

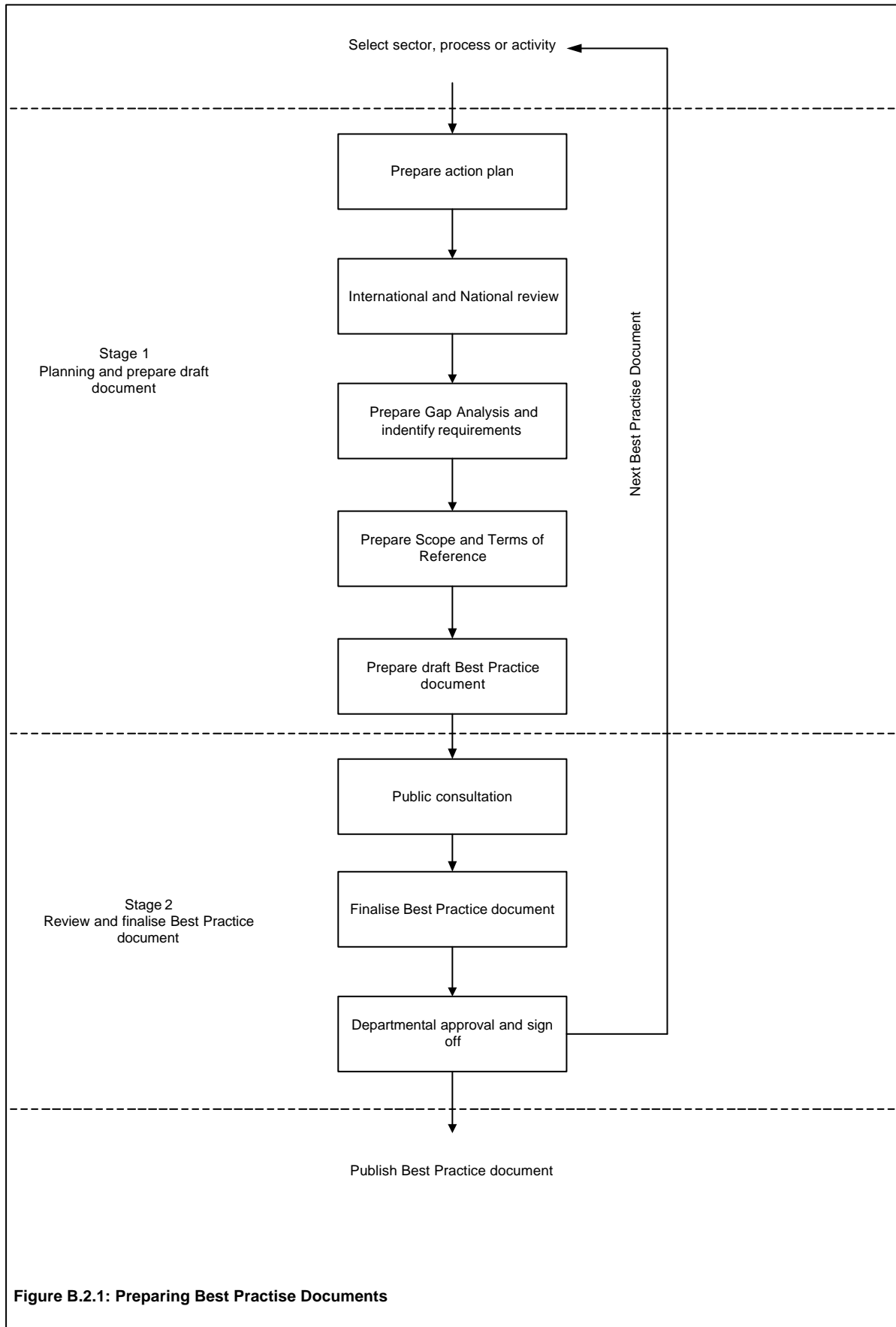
## **APPENDIX B.2**

### **DEVELOPING BEST PRACTICE DOCUMENTS**

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# 1 PROCESS DIAGRAM



## **2 PROCEDURAL GUIDELINE**

### **2.1 Roles and responsibilities of various role-players**

#### **2.1.1 The Department of Water Affairs and Forestry (the Department)**

The Department will be responsible, within the National Office organisational structure, for developing Best Practice documents. Within the Department, the responsibility for developing Best Practice documents will be delegated to the Deputy Director: Source Control Policy, who will appoint an Assistant Director: Best Practice to undertake the required tasks to produce the document. The Assistant Director: Best Practice will liaise with the sub-directorates responsible for the management of sources within the sector applicable to the Best Practice document, i.e. either mining, industry, agriculture, settlements or national infrastructure.

The Assistant Director: Best Practice should be appointed from within the Department's National Office staff structure. The use of external consultants to undertake the role and tasks of the Assistant Director: Best Practice is however also permitted should suitable resources and expertise not be available within the Department's National Office.

The Minister of Water Affairs and Forestry (the Minister) will be responsible for final approval of the Best Practice document.

#### **2.1.2 Interested and affected parties**

The interested parties are responsible to:

- provide input and comments on the draft Best Practice document, and
- provide their inputs and comments within the context of the process and within the timeframes as specified by the Assistant Director: Best Practice.

### **2.2 Stage 1: Planning and prepare draft document**

The Assistant Director: Best Practice will, as a departure point, select the highest priority sector, process or activity that has not yet been addressed by a Best Practice document from the approved list of priority sectors, processes and activities that require the development of Best Practice documents (**see Appendix B.1**).

#### **2.2.1 Prepare action plan**

The Assistant Director: Best Practice will prepare an action plan for the development of the selected Best Practice document, to include:

- a time-frame for the development of the Best Practice document,
- the programme to be followed in developing the document, together with key milestones,

- a broad outline of the scope of the document,
- the approach to be followed in developing the document,
- resource requirements for developing the documents, and
- the likely cost of the development of the selected Best Practice document.

The Assistant Director: Best Practice will submit the action plan to the Deputy Director: Source Control Policy for management approval and sign-off prior to developing the document.

## **2.2.2 International and National review**

The Assistant Director: Best Practice will review all international and national literature and prepare a bibliography of applicable documents, to include the following:

- identify Best Practice documents that have been prepared in the international community, both in the developed and developing countries, as well as Best Practice documentation that has been developed locally.
- assess the applicability of the international Best Practice documents to the South African situation; this will be based on economic, environmental criteria and regulatory structure.

## **2.2.3 Prepare gap analysis and identify requirements**

The Assistant Director: Best Practice will compare the available information contained in the documents that are applicable to South Africa (from above) with the information that is required in the Best Practice document. The Assistant Director: Best Practice will determine, through this comparison, the gaps that are present in the knowledge base. The Assistant Director: Best Practice will identify the requirements for further research programmes and studies to address the knowledge gaps.

## **2.2.4 Prepare Scope and Terms of Reference**

The Assistant Director: Best Practice will define the scope of the project to develop the Best Practice document as well as the Terms of Reference for undertaking the research programmes and studies identified above. Guidelines to assist the Assistant Director: Best Practice in developing standard documents are provided in the publication by Standards South Africa entitled "South African National Standard, Standards for Standards: Part 1: The development of national standards and other normative documents", reference SANS 1-1:2003.

## **2.2.5 Prepare draft Best Practice document**

The Assistant Director: Best Practice will prepare a draft of the Best Practice document. **Section 3** provides details on the aspects that should be considered in preparing the draft Best Practice document.

## **2.3 Stage 2: Review and finalise Best Practice document**

### **2.3.1 Public consultation**

The public consultation will involve the following process:

- the Assistant Director: Best Practice will publish the draft Best Practice document in the government gazette and on the Departments website,
- standard comment forms will be included with the Best Practice document, together with details on how to comment and who to deliver comments to,
- a period of 60 days will be allowed for comments from interested and affected parties,
- after the expiry of the review period, the Assistant Director: Best Practice will collate all comments into an overall issues report.

### **2.3.2 Finalise the Best Practice document**

The Assistant Director: Best Practice will address all comments that were made by interested and affected parties during the public consultation process. The Assistant Director: Best Practice will amend and finalise the Best Practice document, based on the work undertaken and comments received.

### **2.3.3 Departmental approval and sign-off**

The Assistant Director: Best Practice will present the final Best Practice document to the Minister for approval and signature.

The approved Best Practice document will then be published in the government gazette and on the Department's website.

## **3 ASPECTS TO CONSIDER/INCLUDE IN THE DRAFT BEST PRACTICE DOCUMENT**

### **3.1 Introduction**

The introduction will include the following details:

- the purpose/aim of the document and the facility types that are covered in the guidance document,
- overview of the existing and new processes/substances and activities within the sector,
- the key water quality issues of the sector,
- what is included in the document and who should use the guidance document.

### **3.2 Process/substance definition**

Define the processes/substances within the sector that are covered by the Best Practice guideline.

### **3.3 Management systems and techniques for controlling releases**

The following will be included in this section:

- a description of the release routes for pollutants to the air, water and soil environments,
- guidelines of waste delivery, handling and storage,
- guidelines of waste treatment: principles and processes,
- define the available techniques for the management and control of point and diffuse sources of pollution to the air, water and soil environments,
- standards to be adhered to in the management and release of pollutants.

### **3.4 Monitoring and reporting**

This section will include details on the monitoring procedures that are required to manage and control pollution sources, including methods of reporting and lines of communication.

### **3.5 Emergency procedures**

This section will include details on the emergency procedures that are to be followed in the event of an accident causing a release of pollutants to the air, water or soil environments.

### **3.6 References**

### **3.7 Definitions**