	Environmental Management System		
	EMS Summary		
Document Reference: EM 01-002	Issue Number: 1/2020	Issue Date: 06/2020	Page 1 of 4

Environmental Management System


Environmental Management System Structure

An EMS will be developed for the facility that will contain a policy and procedures for environmental compliance and risk mitigation. The basis of the EMS will be implemented at Permit issue with continued development and a review of the EMS undertaken within 18 months of the permit issue date. The EMS will be reviewed at regular intervals to ensure continued compliance, implementation and effectiveness.

The Environmental Management System will be organised using the following structure:

- Index;
- System Documents and Management Plans;
- Environmental & Operating Procedures;
- Internal Monitoring and Recording Forms;
- External Report Forms;
- Environmental Training Documents;
- Schedules and Timetables;
- Plans and Drawings;
- Records.

The sections below provide more details as to the structure outlined above. A copy of the draft EMS

	Environmental Management System		
	EMS Summary		
Document Reference: EM 01-002	Issue Number: 1/2020	Issue Date: 06/2020	Page 2 of 4

1.1 Management System Outline

1.3.1 Index, System Documents and Management Plans

This section of the system will contain the reports that will be produced as part of the permitting process for the Environmental Permit and will form the core of the installations EMS. This section will, for example, contain specific management plans such as the Environmental Accident Management Plan.

In line with permit requirements, the Environmental Accident Management Plan (EAMP) contains the following detail:

- Identification of the Hazards;
- Identification of the Risks
- Measures in place to reduce environmental risks from accidents;

In the event of an environmental accident on site resulting in impact on sensitive receptors, Site

Management will:

- Instigate remedial action immediately;
- Promptly record the events and actions taken;
- Ensure the regulator is made aware without delay.

1.3.2 Environmental and Operating Procedures


All procedures developed as part of the assessment and control of environmental risk will be stored in this part of the folder. This will include both the system and operational procedures.

1.3.3 Internal Monitoring & Recording Forms

All internal inspection forms developed in order to reduce the risk of items of equipment or process failures that have the potential to impact on the environment (including those developed as part of the Fugitive Emissions Management Plan) will be stored in this section of the system.

1.3.4 External Reporting Forms

All external reporting forms will be stored in this part of the folder. This will mainly focus on the reporting requirements of the Environmental Permit.

	Environmental Management System		
	EMS Summary		
Document Reference: EM 01-002	Issue Number: 1/2020	Issue Date: 06/2020	Page 3 of 4

1.3.5 Environmental Training Documents

Each employee is given training commensurate with their work activity. Induction training covering basic environmental issues will be provided. All training records, assessments and training materials related to the Environmental Management System will be recorded.

- Awareness of regulatory implications of the Permit for the operation and how this relates to them;
- Awareness for the need for reporting deviations from the permit and who to report to;
- Actions to be taken to prevent and mitigate accidental emissions.

A training needs analysis will be carried out to identify specific training needs for key posts. This analysis will include contractors, where relevant, and those responsible for purchasing materials and equipment. As the EMS is developed, relevant staff will continue to be trained in the required elements, according to the training needs matrix.

1.3.6 Schedules and Timetables

Schedules and timetables will be held as part of the EMS and/or related systems (eg Maintenance systems). The schedules will include, but not be limited to, waste schedule, raw materials schedules and emergency contact lists.

1.3.7 Plans and Drawings


This element of the Environmental Management System will contain all relevant site plans and drawings referenced within the EMS. This will include the Emission Points, Installation Boundary and the Site Layout Plan.

1.3.8 Records

This section of the EMS will contain all records that are required to be stored by the Environmental Permit such as those required by the Site Closure Plan and Fugitive Emissions Management Plan.

1.4 Management Structure and Responsibility

All staff will have clearly defined roles and responsibilities. The site will operate to an organogram implemented as part of the EMS and training requirements will reflect the various levels of responsibility. The organogram will be documented and made available to all staff members to clarify the extent of each level of employee's responsibility with regard to the control of the process and its environmental impacts.

	Environmental Management System		
	EMS Summary		
Document Reference: EM 01-002	Issue Number: 1/2020	Issue Date: 06/2020	Page 4 of 4

Responsibility will be designated to a management representative for ensuring site operations are carried out in accordance with the Environmental Permit, to liaise with the Environment Agency as required and the liaise with the public with regard to complaints.

The potential environmental risks posed by the work of contractors will be assessed and instructions provided to contractors about protecting the environment while working on site.

1.5 EMS Summary

Table below outlines the procedures and policies in place at the site to minimise the potential for environmental risk and form part of the Environmental Management System as summarised above.

EMS Summary	
Procedures / Policies Identified in ERA	Justification for Use to Minimise Environmental Risk
Emergency and Incident Procedures	These procedures will identify potential for and respond to environmental emergency and incident situations in order to prevent and mitigate the environmental impacts associated with emergency and incident situations.
Delivery and Collection Procedure	Control of deliveries and collections of potentially hazardous materials at site ensures that they are supervised. E.g. if an environmental incident such as a spill occurs it is cleaned up appropriately and not left to become a potential odour source
Hazardous Substance Storage	Control the storage of hazardous substances on site to minimise the potential for environmental accidents.
Bund Management Procedure	The management of bunds to ensure that they are fit for purpose in the event of an environmental accident.
Fugitive Emissions Monitoring	The site infrastructure monitoring programme provides a robust mechanism that ensures fugitive emissions of materials, including those that are potentially hazardous and those which could impact upon sensitive receptors are kept to a minimum.
Communication and Complaints System	Communication with regulatory authorities and environmental complaints from third parties is covered by this procedure so that the relevant corrective action can be undertaken in the event of a complaint. The system is designed to deal with environmental issues including odour and noise.
Spill Procedure	Control, mitigate, clean-up of spills and / or leaks of potentially hazardous materials on site to ensure they are cleaned up appropriately minimising potential impacts on the environment.
Planned Preventative Maintenance	Scheduling of maintenance of environmentally critical equipment will ensure it is maintained to prevent breakdown and minimise the potential for environmental incidents.