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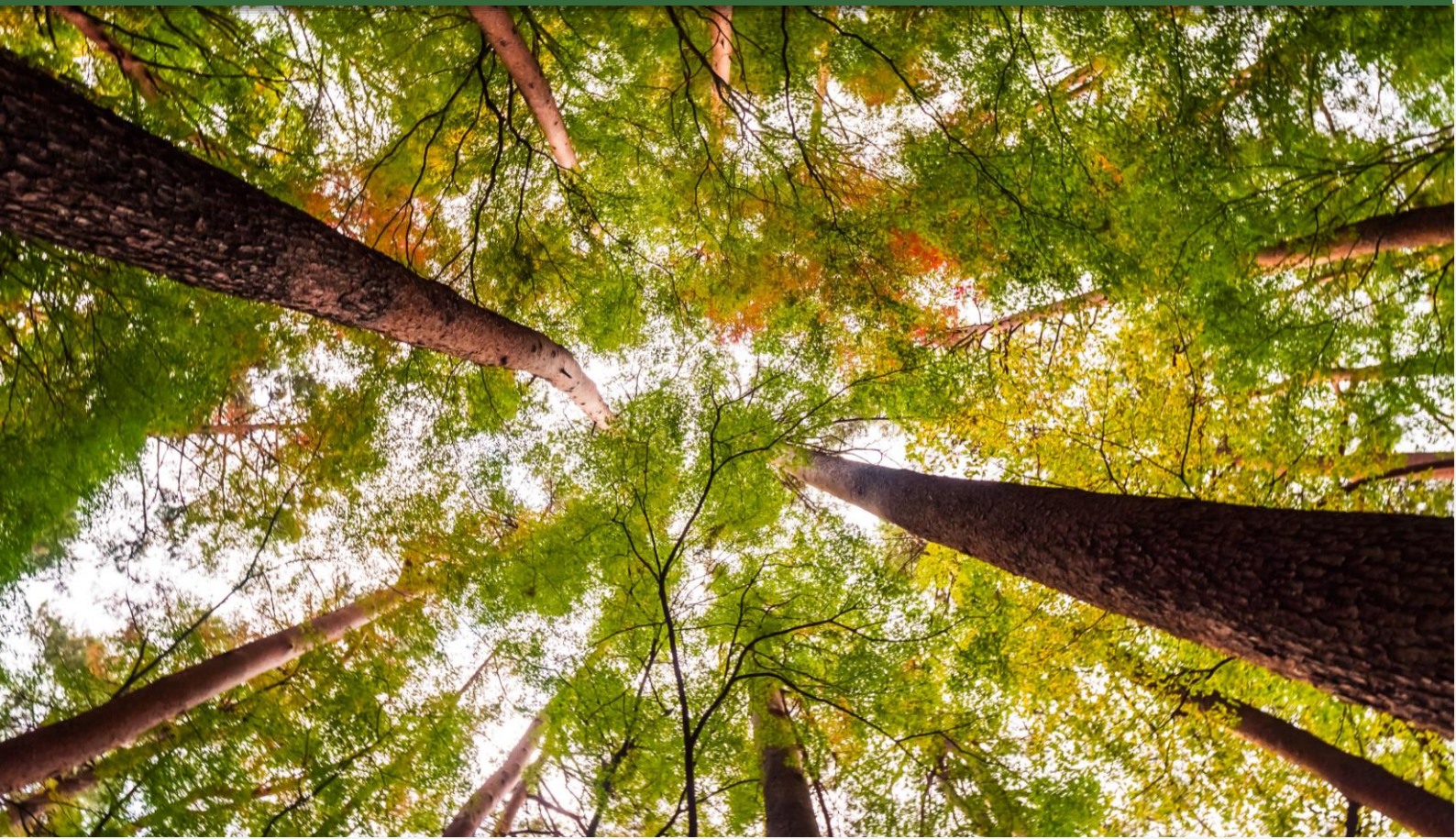
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Environmental Permit Reporting Procedure

v1.0

Environmental and sustainability solutions provided to
Enva Scotland Ltd



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REVISION LOG

Revision	Details	Date
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1.0 PURPOSE

This document aims to outline the procedure which must be followed by Enva Scotland Ltd (hereon referred to as 'Enva') to ensure the Environmental Permit reporting requirements to the Environment Agency (EA) are fulfilled.

2.0 PROCEDURE OVERVIEW

The procedure details what needs to be communicated and reported to the Environment Agency regarding the maintenance of the Environmental Permit conditions. The procedure provides clarification on the roles and responsibilities for ensuring the reporting conditions of the Environmental Permit are fulfilled.

3.0 ENVIRONMENTAL PERMIT REPORTING REQUIREMENTS

All Environment Agency reporting requirements are included within this reporting procedure and any new reporting requirements shall be added by the Site Manager once received. This will ensure all reporting requirements are submitted within the timeframe specified by the Environment Agency.

3.1 Annual reporting requirements

Within one month of the end of each quarter, the operator shall submit to the Environment Agency using the form made available for the purpose, the information specified on the form relating to the site and the waste accepted and removed from it during the previous quarter.

3.2 Ad-hoc reporting requirements

Except where otherwise specified all submissions to the Environment Agency shall be in writing. These correspondences shall include the reference number and the name of the Permit holder. In the event of a breach of the rules of the permit, Enva shall inform the EA immediately (within 24 hours) and take measures necessary to ensure that compliance is restored within the shortest possible time (within 24 hours). Should a breach of the permit rules cause a significant pollution incident, Enva shall immediately suspend the relevant activities until compliance with the rules has been restored.

Notification of the intention to fulfil the monitoring requirements presented in section 3.1 shall be provided to the EA at least 14 days prior to the monitoring being carried out.

During normal working hours' site personnel will contact the Site Officer or the local Environment Agency Office by telephone. The Environment Agency National Incident Hotline number is: 0800 807 060.

3.3 Reporting of relevant convictions

In the unlikely event of the Permit Holder or relevant person being convicted of any relevant offence, the full details will be provided to the Environment Agency within 14 days of the conviction, as will the details of any appeals.

3.4 Reporting of changes in operators or holders details

The following information shall be notified in writing within 14 days to the Agency:

- Any change to the Permit holders trading name;
- Any steps taken with a view to the Permit holder going into administration; and
- Any change in the operators trading name, address registered name or registered office address.

3.5 Notification of preparatory works

Commencement of preparatory works for construction on the site and infrastructure and its completion will be notified to the Agency in writing.

Any additional preparatory works required as a result of the issuing of a new Environmental Permit or site improvement would be notified to the Agency or relevant authority.

The permit holders must give no less than 7 day's prior notice of any changes to the Management System.

3.6 Notification of cessation of operations

In the event of any future cessation and subsequent re-commencement of the use of the site for operations, the relevant authorities would be notified in writing specifying the date of any such cessation or re-commencement.

4.0 ROLES AND RESPONSIBILITIES

The roles and responsibilities for upholding this procedure are as follows:

4.1 Site Manager

- Retain responsibility for ensuring all relevant correspondence with the Environment Agency is undertaken in a timely manner as specified within the relevant sections of the Environmental Permit;
- Be the direct point of contact with the Environment Agency;
- Maintain records of report submissions and correspondence with the Environment Agency where appropriate;
- Ensure permit reporting requirements are included within this document, and;
- Inform the Environment Agency of any changes to the site which could affect the operation in a timely manner (as detailed in section 3.2).

4.2 Company Directors

- Retain overall accountability for ensuring the reporting requirements specified in the Environmental Permit are upheld; and;
- Provide sufficient resource to ensure this procedure is upheld and maintained.