

Environmental

Environmental Management System Scope

Introduction

Refining and Chemicals Europe (R&CE) is a business unit [within the Efficient Natural Resources \(ENR\) sector of Johnson Matthey Plc \(JM\)](#). JM is a speciality chemical company focussed on its core skills in catalysts, precious metals and fine chemicals.

The Group's principal activities are the manufacture of auto catalysts and pollution control systems, catalysts and component for fuel cells, pharmaceutical compounds, process catalysts and fine chemicals; the refining, fabrication and marketing of precious metals; and speciality chemicals; and the manufacture of colours and coatings for the glass and ceramics industries.

Johnson Matthey has continued to develop its technology for almost 200 years, demonstrating the company's ability to maintain world leadership by adapting constantly to rapidly changing customer needs. Many of Johnson Matthey's products have a major beneficial impact on the environment and enhance the quality of life for millions around the world.

Johnson Matthey has operations in 34 countries and employs around **9,000** people. Its products are sold across the world to a wide range of advanced technology industries.

Organisation and Context

[The JM Values and Safety Principles](#) set out by the JM executive team are universally adopted throughout JM and drive improvements in behavioural excellence to support best environmental and safety practices. R&CE has the ability to control the adoption of behavioural excellence within its organisation through leadership commitment, training and communications.

R&CE is facing several significant changes in key relevant regulations which present both risks to the business and its compliance commitments, and opportunities to drive process improvements in pollution prevention, hazard mitigation and sustainability. Specific legislation changes include; implementation New BAT standards at the Brimsdown site by 2020 and the Royston site in 6-years; Transition to Upper tier COMAH at the Royston and Brimsdown sites; potential change to Brimsdown Trade effluent consent. R&CE is monitoring the development of new legislation which will impact the business and has very limited authority to influence the creation of new legislation through membership and participation with trade association bodies and contact with regulators.

R&CE has aging plant and facilities, at both the Royston and Brimsdown sites, which are carefully managed to ensure compliance obligations are met and pollution risks are mitigated. The business has invested in a new chemical products production facility at Royston and has made a strategic commitment to develop new refining and production techniques on both sites to replace aging plant. This commitment will deliver opportunities for ongoing pollution prevention and sustainability improvements. R&CE has the ability to exercise control in implementing these improvement plans and in monitoring the ongoing effectiveness to ensure regulatory compliance and other strategic requirements are achieved

Organisational Units, functions and physical boundaries

The Environmental Management System (EMS) covers the activities of the Refining and Chemicals Europe (R&CE) Business Unit. The R&CE Business Unit is part of the Precious Metals Division and operates on two sites;

Brimsgate

Brimsgate in North London and Royston in North Hertfordshire, employing a total of around 500 people. The Business is recognised as one of the world's largest Secondary refiners of precious metals and its expertise in the analysis, recovery and recycling of precious metals is noted world-wide. A diverse range of precious metal containing materials are recovered for refining from industries including; the chemicals, pharmaceuticals, petroleum, electronics, and mining sectors.

At Brimsgate a wide range of materials from industry sectors including containing platinum group metals, gold and silver is received, evaluated for precious metals content and refined to a concentrate. The nearest residential housing is 0.3km to the west of site. Mossops Creek, which is in hydraulic continuity with the Lee Navigation River, is immediately adjacent to the east of the site. The nearest SSSI are the Chingford Reservoirs, including the King George's Reservoir which is 0.2km to the east of site.



Aerial view of the Brimsgate site and physical boundaries.

Royston

Final refining is undertaken at Royston where a variety of precious metal chemicals and catalysts are also produced. The site is situated immediately adjacent to residential housing to the east of site. Arable farmland is 0.5km to the north of site and the nearest SSSI is Therfield Heath, 0.4km to the Southwest.



Aerial view of the Royston site and physical boundaries.

The Royston site is the headquarters of the R&CE Business Unit and is one of several Business Units on the site all employing precious metals to manufacture a diverse range of products.

All R&CE operations on the two sites are included within the scope of this Environmental Management System namely:

- The evaluation and refining of precious metal bearing materials.
- The development and manufacture of precious metal bearing salts
- Precious Metals Refining and Products Business Unit activities associated with the refining of precious metal bearing material.
- The development and manufacture of chemicals, supported catalysts, precious metal electrodes and pastes, powder and flakes for the electronics industry.
- Support service on both sites including; Engineering Functions, projects; purchasing; ; analytical laboratories; development teams; goods reception & transfer.

Outsourced Business Processes

R&C outsources business processes to regular contractors as defined in the list below. R&C has the ability to influence these contractors through policy, procedures, contractor inductions and contractor review meetings.

Onsite cleaning and waste services are contracted to Incentive QAS. This team has a permanent office and management representative on both the Royston and Brimsdown sites

Transport of precious and non-precious metals products and wastes, between sites, is contracted out to Brinks. This company is not based on site but their transport activity forms part of the key business process.

Document Admin

DO NOT PRINT THESE PAGES

(*) Required - Failure to complete required sections below will result in the rejection of the document by QA

Document Owner & Deputies (*)

The owner should be the department manager. Responsibilities can be delegated as listed below.

Title	Name
Environmental Engineer	Ben Halliday
Waste Coordinator	Elis Jenkins
EHS Manager Royston	Jo Salmon
EHS Manager Brimsdown	TBC

Document History (*)

Issue	Date	Person	Change Details
4	14/01/19	B Halliday	General re-write
5	28/5/19	B Halliday	Removed reference to restructuring and rebranding as this is not such a recent global action. Added reference to Efficient Natural Resources.

Change Authorisation (*)

List everyone who is required to approve the content of and/or changes to the document in the QMS website.

Title	Name
Environmental Engineer	Ben Halliday
Waste Coordinator	Elis Jenkins
EHS Manager Royston	Jo Salmon
EHS Manager Brimsdown	TBC
QA	Helen Gilchrist

Document Admin Review (*)

The document owner/reviewer/author has checked the information on the pages below and updated it as required.

Title	Name	Date
Environmental Engineer	Ben Halliday	24 Feb 2020

Is signoff and/or training and competency assessment required for this new/changed document?

[Link to decision tree.](#)

If a competency assessment is required, the owner of this document must provide the questions for the competency assessment and send to L&D.

Notify/Sign off/Assess decision (*)

This must be completed, including providing the questions if relevant, before the new/changed document is sent for approval.

What is required?	Yes	No	N/A
Nothing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Notification only (e.g. email).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Signoff to acknowledge changes in LMS.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training and Competency Assessment in LMS.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Questions written & sent to L&D?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Personnel selected in the table below?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Terms	Meaning
Notify	The document reviewer/author required to send notification of document/change by email.
Sign off	Required to sign off to acknowledge that they have read the document or change, via LMS
Assess	Required to complete training via LMS and take a quiz to assess competency/understanding.
Quiz	To assess competency/understanding
Who?	See below

(*) Required - Failure to complete required sections below will result in the rejection of the document by QA

Assignment of personnel for Notification/Signoff/Assessment (if required)

Choose the job titles for those who need to be notified or sign off against or be trained and competency assessed against this new document or document change.

SITE	Notify	Sign off	Assess
Royston	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brimsgate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dual Site only	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
OPERATIONS	Notify	Sign off	Assess
Operational	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Non-Operational	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Senior MANAGER	Notify	Sign off	Assess
Site Director/Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operations Director	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Labs, Quality & CI Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HR Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supply Chain Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dual Site EHS Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
OTHER ROLE	Notify	Sign off	Assess
P to W Issuers (General)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P to W issuers (Hot)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P to W Issuers (Confined space)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P to W issuers (High Voltage)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First Aiders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EHS Champions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ISO14001 Auditors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ISO9001 Auditors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Main Site Controller	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incident Controller	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add more if required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Department LEVEL	Notify	Sign off	Assess
All	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Operator/Analyst	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deputy Team Leader	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor/Team Leader	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Department Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Admin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DEPARTMENTS	Select
Chemicals	<input type="checkbox"/>
Smelting	<input type="checkbox"/>
Evaluation	<input type="checkbox"/>
Labs – Brimsgate	<input type="checkbox"/>
PGMR	<input type="checkbox"/>
VRP/Effluent	<input type="checkbox"/>
Fine Chemicals	<input type="checkbox"/>
Process Catalyst	<input type="checkbox"/>
Dispensing	<input type="checkbox"/>
Logistics – Reception	<input type="checkbox"/>
Logistics – Stores	<input type="checkbox"/>
Shipping	<input type="checkbox"/>
Purchasing	<input type="checkbox"/>
Finance	<input type="checkbox"/>
HR	<input type="checkbox"/>
L&D	<input type="checkbox"/>
QA	<input type="checkbox"/>
CI	<input type="checkbox"/>
Sales	<input type="checkbox"/>
Technical	<input type="checkbox"/>
Maintenance – Royston	<input type="checkbox"/>
Maintenance (Brimsgate)	<input type="checkbox"/>
Process Safety	<input type="checkbox"/>
EHS	<input checked="" type="checkbox"/>
Weighing Technology	<input type="checkbox"/>
Maintenance Planning	<input type="checkbox"/>
Compliance Engineering	<input type="checkbox"/>
Production Controllers	<input type="checkbox"/>
Supply Chain (other)	<input type="checkbox"/>
AgT	<input type="checkbox"/>
Other (specify)	<input type="checkbox"/>

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Change Note

Process document/SOP change/initiation Record (*)

To be completed by Change/Document Initiator

Date the Change Note information was reviewed	N/A
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Does this change:		Action required if answer is YES
Fall within scope of the Management of Change procedure (JMC 815 050)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Raise Management of Change Assessment form (JMC 814 050) MOC Reference No:
Represent a change that may be significant and require customer notification (Procedure JMC 216 008): (e.g. are new raw materials being used, new plant being used, new methods of manufacture etc.).	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Notify Customer Services, who should inform customer using form JMC 114 020 (or JMC 114 010 for IATF16949)
Has the change been assessed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Complete a Control of change and Customer Notification Decision Record (RC 114 038)

If related to this change, have the following documents been reviewed?		Action required if answer is YES (reference specific document number)
Risk assessments	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
COSHH assessments	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
Manual Handling assessments	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
Batch Records	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
Procedures/Work Instructions	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
Product Labels/Bar Codes	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
Specifications/LIMS	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Complete Form RC 114 016
SWES	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
PFMEA*	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
Control Plan*	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
PPAP Package*	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
Audit Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	

*IATF16949 specific: notify Customer Services, who should inform customer using form [JMC 114 010](#)

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Waste Coordinator	E Jenkins
Quality Assurance	H Gilchrist