

Environmental Permit Reporting Procedure

OP04 Issue: 1.0

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1.0 PURPOSE

This document aims to outline the procedure which must be followed by University of Liverpool Energy Company Limited (hereon referred to as ULEC) 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 and the timeframes for reporting in order to satisfy the needs 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 Project Manager once received. This will ensure all reporting requirements are submitted within the timeframe specified by the Environment Agency.

3.1 Annual Reporting Requirements

In accordance with Permit Condition 4.2, ULEC shall report the following requirements listed in Table 1 below on ongoing basis.

Except where otherwise specified all submissions to the Agency shall be in writing. These correspondences shall include the reference number and the name of the Permit holder.

Table 1 - Ongoing Environmental Permit Reporting Requirements

Reports	Contents (See above section for full contents of reports)	Conditions in Permit Satisfied by Reports	Deadline	Frequency
Emissions Monitoring	Concentrations of NO _x , CO, SO ₂ and Dust in mg/Nm ³ at 273k, 101.3kPa; 3% O ₂ from the boilers	3.1	Following monitoring	6-monthly
Emissions Monitoring	Concentrations of NO _x and CO in mg/Nm ³ at 273k, 101.3kPa; 15% O ₂ from the CHPs.	3.1	Following monitoring	6-monthly
Emissions to Air	Concentrations of NO _x , CO, SO ₂ and Dust from CHPs and Boilers	3.5.1	12-months	Annually
Water Usage	Volume of water used at the Energy Centres in m ³	S4.3	12-months	Annually
Energy Usage	Energy used at the Energy Centres in MWh	S4.3	12-months	Annually

Raw Material Usage	Raw material used at the Energy Centres in Tonnes	S4.3	12-months	Annually
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3.2 Ad-Hoc Reporting Requirements

Except where otherwise specified all submissions to the Agency shall be in writing. These correspondences shall include the reference number and the name of the Permit holder. ULEC will make the Environment Agency aware of the following:

3.2.1 *Relevant Convictions*

In the unlikely event of the Permit Holder or a 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.

3.2.2 *Change of Operator's 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.

3.2.3 *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 holder must give no less than 7 days' prior notice of any changes to the Management System.

3.2.4 *Commencement or Cessation of Operations*

Commencement of operations on the site will be notified to the relevant authority in writing in advance of operations commencing.

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.

3.2.5 Notification of monitoring and/or Spot Sampling

Site personnel will notify the Environment Agency within 14 days of:

- Where the Environment Agency has requested in writing that it shall be notified when ULEC is to undertake spot sampling.

3.2.6 Situations where reporting is to be “without delay”

Site personnel will notify the Environment Agency within 24 hours following the detection of:

- Any malfunction, breakdown or failure of equipment or techniques, accident, or fugitive emission which has caused, is causing or may cause significant pollution.
- The breach of a limit specified in the Permit.
- Any significant adverse environmental and health effects.

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.

4.0 ROLES AND RESPONSIBILITIES

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

4.1 The Carbon and Utilities Manager shall:

- 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 The Director of Estates shall:

- 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.

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