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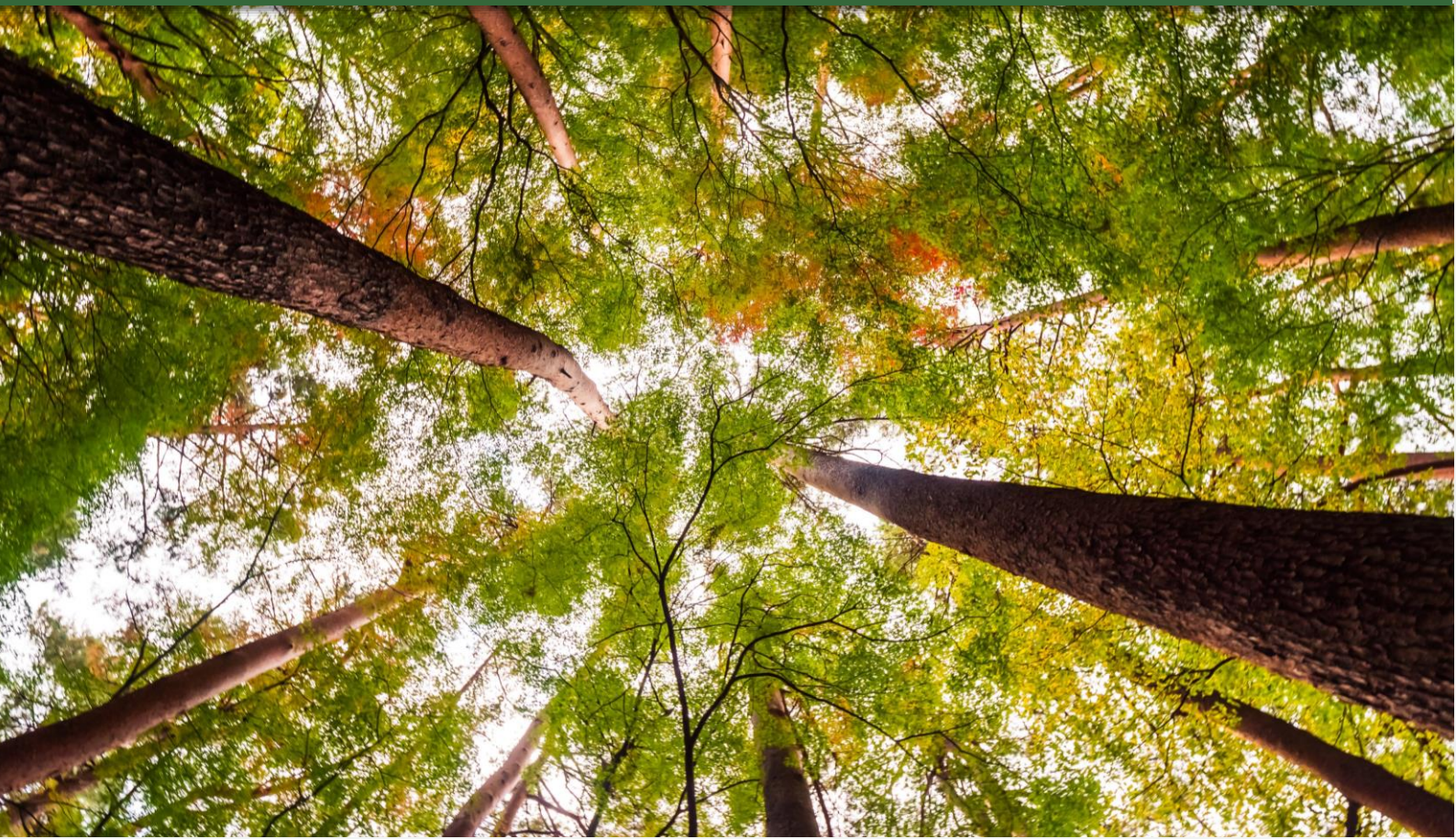
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Recording Procedure

v1.0

Environmental and sustainability solutions provided to

Enva Scotland Ltd



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REVISION LOG

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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 site fulfils the requirements of its Environmental Permit conditions.

1.1 Procedure overview

The procedure document details the daily, weekly, months and annual record-making requirements required by Enva in line with their environmental permit. It has been split into its component parts for ease of reference by site operatives. Conditions to be applied when site operatives follow the procedure are also indicated below.

2.0 SCOPE OF SITE RECORDS

Enva proactively create records in line with environmental and processing aspects in accordance with the site's Environmental Permit conditions.

All records shall be kept for the duration of the site licence. Table 2-1: below provides an overview of all areas covered within the scope of this schedule.

Table 2-1: Site aspect recording summary

Record aspect	Record to be made	Frequency	Responsibility	Recording location	Stored
Staffing & Visitors					
Staff, visitors,	Names of visitors / operators and times of attendance on site	Daily	Operators, Site management	Site Office	Site Office
Site Inductions	All visitors and staff inducted	Prior to entering processing area	Site management	Site Office	Site Office
Staff training	All training recorded on matrix	Ongoing	Site management	Site Office	Site Office
Accidents & Incidents					
Fire	Any incident of fire	As soon as possible following a fire	Site Manager	Site Diary and site investigation	Site Office
Accidents	Any accident on site	During investigation	Site Manager	Accident book and report	Site Office
Litter	Any incident other than expected	As soon as possible following an event	Site Manager	Site Diary	Site Office

Record aspect	Record to be made	Frequency	Responsibility	Recording location	Stored
Dust	Any incident	As soon as possible following an event	Site Manager	Site Diary and site investigation	Site Office
Noise & Odour	Any incident	As soon as possible following an event	Site Manager	Site Diary and site investigation	Site Office
Waste Records					
Waste acceptance	Tickets/Documents waste transfer notes	On receipt of incoming waste	Site Operatives	Site recording systems	Site Office
EWC compliance	Non-conformance reported	On receipt of incoming waste	Site Operatives / management	Site recording systems	Site Office
Waste rejection	Complete waste rejection form	As needed	Site Operatives / management	Site recording systems	Site Office
Tonnages	At entry to site	Daily	Site Operatives	Site recording systems	Site Office
Material processed	On site log	Daily	Site management	Site recording systems	Site Office
Non conformance	Entry in site diary	As needed	Site Operatives / management	Site recording systems	Site Office
Monitoring					
Site Drainage System	Inspection, maintenance, and monitoring of pollution prevention methods	Weekly	Site Manager	Site Diary	Site Office

Record aspect	Record to be made	Frequency	Responsibility	Recording location	Stored
Litter control	Daily record of completion	Daily	Site operators	Site Diary	Site Office
Pest control	Weekly inspection	Weekly	Site operators	Site Diary	Site Office
Waste transfers	Waste returns	Quarterly to the EA	Site Manager	Site recording systems	Site Office
Condition Checks, Faults & Breakdowns					
Mobile Machinery	Any machinery breakdown or failure, pre-use checks, servicing	Ad-hoc, prior to use, annual service etc.	Site operators	Site Diary, machinery logs, maintenance sheets	Site Office
Static Machinery	Any machinery breakdown or failure, pre-use checks, servicing	Ad-hoc, prior to use, annual service etc.	Site operators	Site Diary, machinery logs, maintenance sheets	Site Office
Plant oils, water leaks	Record of spillage and actions taken	Ad-hoc, prior to use, annual service etc.	Site Operatives / management	Site Diary, machinery logs, maintenance sheets	Site Office
Concrete pad, site building and offices, mixing unit, storage areas.	Visual inspection as part of daily checks	Daily	Site Operatives / management	Site Diary, site maintenance sheets	Site Office

Record aspect	Record to be made	Frequency	Responsibility	Recording location	Stored
Complaints					
Public	Details of complaint	Ad-hoc basis	Site Manager	Site Diary	Site Office
Staff	Details of complaint	Ad-hoc basis	Site Manager	Site Diary	Site Office

3.0 ROLES AND RESPONSIBILITIES

3.1 Site operatives

Record any environmental and processing aspect that becomes a concern to EA in accordance with the site's Environmental Permit conditions. All records shall be kept for the duration of the site licence.

3.2 Site Manager

Ensure all staff are trained in site procedures and reporting of any events that becomes a concern to the Environmental Permit conditions.

Ensure that the permit conditions are maintained and records kept and reported where applicable.