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NATIONAL COMPLIANCE ASSESSMENT SERVICE (NCAS) 2000/2001 ANNUAL REPORT

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NATIONAL COMPLIANCE ASSESSMENT SERVICE

ANNUAL REPORT: 2000/2001

FOREWORD BY THE CLIENT BOARD CHAIRMAN

The NCAS has continued to provide essential support on compliance assessment activities as part of the Agency's regulatory functions under environmental protection legislation.

Against a background of continued development of the service, a considerable workload was progressed and notable achievements made, including:

- Establishing the NCAS Customer Group.
- Achieving in-principle agreement on mutual recognition between MCERTS and German instrument approval schemes.
- Launching MCERTS for ambient air quality monitoring systems, and continuing the development of MCERTS to other activities. Approval was gained from PIR Function for proposals to make MCERTS mandatory.
- Consulting on proposals for the OMA (Operator Monitoring Assessment) Scheme.
- Supporting national projects on e-commerce for the transfer of monitoring results and the EP IS Compliance Project.
- Maintaining improvements in contractor performance for IPC and RSR monitoring programmes.
- Providing significant policy support to PIR and RSR Functions.
- Initiating a wide range of projects to support the determination and reporting of compliance under IPC.
- Supporting the Waste Function on atmospheric impacts of landfill sites.
- Supporting site investigations and surveys.
- Meeting a significant demand for radiological assessments.
- Consulting on principles and guidance on radiological dose assessment for authorising discharges of radioactive waste to the environment.

This report presents a year-end summary of work undertaken during 2000/2001 focusing on these particular achievements and identifying the challenges the NCAS faced in implementing its Business Plan.

I commend this annual report to you.

Paul Leinster
Director of Environmental Protection
Chairman: NCAS Client Board

CLIENT BOARD REPORT

Membership and Meetings

1. Membership of the NCAS Client Board* comprised representatives from Operations, Finance, Environmental Protection and Environmental Strategy Directorates. The full membership is listed at Annex 1.

2. Meetings were held on 9th June 2000 and 27th September 2000. A list of the papers discussed is listed at Annex 2.

3. The Board monitored and directed the ongoing work of the NCAS, including:

   - Confirming the revised 2000/01 NCAS Business Plan.
   - Approving the 1999/2000 NCAS & AQMAU Annual Reports.
   - Approving the establishment of the NCAS Customer Group.
   - Noting the role and work programme of the NCAS Waste Specialist.
   - Approving the 2001/2002 NCAS & AQMAU draft Business Plans.

CUSTOMER GROUP

Membership and Meetings

4. 2000/2001 saw the establishment of the NCAS Customer Group* which comprises working level NCAS customers from within the Agency. The full membership is listed at Annex 3.

5. The first meeting was held on the 29th November 2000. A list of the papers discussed is listed at Annex 4.

6. The group discussed the ongoing work of the NCAS including:

   - Monitoring policy.
   - Impact of EP priority planning.
   - CGM Project 2 : Operator Self Monitoring.
   - Role of MLOs.
   - Communications.
   - MMF prioritisation.
   - IPC Waste Water Monitoring Programmes.

(* The NCAS Client Board encompasses the work of the Air Quality Modelling & Assessment Service (AQMAU). The NCAS Customer Group focuses on NCAS only.)

SUMMARY FOR THE YEAR

7. The initial budget allocation for 2000/2001 was £6,370.5k. A detailed breakdown of spend against budget can be found at Annex 5.

8. 2000/2001 saw NCAS continue to establish itself following its reorganisation the previous year. The NCAS structure is attached at Annex 6. The major business activities undertaken by the teams were:

   - Integrated monitoring strategies.
   - IPC compliance monitoring programmes.
   - Regulatory support.
   - Radiological monitoring and assessment.

9. Progress, as measured by the quantified and time-specific targets, and performance measures in the 2000/2001 Business Plan is summarised in Tables 1a and 1b at Annex 7.

INTEGRATED MONITORING STRATEGIES

10. **Monitoring Certification Scheme (MCERTS)** – key developments were:

    - Proposals to make MCERTS mandatory for IPC processes were formally endorsed by PIR function.
    - The extension of MCERTS to ambient air quality monitoring systems was launched successfully on time.
    - A meeting with the German authorities (UBA) produced an agreed way forward on mutual recognition of the UK and German schemes. A draft Framework Agreement was prepared and issued to UBA for comment. A guidance document for accepting German test reports was also published. A further meeting was held with TUV to explore how Germany carries out testing and tracking of manufacturing changes. This also led to the identification of potential simplifications to the MCERTS test house procedures and these are currently being revised.
    - The project to extend MCERTS to manual stack testing was initiated and contractors appointed. The project is a collaboration with the Source Testing Association, SEPA and DoE(NI). The Project Steering Committee was formed and the first meeting held. The response document following the earlier public consultation was also issued.
    - Draft performance standards for water sampling equipment and instruments and contaminated land analysis were prepared.
    - Presentations were made to wide range of Agency staff eg industry sector groups, PIR regional and area officers, instruments group.

- MCERTS articles were published in Industrial Environmental Management, the Chemical Engineer, the VAM Bulletin and TPI News (DTI overseas newsletter). The MCERTS leaflet was also updated and published and the Internet site went live.

11. **Operator Monitoring Assessment (OMA)** – key developments were:

- The project team was formed and the draft scheme developed following a three day intensive workshop.

- Stanger were appointed to carry out the on-site trials of the draft scheme and recommend modifications based on feedback from the trials. The Scheme was subsequently modified in a number of ways in agreement with the project team. The trials were completed on time and trial reports were issued to operators and site inspectors.

- Following completion of the trials, and further minor revision to the Scheme, the consultation document was prepared in line with the Cabinet Office guidance and issued (closing date for comments 7 May 2001).

- The implementation/training plan was agreed with PIR function. Training will take place during September 2001. All PIR inspectors and other relevant staff will be trained.

- The draft OMA leaflet was prepared. This is aimed at the general public to explain the general principles and operation of OMA. OMA articles were published in Update, Focus, and on the intranet.

- Regular progress summaries were issued to regional PIR managers, PIR team leaders, and Industry Sector Group chairs to keep them fully informed of developments. Discussions were also held with CIS on IPCIS support.

12. **Technical guidance and other team work** – key developments were:

- Progress was made of a number of Technical Guidance Notes:

  - M13: Monitoring methods for HCl was submitted for publication;
  - M15: Monitoring methods for PM_{10}s – final draft prepared;
  - M1 and M2: Contract awarded, first drafts in preparation;
  - M3 and M4: Final drafts in preparation.

- A project to review regulatory monitoring best practice in Europe and the USA was accepted for inclusion in the R&D programme and the contract awarded.

- Field work was completed on the project to review standard methods used for monitoring metals. This project was initiated following concerns over apparent discrepancies in monitoring metals at incinerators and lead works. The report should be available by Summer 2001.

- A feasibility paper on the use of e-commerce (ie the internet) for transferring monitoring results was prepared and submitted to the CIS project board. It was agreed that this provided an attractive option for the Agency to reduce paperwork as the amount of self-monitoring increases.

- EPIS Compliance Project – This is one of three main projects in the EPIS Programme, the other two being Permitting and Monitoring. NCAS are Project Executive. The project board was appointed, the project initiated, and the draft business case prepared.

- Discussions were held with WQ function on self-monitoring. It was agreed that MCERTS would be used for "branding" future WQ performance standards. WQ were also very interested in OMA and are considering its application for WQ self-monitoring.

IPC COMPLIANCE MONITORING PROGRAMMES

13. **Monitoring Programmes** – key development were:

- The introduction of replacement contracts for the Chemical Fertilizer, Acid and Halogen Processes in October 2000 (awarded to BCRA) and Inorganic Chemical Processes in November 2000 (awarded to NEL with EUS as subcontractor).

- Extension at a significantly reduced price of LGC contract for analysis of particulates/dust associated with incineration of MBM materials for amino acid content to December 2001.

- Extension of AEA's Ad-hoc contract for emissions to air in Anglian, Southern and Thames regions to November 2001.

- Introduction of a contract database containing test requirements for sites in all routine contracts and providing facility to track and report on changes to the test requirements and the financial progress for each and all contract(s). A review of the system by CIS identified some key improvements to be implemented by June 2001.

- Continuing problems with the availability of sites in the Organic Chemicals programmes caused further significant delays to progress on all 4 contracts. Contractor claims against this loss of scope were kept to fairly minimal levels of £23k but further claims can be expected next year.

- Introduction and further development of contract performance scoring system producing data for most contracts for all 4 quarters of 2000-01.

14. **Emergency response** – during the year it was necessary to employ considerable effort on:

- Monitoring by AEA and CRE under the Ad-hoc contracts and sampling by LGC under the amino acid contract support, often at very short notice, in support of the Agency response to the FMD crisis (total value ~£150k).

- COMAH incident at CSG in Midlands region involving significant (>£50k) effort from AEA and, to a lesser extent CRE, under the Ad-hoc contracts.

15. **Policy Support** - support and guidance was provided on:
    - Development of monitoring policy implementation plan to reflect EPPPE requirement to reduce routine monitoring to 10% of authorised processes across all industry sectors.
    - Issue of revised guidance on monitoring under HWID and meeting CEN standards (June/July 2000).
    - Development of interpretation of HCl monitoring standard (EN1911) for issue as formal AMS document and placement on the intranet.
    - Development of safety policy on risk assessments and safe working practice for MLOs and NCAS staff on site visits. Issue of safety incident reporting guide/procedure to contractors. Establishment of safety rep within the CMP team. Reporting of all monitoring contractor safety incidents on SHERMS.
    - At PIR Head Office request the development of the system to be used by regional PIR staff for a second Compliance Study/audit of air monitoring data held on Agency public registers.
    - Preparation of CMP AMS procedures.

16. **Training** – Formulation, development and, where appropriate, tendering of training packages for site inspectors, regional monitoring specialists and NCAS staff as follows:
    - One week introduction to monitoring for site inspectors (external).
    - Three module detailed monitoring course for NCAS staff and regional monitoring specialists (external).
    - Safety training plan for regional monitoring specialists jointly developed with National safety, approved by PIR Management Group and being implemented jointly by NCAS and National Safety (internal and external).

17. **Site Surveys and Investigations** – The Rugby Cement air quality monitoring exercise was a collaborative venture involving Rugby Borough Council, EA Midlands Region and the operator, who each contributed to the costs with a small non-recoverable element from the NCAS ad-hoc subsistence budget. The exercise was established to measure air quality in Rugby before and after the new cement plant was built and commissioned. Measurement is completed and issue of the final report is awaited. Preliminary findings include the conclusion that sources other than the cement works (e.g. traffic) are the greatest contributors to air quality impacts.

18. **Performance Reporting** – A wide array of reporting measures have been developed over the last two years of which only a limited selection are presented at annex 7. A full report which includes measures on contractors, NCAS, Regional Monitoring Specialists and

collective Agency performance is made to the NCAS Customer Group. Notable issues were:

- Major work on developing and improving the system has been carried out in the past twelve months.

- Problems with report timeliness centred on one contractor only and more specifically on timely return of requested amendments rather than original receipt. Performance on reports being received on time has dramatically improved.

- Work performed fell below that planned principally due to site inspectors withdrawing scope, often at late notice.

REGULATORY SUPPORT

19. **Compliance Assessment** - A wide range of projects has been developed to support the determination and reporting of compliance in different media and regulatory regimes. Two new compliance assessors were recruited with experience of IPC and Water Quality assessments. Key projects were:

    - A survey of stack sampling positions at IPC processes, in order to assess if/how far such positions depart from best practice, and the practical implications of making improvements. The survey is a co-operative project with NE region, and is based on a representative set of processes which can be extrapolated to give a national overview.

    - A review of limit setting in licences. This is examining the principles and practices used to set limits for releases and impacts in different regulatory regimes, and to identify the scope for convergence and harmonisation.

    - Evaluations of emissions monitoring and compliance data for coal-fired power stations and steelworks. These projects are being conducted in consultation with the relevant industry sector groups. A template was designed which to give consistent and systematic evaluations for other sectors.

    - Estimation and statistical treatment of monitoring uncertainties. NCAS is developing guidance on how to estimate uncertainties in monitoring data and how to take account of uncertainty when determining compliance. A range of preliminary papers and data tables was prepared and presented, and links made to the Common Breaches Classification System.

    - Participation in Water Quality Compliance Rules Group, in preparation for producing the annual Agency report on Discharge Consents, Monitoring and Compliance.

    - Advice to MINIG on interpretation of monitoring and compliance aspects of Hazardous Waste Incineration Directive.

20. **Site Surveys & Ambient Investigations** - An Assistant Environmental Assessor and a Mobile Monitoring Facility Technician were recruited. Support was given to Operations as follows:

- Air quality campaigns around IPC sites using the NCAS mobile monitoring facilities (MMFs) at Grangetown (Teesside), Bishton (S. Wales), Pen-y-fford (N. Wales), Aberthaw (S. Wales), Milford Haven (S. Wales) and Ashington (Northumberland). Reports have been produced using a consistent template structure for Grangetown, Bishton and Pen-y-fford. MMF work included liaison and presentations to Monitoring Liaison Officers and Regional IPC teams.

- The equipment in 2 MMFs was maintained and expanded to include CH4, H2S and CO, in addition to existing capabilities for VOCs, SO2, NOx and PM10.

- Software was developed to allow quick and reliable analysis of air quality data. This software and technical support was provided to several areas/regions.

- Advice on monitoring instruments given to Midlands Region to help with response to Power Industry comments on Agency report of September 1998 air pollution episode.

- Advice to Agency's Castle Cement (Ribblesdale) team on development of a meteorological despatch regime for kiln emissions, so as to minimise odour impacts.

- Advice on air pollution impacts of Foot and Mouth pyres given to DETR, MAFF and NAW from February 2001 onward, and 2 MMFs prepared for pyre measurements.

21. **Waste Regulation** - A waste specialist workplan was developed in consultation with Waste Function. The plan focuses on the atmospheric impacts of landfills and covers a range of technical support and R&D activities. Key activities are:

    - Management of R&D projects on (i) monitoring of landfill gas flares, (ii) monitoring of landfill gas engines, (iii) review of landfill surface emissions, (iv) flare training package, (v) guidance on monitoring of dust around waste sites.

    - Membership of other project boards on (i) landfill gas clean-up, (ii) IPPC for landfill gas, (iii) Waste Industry Consortium on monitoring of landfill gas flares and engines.

    - Participation in technical groups including (i) National Landfill Gas Group, (ii) Noise Odour, Dust and Litter Group, (iii) Scientific and Technical Working Group, (iv) Regional Monitoring and Odour Groups.

    - Trial deployment of ambient air quality monitoring facility near Colwyn Bay landfill to measure off-site methane, vinyl chloride and dust impacts.

22. **Scientific & Research Projects** - the following Supporting Studies and R&D projects were managed. These projects develop, test, compare and apply techniques for the monitoring, analysis and prediction of pollutant impacts:

    - Semi-permeable membrane devices for passive sampling of persistent pollutants.

    - Intercomparison of atmospheric dispersion models for regulatory applications.

- Development of an integrating sampler for use in water based on diffusive gradient thin film techniques.

- Trace metal analysis of environmental solids.

- 2 NERC/EA studentships on environmental time series analysis of extreme events.

- 2 NERC/EA fellowships on observation, analysis and prediction of air quality.

- Updating of Technical Guidance Notes on Standards Organisations (M3) and IPC Monitoring Standards (M4).

- Research and technical support for the ADMS dispersion model, including application to air-quality management of the Teesside Horseshoe area.

- UK Soil and Herbage Survey in collaboration with Land Quality Function.

RADIOLOGICAL MONITORING & ASSESSMENT

23. **Monitoring Programmes**- The three Agency routine radiological monitoring programmes (effluent analysis, quality checking of solid waste disposals and environmental monitoring) and the Euratom monitoring programmes continued to run satisfactorily. Key developments were:

    - Provision of quarterly reports to PIR/RSR Inspectors of comparisons of operator and Agency effluent monitoring results. These were well received by the Inspectors.

    - The waste quality checking programme has continued to included a number of reference drum tests on the equipment used by consignor's of radioactive waste. The laboratory was involved in three high profile investigations during the year; analysis of the enrichment of uranium in a fuel rod discovered in a scrap yard, analysis of Very Low Level Waste arising from Springfields due for disposal at the Clifton Marsh landfill site and investigation of Low Level Waste seized by the Agency at the CSG Sandhurst waste transfer station.

    - Environmental monitoring confirmed that the impact of authorised discharges on the environment remains similar to previous years.

    - The Euratom monitoring programmes gave similar results to previous years.

    - Technical support was provided to a Euratom Article 35 verification visit to the Dungeness area in November 2000. The verification team inspected all the effluent and environmental monitoring arrangements around the nuclear power stations.

24. **Site Investigations & Surveys** - Monitoring/assessment support was provided to Operations on investigations into the following:

- An abnormal release of radioiodine to atmosphere from Sizewell B (Anglian Region) which occurred in October 2000. Monitoring of grass and soil by NCAS contractors revealed a low concentration of iodine-131 in one grass sample. No iodine-131 was detected in milk from local farms monitored by the Food Standards Agency. .

- Sewage containing radionuclides discharged by Nycomed-Amersham (Thames Region), overflowed into the River Misbourne due to the severe flooding in the southeast of England during the Winter of 2000. Due to raw sewage entering the river, all water abstraction was suspended. The Agency undertook monitoring of the river water which demonstrated that the activity levels arising from Nycomed-Amersham's discharges were less than the WHO screening levels for drinking water. The dose to the most exposed members of the population was assessed as being <2 μSv/y, even if abstraction of drinking water had continued.

- A fire and flooding occurred at the CSG Sandhurst waste transfer site (Midlands Region) in Autumn 2000. It was discovered in January 2001 that Low Level Radioactive Waste was present on the site. Soil and grass samples were collected for analysis and the results were not elevated above background. The river banks were monitored for lost sources, but none were found.

25. **Radiological Assessment** – Demands for support from the radiological assessment team continued to grow. Key activities were:

    - Production of the Radioactivity in the Environment Report for 1999 (published by PENS in January 2001). The pre-publication version was completed in time for the Sellafield LLC meeting in November 2000.

    - Continued support to the Nycomed-Amersham re-authorisation project in Thames region.

    - Delivery of radiological assessments in time for technetium-99 review for Sellafield (NW Region), which started consultation in October 2000.

    - Radiological assessment support provided to main Sellafield review throughout the year. Finalisation of assessment report dependent upon finalisation of limits by Agency project team.

    - Issue of radiological assessment report for variation request for DML Devonport. Attendance at public meeting in Plymouth to support Agency project team.

    - Continued working with SEPA, Northern Ireland EHS and NRPB on development of principles and guidance for the assessment of public doses for the purposes of authorising discharges of radioactive waste. A draft document was consulted upon from October 2000 to February 2001.

26. **Technical Support** –A number of R&D projects were managed during the year. These helped foster closer working relationships with the Food Standards Agency, NRPB, NII and the Centre for Ecology and Hydrology. Key projects included:

- Development of a methodology to assess population doses from multiple sources and pathways of radioactive discharges.

- Assessment of combined radioactive discharges to the River Thames.

- Development of a method for assessing doses from short duration radioactive releases to rivers.

PARTNERSHIPS

27. Considerable effort was made to secure partnership funding for projects. Examples were:

- MCERTS projects.

- IMPEL/BPCM project, including co-funding with EU and technical contributions from 8 Member States.

- Joint NERC/EA studentships/fellowships.

PUBLICATIONS

28. Nineteen reports/publications were published during 2000/2001. A list of the reports/publications is detailed at Annex 8.

EXTERNAL REPRESENTATION

29. Papers on MCERTS, IPC/IPPC monitoring and standards work were presented on the following occasions:

- STA technical transfer seminars.

- International Air Standing Committee Conference.

- Royal Society of Chemistry.

- NW IPPC workshop.

- UMIST MSc Course.

- CRE Stack Monitoring Course.

- University of Leeds Stack Monitoring Course.

- SIRA Certification Service Certification Committee.

- BSI EH/2 Standards Committee.

- CEN TC264 Working Groups, eg WG9, WG12, WG16, WG19.

- EC Leonardo da Vinci programme – project on training for personnel involved in stack emissions testing and ambient monitoring.

30. NCAS staff also represented the Agency at the following:

- FSA/Agency Liaison Meeting.
- FSA working Party on Radionuclides in food.
- Standing Committee of Analysts.
- NRPB/Agency liaison meeting.
- UK Radioactivity Research and Environmental Monitoring (RADREM) Committee.
- UK Atmospheric Environment Sub-committee.
- UK Atmospheric Dispersion Modelling Liaison Committee.
- Standing Committee of Analysts (SCA).
- NERC Atmospheric Science Panel.
- Management and secretariat of European IMPEL project on "Best Practice in Compliance Monitoring".
- Presentation of NCAS work to Agency National Science Seminar (October 2000).

MONITORING HELP DESK

31. Responding to queries from field officers continued to be a major activity. The provision of this service was underpinned by participation in external developments and several supporting studies including:

- Involvement in ISO and CEN technical groups developing a range of standard analytical, sampling and instrumental monitoring methods.
- The preparation of Technical Guidance Notes (TGNs) and Technical Reports (TRs).
- Investigation of observed anomalies in the measurement of HCl in stack emissions when using standard reference methods and instrumental techniques.
- Investigation of anomalies in the measurements of metals in stack emissions when using standard reference methods.

32. A module on monitoring was developed for the Agency's IPPC Account Manager training course. This was well received at the "dry run" at the training programme in March.

RESOURCE SUMMARY

Financial Out-turn Against Budget

33. The 2000/2001 NCAS opening budget was £6,370k. Year-end expenditure was £5,375k equivalent to 84% of the opening budget. Spend against budget is given at Annex 5.

34. Annex 5A details expenditure for the "directly funded" compliance monitoring work (including its IPC subsistence and RSA'93 band 1&2 overhead funded management costs). Annex 5B details expenditure for all other work funded by subsistence and GIA.

35. The major reason for the underspend was caused by delays and difficulties with delivering the directly funded IPC monitoring programmes.

Income

36. Income from RSA'93 direct charges at £689.3k was less than expenditure on RAS monitoring programmes of £774.9k because of reconciliation from 1999/2000.

37. Income from IPC direct charges of £2,074.0k was greater than expenditure of £2,063.3k on routine monitoring due to carry over from 1999/2000.

38. Both the RSA93 and IPC income figures are representative of what has been passed by NCAS to EFAS for recovery and does not represent actual cash into the Agency.

39. The NCAS started 2000/2001 with a complement of 30.5 ftes. This figure remained flat for the whole of the financial year. At the year end 28.5 ftes were permanent employees with the remaining 2 posts filled by temporary staff.

Environment Performance

40. NCAS staff achieved a 13.3 % reduction in mileage against the 1996/97 baseline. The actual number of business miles in 1999/2000 was 65,250 against a baseline of 75,340 in 1996/97. The reduction successfully met the Agency's target of 7%.

41. NCAS staff travelled an estimated total of 135,000 miles by Public Transport whilst on Agency business (excluding overseas travel). This equates to approximately 67% of NCAS business travel.

42. A 2000/2001 site environmental audit was carried out at Cameron House and a small number of actions were identified and implemented.

NCAS
May 2001

ANNEX 1:

NCAS CLIENT BOARD MEMBERSHIP

Chairman:	Paul Leinster	Director: Environmental Protection
	Martin Bigg	Head: PIR
	Jim Gray	Head: RSR
	Justin McCracken	Regional Director: North West
	Roy Fowles	Area Manager: Wales
	Mick Pearson	Regional EP Manager: Anglian
	Alastair Ferguson	Head: Environmental Strategy
	Chris Bent	Regional Chief Accountant: North West
	Malcolm Cooper	Head: National Laboratory Service
	Steve Chandler	Area Environmental Planning Manager: South West
	Stuart Newstead	Head: National Compliance Assessment Service
	Betty Ng	Head: Air Quality Modelling & Assessment Unit
Secretary:	David Scholey	NCAS Manager: Central Support

Notes:

1. Martin Bigg substituted as Chairman in Paul Leinster's absence at the 9th June 2000 meeting.

2. Justin McCracken substituted as Chairman in Paul Leinster's absence at the 27th September meeting.

3. The following substitutes attended the 27th September 2000 meeting:

   Martin Mills (Area EP Manager, Wales) for Roy Fowles

   Dave Balmer (Accountant, NW) for Chris Bent.

ANNEX 2:

LIST OF CLIENT BOARD PAPERS DISCUSSED DURING 2000/2001

Paper Number	Client Board Date	Paper Title
NCAS/CB/00/26	9th June 2000	NCAS Annual Report 1999/00
NCAS/CB/00/27	9th June 2000	AQMAU Annual Report 1999/00
NCAS/CB/00/28	9th June 2000	NCAS Revised Business Plan
NCAS/CB/00/29	9th June 2000	NCAS Client Board
NCAS/CB/00/30	9th June 2000	NCAS Waste Specialist – Role & Work Programme
NCAS/CB/00/31	27th September 2000	NCAS 2000/01 Mid-Year Progress Report
NCAS/CB/00/32	27th September 2000	NCAS Draft Business Plan 2001/02
NCAS/CB/00/33	27th September 2000	AQMAU Draft Business Plan

ANNEX 3:

NCAS CUSTOMER GROUP MEMBERSHIP

Chairman:	Roy Fowles	Area Manager: Wales
	Stuart Newstead	Head: NCAS
	Neil Davies	PIR Policy Adviser: Head Office
	Bob Barker	Regional PIR/RSR Manager: North East
	Neil Goodlad	Regional Monitoring Specialist: Midlands
	Paul Moorhouse	Regional Monitoring Specialist: Anglian
	Neil Dickinson	Regional Monitoring Specialist: North West
	Elaine Marshall	Regional Monitoring Specialist: South West
	Jonathan Neale	Regional Monitoring Specialist: North East
	Nick Bettinson	Regional Monitoring Specialist: Wales
	Tony Place	Regional Monitoring Specialist: Thames
	Jane Longman	Regional Monitoring Specialist: Southern
Secretary:	David Scholey	Central Support Manager:NCAS

ANNEX 4:

LIST OF CUSTOMER GROUP PAPERS DISCUSSED DURING 2000/2001

Paper Number	Customer Group Date	Paper Title
NCAS/CG/2000/01	29th November 2000	NCAS Customer Group
NCAS/CG/2000/02	29th November 2000	Monitoring Policy
NCAS/CG/2000/03	29th November 2000	CGM Project 2 Report: Operator Self Monitoring
NCAS/CG/2000/04	29th November 2000	Role of MLO's
NCAS/CG/2000/05	29th November 2000	MMF Prioritisation
NCAS/CG/2000/06	29th November 2000	IPC Waste Water Monitoring Programmes

ANNEX 5:

2000/2001 BUDGET/YEAR END EXPENDITURE

Description	2000/2001 Opening Budget	2000/2001 year end expenditure	% of Expenditure to Budget
Salaries	861.0	848.6	98%
Agency Staff	182.5	252.0	138%
Travel & Subsistence	60.0	124.1	207%
Training	10.0	9.8	98%
Other Employee Costs & Allowances	20.0	82.2	411%
SUB TOTAL STAFF COSTS	**1133.5**	**1316.7**	**116%**
Professional Fees & Consultancy	20.0	9.8	49%
Contract Payments	5029.0	3877.1	77%
Office Equipment & Consumables	10.0	23.6	236%
Furniture & Fittings	6.0	7.2	120%
Books, Publications & Subscriptions	55.0	41.5	75%
Printing & Stationery	14.0	8.4	60%
Telephone & Fax	12.0	3.5	29%
Hospitality	7.0	3.7	53%
Rent & Rates	40.0	24.3	61%
Other	8.0	13.5	167%
Recharges	36.0	46.0	128%
SUB TOTAL OTHER EXPENSES	**5237.0**	**4058.6**	**77%**
TOTAL EXPENDITURE	**6370.5**	**5375.3**	**84.4%**

ANNEX 5A:

2000/2001 BUDGET/YEAR END EXPENDITURE

DIRECT MONITORING (DIRECT) & MANAGEMENT COSTS (SUBSISTENCE)

Description	2000/2001 Opening Budget	2000/2001 year end expenditure	% of Expenditure to Budget
Salaries	199.8	196.9	98.5%
Agency Staff	182.5	252.0	138.1%
Travel & Subsistence	20.3	42.4	207.9%
Training	3.4	3.3	97.0%
Other Employee Costs & Allowances	6.8	27.9	410.3%
SUB TOTAL STAFF COSTS	**412.8**	**522.3**	**126.5%**
Professional Fees & Consultancy	6.8	3.3	48.5%
Contract Payments	4095.2	2838.2	69.3%
Office Equipment & Consumables	3.4	8.0	235.3%
Furniture & Fittings	2.0	2.4	120%
Books, Publications & Subscriptions	18.6	14.1	75.8%
Printing & Stationery	4.7	2.9	61.7%
Telephone & Fax	4.1	1.2	29.3%
Hospitality	2.4	1.3	54.2%
Rent & Rates	13.6	8.3	61.0%
Other	2.7	4.6	170.4%
Recharges	12.2	15.6	127.9%
SUB TOTAL OTHER EXPENSES	**4165.7**	**2899.9**	**69.6%**
TOTAL EXPENDITURE	**4578.5**	**3422.2**	**74.7%**

ANNEX 5B:

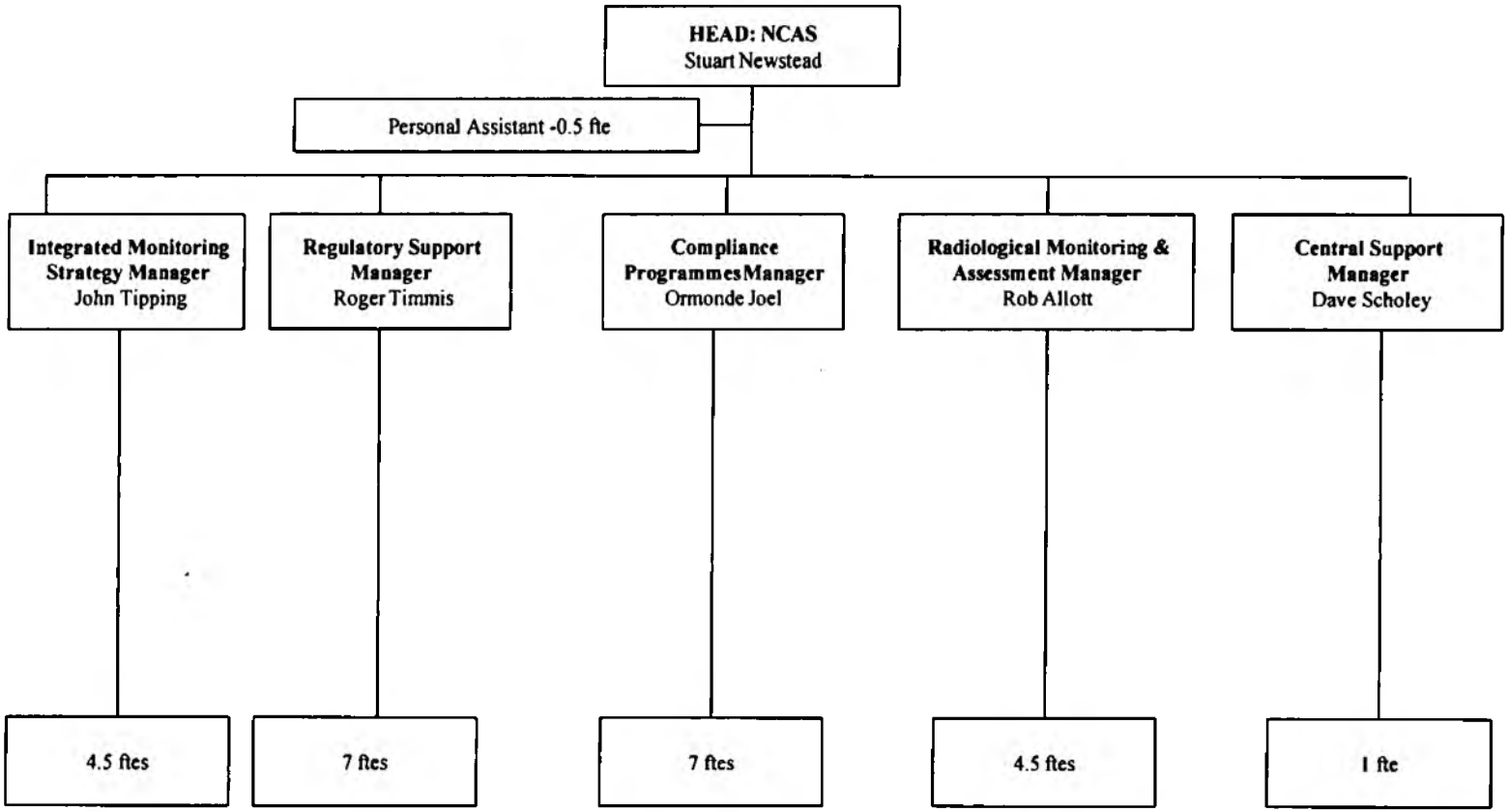
2000/2001 BUDGET/YEAR END EXPENDITURE

ALL OTHER WORK (SUBISTENCE & GIA)

Description	2000/2001 Opening Budget	2000/2001 year end expenditure	% of Expenditure to Budget
Salaries	661.2	651.7	98.6%
Agency Staff	0.0	0.0	-
Travel & Subsistence	39.7	81.9	206.3%
Training	6.6	6.5	98.5%
Other Employee Costs & Allowances	13.2	54.3	411.4%
SUB TOTAL STAFF COSTS	**720.7**	**794.4**	**110.2%**
Professional Fees & Consultancy	13.2	6.5	49.2%
Contract Payments	933.8	1038.9	111.3%
Office Equipment & Consumables	6.6	15.6	236.4%
Furniture & Fittings	4.0	4.8	120%
Books, Publications & Subscriptions	36.4	27.4	75.3%
Printing & Stationery	9.3	5.5	59.1%
Telephone & Fax	7.9	2.3	29.1%
Hospitality	4.6	2.4	52.2%
Rent & Rates	26.4	16.0	60.6%
Other	5.3	8.9	167.9%
Recharges	23.8	30.4	127.7%
SUB TOTAL OTHER EXPENSES	**1071.3**	**1158.7**	**108.2%**
TOTAL EXPENDITURE	**1792.0**	**1953.1**	**109.0%**

ANNEX 6:

NATIONAL COMPLIANCE ASSESSMENT SERVICE 2000/01 STAFF STRUCTURE CHART



ANNEX 7:

Table 1a- PROGRESS SUMMARY – TARGETS & PERFORMANCE MEASURES

Quantified/Time-specific Targets		
• **Integrated Monitoring Strategies:**		
➢ MCERTS: Launch certification for ambient air monitoring	December 2000	➢ Launched 6 December 2000
➢ MCERTS: Consultation proposals for water monitoring systems	March 2001	➢ Draft standards nearing completion, consultation expected Summer 2001
➢ OMA: Complete pilot studies	December 2000	➢ Completed November 2000
➢ OMA: Consultation proposals	January 2001	➢ Consultation launched 7 February 2001
• **Compliance Programmes:**		
➢ Renew routine inorganic chemicals programme	Spring 2000	➢ Contract let Summer 2000
➢ Renew routine acid, halogen and fertiliser programme	Spring 2000	➢ Contract let Summer 2000
➢ Commence introduction of electronic report formats	Spring 2000	➢ Work transferred to MCERTS – ongoing
➢ Introduce new Access Database for site information	Spring 2000	➢ Completed Summer 2000
• **Regulatory Support:**		
➢ Publish report on compliance assessment performance of power station sector	May 2000	➢ Draft report delivered September 2000. Final publication delayed by staff changes, but redraft will be ready for publication by July 2001
➢ Mobile Monitoring Facilities: achieve 85% utilisation and 90% capture of inorganics data	March 2001	➢ MMF targets exceeded: 87.5% utilisation and 95% inorganics data capture
➢ Standing Committee of Analysts: publish 4 reports and achieve 6-month turn-round from initial submission to final publication	March 2001	➢ Two SCA reports published; SCA work passed from NCAS to NLS September 2000
• **Radiological Monitoring and Assessment:**		
➢ Publish the Radioactivity in the Environment Report	November 2000	➢ Report published in January 2001. Pre-publication version produced in time for Sellafield LLC in November 2000
➢ Publish the guidance on critical group doses	December 2000	➢ Public Consultation on Guidance from October 2000 to February 2001. Delay due to ensuring document is acceptable to Agency, SEPA, NI, DoE and NRPB
➢ Complete a risk-based review of environmental monitoring programmes	March 2001	➢ Review complete and to be presented to RFCG nuclear sub-group in June 2001

PERFORMANCE MEASURES	
• Percentage of results reported submitted within 6 weeks of testing	
• Percentage of spend to budget	
• Number of ad-hoc reactive tests completed	See table 1b
• Number of non-compliances determined by Agency independent monitoring	
• Findings on the quality of operator self-monitoring arrangements	
• Number of technical reports issued	19
• Time taken to answer charging queries	115 Queries, Average Response time1.4 working days

ANNEX 7:

TABLE 1b

MONITORING PROGRAMMES STATISTICS 2001/2001

2000/2001		
Results reported within 6 weeks/on time	**RAS**	**IPC**
	85%	74%

Percentage of spend to budget		
	RAS	**IPC**
Work performed	96%	76%
Invoices approved	104%	73%

	RAS	**IPC**	**Total**
Non routine monitoring: Number completed	28	280	308
Routine monitoring: Number completed	2184	510	2694

Operator self-monitoring arrangements	
Number of audits	25
Numbers of findings	179

Number of non-compliances determined by Agency independent monitoring	TBA

ANNEX 8:

LIST OF PUBLICATIONS COMPLETED IN 2000/2001

TITLE OF REPORT / PUBLICATION
Radioactivity in the Environment Report for 1999
Article 35 Verification Visit to Dungeness Area. NCAS/TR/2000/017
Initial Radiological Assessment of Accidental Disposal of Industrial Smoke Detectors at Parkwood Landfill, Sheffield in November 1999. NCAS/TR/2000/019
Initial Radiological Assessment of Accidental Disposal of a Lost Stat Attack Gun Source to a Landfill Site. NCAS/TR/2000/020
Initial Radiological Assessment of Tritiated Water Found in Leachate from Candle Landfill Site. NCAS/TR/2000/021
Radiological Assessment – Devonport Royal Dockyard Authorisation Variation Request 2000. NCAS/TR/2000/022
Proposed Radionuclides and Thresholds for the Extension to "Pollution Inventory". NCAS/TR/2000/25
Radiological Assessment of Discharges of Radioactivity to the River Misbourne. NCAS/TR/2001/006
Study of Ambient Air Quality at Grangetown 16th July to 16th November 1999.
Study of Ambient Air Quality at Bishton 11th November 1999 to 16th March 2000.
Study of Ambient Air Quality at Pen-y-fford 18th January 2000 to 8th August 2000.
A Review of dispersion model inter-comparison studies using ISC, R91, AERMOD and ADMS.
An inter-comparison of the AERMOD, ADMS and ISC dispersion models for regulatory applications.
Paper accepted for publication in Atmospheric Environment: "The atmosphere in England and Wales: an environmental management review"
Revised MCERTS leaflet for CEMs
MCERTS leaflet for ambient monitors
MCERTS performance standards for ambient air-quality monitoring systems
Response document following the consultation on proposals to extend MCERTS to manual stack emission monitoring
OMA consultation document