANS instructions. • Maintain regular site, mechanical and electrical inspections and maintenance. • Clean all spills / leaks. • Special note must be taken of the regulations stipulated in sections 47 and 48 of the Petroleum 	A register of all incidents must be maintained on a daily basis. This should include measures taken to ensure that such incidents do not repeat themselves. A report should be compiled every 6 months of all incidents reported. The report should contain dates when fire drills were conducted and when fire equipment was tested and training given.	Proponent

	<p>Products and Energy Act, 1990 (Act No. 13 of 1990).</p> <ul style="list-style-type: none"> • Follow SANS standards for operation and maintenance of the facility. • All dispensers must be equipped with devices that cut fuel supply during fires. 		
Demographic Profile and Community Health	<ul style="list-style-type: none"> • Prohibit illegal parking on and around the site. • Prohibit public drinking of alcoholic substances on the site and draft a response plan (which may include security personnel) to deal with intoxicated individuals on site. • Educational programmes for employees on HIV/AIDs and general upliftment of employees' social status. • Appointment of reputable contractors. • Employ response plan when needed. 	Facility inspection sheet for all areas which may present environmental health risks, kept on file. Bi-annual summary report based on educational programmes and training conducted. Bi-annual report and review of employee demographics.	Proponent
Traffic Impact	<ul style="list-style-type: none"> • Erect clear signage regarding access and exit points at the facility. Clear indications of fuel deliveries and related down-time communicated to motorists. • Tanker trucks delivering fuel should not be allowed to obstruct any traffic in surrounding streets. • Have parking spaces for motorists utilizing the shop and offices. • The placement of signs to warn and direct traffic will mitigate traffic impacts. 	Any complaints received regarding traffic issues should be recorded together with action taken to prevent impacts from repeating itself. A report should be compiled every 6 months of all incidents reported, complaints received and action taken.	Proponent
Public Health and Safety	<ul style="list-style-type: none"> • Ensure general cleanliness of the building, most importantly the sanitary facilities • Selected personnel should be trained in first aid and a first aid kit must be available on site. 	Any incidents must be recorded with action taken to prevent future occurrences. A report	Proponent

	<ul style="list-style-type: none"> • The contact details of all emergency services must be readily available. • Implement and maintain an integrated health and safety management system, to act as a monitoring and mitigating tool, which includes: colour coding of pipes, operational, safe work and medical procedures, permits to work, emergency response plans, housekeeping rules, MSDS's and signage requirements (PPE, flammable etc.). • Security procedures and proper security measures must be in place to protect workers and clients, especially during cash in transit activities. • Reduce the amount of cash kept on site to reduce the risk of robberies. 	should be compiled every 6 months of all incidents reported. The report should contain dates when training were conducted and when safety equipment and structures were inspected and maintained.	
Visual Impact	<ul style="list-style-type: none"> • Regular waste disposal, good housekeeping and routine maintenance on infrastructure will ensure that the longevity of structures are maximised and a low visual impact is maintained. 	A report should be compiled every 6 months of all complaints received and actions taken.	Proponent
Cumulative Impact	<ul style="list-style-type: none"> • Addressing each of the individual impacts as discussed and recommended in the EMP would reduce the cumulative impact. • Reviewing biannual and annual reports for any new or re-occurring impacts or problems would aid in identifying cumulative impacts and help in planning if the existing mitigations are insufficient 	Annual summary report based on all other impacts must be created to give an overall assessment of the impact of the operational phase.	Proponent
Fuel Supply	<ul style="list-style-type: none"> • Ensure compliance to the petroleum regulations of Namibia. • Proper management to ensure constant supply. • Record supply problems and take corrective actions. 	Record supply problems and corrective actions taken and compile a bi-annual summary report.	Proponent
Skills, technology and Development	<ul style="list-style-type: none"> • If the skills exist locally, contractors must first be sourced locally, then the region and then 	Record should be kept of training provided. Ensure that all training is certified or	Proponent

	<p>nationally. Deviations from this practice must be justified.</p> <ul style="list-style-type: none"> • Skills development and improvement programs to be made available as identified during performance assessments. • Employees to be informed about parameters and requirements for references upon employment. Give priority to local people 	<p>managerial reference provided (proof provided to the employees) inclusive of training attendance, completion and implementation.</p>	
Employment opportunities	<ul style="list-style-type: none"> • The proponent must employ local Namibians where possible. Deviations from this practice must be justified. 	<p>Bi-annual summary report based on employee records.</p>	Proponent

6. ENVIRONMENTAL MANAGEMENT SYTEM (EMS)

An Environmental Management System (EMS) is an internationally recognized and certified management system the organization's environmental programs in a comprehensive, systematic, planned and documented manner. The proponent should develop and implement an EMS for the operations of the fuel retail facility. An EMS ensures ongoing incorporation of environmental constraints. With the aim to improve the environmental performance with resulting increases in operational efficiency, financial savings and reduction in environmental, health and safety risks.

The key elements of an effective EMS are:

- The development of an Environmental Policy, which is a statement of a company's commitment to the environment and can be used as a framework for planning and action;
- An assessment of corporate activities, products, processes and services that might affect the environment;
- Details of environmental regulations and legislation that apply to the business and how to comply with these;
- Written procedures to control and document activities that could have a significant environmental impact;
- An environmental improvement programme, including policies and procedures to manage waste and resources;
- Defined environmental roles and responsibilities for staff;
- A formal and recorded staff training and environmental awareness programme;
- Systems for internal and external communications on environmental management issues;
- A record of environmental performance against set targets;
- Systems to identify and correct problems and prevent their recurrence;
- Emergency procedures to follow in the event of an environmental incident;
- Periodic audit to verify that the EMS is operating as intended; and
- Formal review by senior management with a view to adapting and improving the EMS as necessary.

7. EMERGENCY RESPONSE PLAN

The proponent should consider the following emergency plan during the operation phase of the project.

Aspect of Danger	Response Plan	Responsibility
Fire	<ul style="list-style-type: none"> • Use available fire extinguishers to fight the fire. • Workers to assemble at the Fire Assembly Point • Call Oshakati Council Fire Brigade - +264 (65) 22-1258 	Station Manager on Duty
Oil spills	<ul style="list-style-type: none"> • Contain spillage. • Remove all flammable materials. • Call Oshakati Council Fire Brigade +264 (65) 22-1258 	Station Manager on Duty
Injuries or loss of life	<ul style="list-style-type: none"> • Apply first Aid • Call for Ambulance Services +264 (65) 20-0211 • Call the Police -Onaanda Station 	Station Manager on Duty
Theft or Robbery	<ul style="list-style-type: none"> • Call the Police -Onaanda Station 	Station Manager on Duty

8. CONCLUSION

Although the implementation of this ESMP requires a multitude of administration, the proponent should play a pivotal role in the implementation of this ESMP as outlined in the report. The proponent should therefore ensure proper coordination with other stakeholder and may provide training to all parties when necessary. The proponent should also ensure to avail necessary resources (i.e. human, financial etc.) and synergies to enable the implementation of this ESMP. Upon approval by the authorities, this ESMP shall be considered legally bidding and any deviation or transgression from this ESMP is punishable by law as per the Environmental Management Act, No. 07 of 2007. The preparation of this ESMP is based on the current information provided, any changes or deviation from the initial plan of this project shall trigger changes to this EMP. A copy of this ESMP shall be always kept by the proponent or responsible person/department.

Lastly, this ESMP is valid until the project has been successfully implemented. Moreover, the competent authority is mandated to conduct regular monitoring and inspections on this project. The proponent is liable to provide regular (annually) reports on this project or as required by the authority.