

**DL 4 - 44, Hostmoor Avenue, March Trading Park, March, Cambridgeshire, PE15 0AX - EAWML  
75108 – Transfer and Variation of Bespoke Permit.**

**Summary**

The Environmental management systems aims to help Datashredders Limited improve environmental performance, minimise risk and reduce business overheads.

Once permitted and operational the waste transfer and treatment operation will be incorporated into the current EMS.

The EMS employs the Plan, Do, Check, Act principal allowing all Environmental risks to be identified and mitigated, but also allows the effectiveness of the EMS to be assessed, measured and reviewed and improvements and corrective actions employed to improve environmental performance.

The PDCA model ensures environmental issues are systematically identified, controlled and monitored in accordance with an organisation's environmental policy, which is periodically reviewed and updated.

The EMS uses the PDCA model and incorporates the following elements.

The EMS aims to identify all relevant environmental risks, sources of pollution and receptors and show how these risks are managed.

**Contents**

**Site Description and History**

The EMS will contain a site description and history of the site for context

**Auditing**

The EMS will be both internally and externally audited by Datashredders Limited and its appointed contractors

**Document Management**

Documents will be managed in the following information being recorded on all documents –

- Date of review
- Author
- Document reference number
- Document version
- Next review date

**Site plan**

The site plan will include the following –

- buildings, and other main constructions, fixed plant, fences

- storage facilities for hazardous materials like oil and fuel tanks, chemical stores, waste materials
- location of items for use in accidents and emergencies, like absorbants for chemical spills
- entrances and exits that can be used by emergency services
- points designed to control pollution, for example inspection or monitoring points

### **Engineered Site Surface and Drainage System**

The EMS will include details of the sites drainage both surface water and foul

### **Non-Conforming waste**

Non-conforming wastes if identified will be –

- Stopped from tipping and turned away
- Tipped in quarantine area

### **Security**

Details of the sites security will be recorded including –

- Fencing and gates
- CCTV
- Night watchman
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### **Leaks and Spills**

The EMS will contain information on how leaks and spills are to be managed including

- Locations of spill kit
- Training required
- How to respond to incident

### **Contractors and visitors**

Contractors and visitors will be made aware of the EMS via Datashredders Limited's environmental statement

### **Waste Storage**

The storage plan will include -

- the longest amount of time that you will store each type of waste
- how you will make sure you will not exceed these time limits – you need to consider your emissions when deciding how long you can store types of waste for
- the maximum amount of each type of waste you will store in terms of volume
- the maximum height of each storage pile on site
- how you will identify the specific types of waste you are storing
- how you will separate different types of waste if required, for example how far apart you will keep waste types that cannot be mixed

- how you will make sure your site only takes waste that your permit allows you to store

#### **Site and equipment maintenance plan**

Plant and equipment will be maintained according to the manufacturer's or supplier's recommendations

Maintenance such as servicing and calibration will be recorded.

#### **Contingency plans**

The EMS will show how Datashredders Limited will minimise the impact on the environment of any:

- breakdowns
- enforced shutdowns
- any other changes in normal operations, for example due to flooding or other extreme weather
- Read flood planning guidance to help you comply with your environmental permit.

#### **Accident prevention and management plan**

The accident prevention plan will show how Datashredders Limited will deal with any incidents or events that could result in pollution.

The plan will identify potential accidents, for example equipment breakdowns, enforced shutdowns, fires, vandalism, flooding, or any other incident which causes an unexpected change to normal operations, such as bad weather.

For each potential incident, it will state:

- likelihood of the accident happening
- consequences of the accident happening
- measures Datashredders Limited will take to avoid the accident happening
- measures Datashredders Limited will take to minimise the impact if the accident does happen
- The accident plan will also record, investigate and respond to accidents or breaches of your permit.

The accident plan will be reviewed annually or after an accident when it will next be reviewed

The accident plan will also contain -

- a list of emergency contacts and how to reach them
- a list of substances stored at your site, and your storage facilities
- forms to record accidents on

Consider taking the following actions, if you think they are relevant to the operations you carry out at your site:

#### **Contact information for the public**

The site notice board will include -

- Datashredders Limited 's name (company name at least)

- an emergency contact name and telephone number
- a statement that the site is permitted by the Environment Agency
- the permit number

Environment Agency telephone number 03708 506506 and the incident hotline 0800 807060

### **Complaints procedure**

The Datashredders Limited complaint procedure will deal with any complaints that are received in relation to activities covered by the permit (for example complaints from neighbours about noise, odour or dust from your site)

It will include -

- how Datashredders Limited investigate those complaints
- any actions taken as a result of complaints
- Managing staff competence and training records
- You need to have enough staff and resources to make sure the site is run effectively in order to comply with your permit.

### **Technical Competency and training**

Datashredders Limited 's management system will explain who is responsible for what procedures and who is technically competent.

Datashredders Limited will also check that staff and contractors have taken the training or qualifications required for the work they carry out and record any training, refresher training or qualifications taken by your staff or contractors

### **Keeping records**

Datashredders Limited will keep any records required by the permit.

D Datashredders Limited will keep records to show that the management system is being implemented in line with the requirements of the permit.

### **Documents on site**

Datashredders Limited will ensure the following are on site -

- permits issued to the site
- other legal requirements
- your risk assessment
- all management system plans
- any plans required by the application or permit depending on your type of activity (for example odour management plan at waste sites)
- all operating procedures
- staff competence and training (for example qualifications, courses attended)
- emissions and any other monitoring undertaken (for example water samples)
- compliance checks, findings of investigation and actions taken
- complaints made, findings of investigation and actions taken
- audits of management system, findings (reports) and actions taken
- management reviews and changes made to the management system

- where applicable, certification audit reports and any actions carried out
- You also need to include copies of your plans with your management system if:

### **Waste input and outputs**

Each delivery of waste at the site will be recorded, including -

- its quantity (weight or volume)
- its List of Waste (LoW) Code
- its origin (for example, the location the waste sent from)
- the identity of the producer of the waste (for example the company name)
- the date the waste arrives at your site
- the date the waste was first produced, if the waste is likely to cause odour
- any quarantined materials that are part of the delivery, and what you did with them

Record will be kept to show that Datashredders Limited are meeting their duty of care

### **Site closure / diversion of waste**

In the event of a site closure either planned or in the event of an emergency Datashredders Limited will divert waste to other identified permitted waste facilities and notify customers.

### **Specific plans**

In the event of Odour, noise, dust or pest becoming an issue a specific plan will be produced

### **Review**

The EMS will be reviewed annually or if there is

- a change to the maximum amount of waste stored on your site
- new waste treatment equipment
- implementation of new control measures
- implantation of specific management plan such as noise

### **Access to EMS and staff briefing**

Datashredders Limited staff will have access to and understand any sections of the management system that deal with activities they carry out.