

# Recording Procedure

EPR-OP07

<b>Document Reference</b>	EPR-OP07 Recording Procedure
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<b>Adopted by:</b>	Charlton Park Biogas Ltd
<b>Procedure Supersedes:</b>	N/A
<b>Authorised by:</b>	Stuart Homewood
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Version History			
Version	Type of Change	Date	Description of Change
0.1	N/A	31/03/2021	Initial Draft
0.2	N/A	31/03/2021	Internal Review
1.0	N/A	11/08/2021	First Issue

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## 1.0 PURPOSE

This document aims to outline the procedure which must be followed by Charlton Park Biogas Ltd (hereon referred to as “CPB”) 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 CPB 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

CPB shall 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. The table below provides an overview of all areas covered within the scope of this schedule.

**Table 1. Records**

Record Aspect	Record to be Made	Frequency	Responsibility	Recording Location	Stored
<b>Staffing &amp; Visitors</b>					
Staff	Names of operators and times of attendance on site	Daily	Operators	Logbook	Site Office
Staff	Names and times of technically competent managers on site	Daily	Technically Competent Manager	Logbook	Site Office
Visitors	Names and times of visitors on site	When any visitor arrives onsite	Site Manager	Visitor Logbook	Site Office
Training	Staff training completed	On expiry of current training or when new member of staff joins	Site Manager	Training Folder	Site Office
<b>Accidents &amp; Incidents</b>					
Accident	Any accidents resulting in injury	As soon as possible following an injury	Site Manager	Accident Book	Site Office
Incident	Any incident of fire	As soon as possible following a fire	Site Manager	Site Diary	Site Office
Incident	Any incident of spillage	As soon as possible following a spillage	Site Manager	Site Diary	Site Office

Record Aspect	Record to be Made	Frequency	Responsibility	Recording Location	Stored
Environmental Incident	Any incidents causing pollution to the environment, harm to human health or detriment to the amenities of the locality	As soon as possible following a pollution incident	Site Manager	Site Diary	Site Office
Amenities Incident	Incidence of litter, dust, pest, odour and noise problems	Following detection of litter, dust, pest, odour and noise problems	Site Manager	Site Diary	Site Office
<b>Waste Records</b>					
Waste Records	Waste Carriers Licences (where appropriate)	On receipt of incoming waste	Operatives	Individual Documents	Site Office
Waste Records	Tickets/Documents – incoming wastes	On receipt of incoming waste	Operatives	Individual Documents	Site Office
Waste Records	Rejected Waste Forms	On rejection of waste	Operatives	Individual Documents	Site Office
Waste Records	Tickets/Documents – outgoing products	On dispatch of outgoing waste	Operatives	Individual Documents	Site Office
Waste Records	Destination of outgoing products (including market sector)	On dispatch of outgoing waste	Operatives	Individual Documents	Site Office
Waste Records	Quarterly Waste Returns	Quarterly	Site Manager	Online Portal	Site Office
Waste Records	Environment Agency Inspection Reports (CAR reports)	Ad-Hoc basis	Site Manager	Individual Documents	Site Office

Record Aspect	Record to be Made	Frequency	Responsibility	Recording Location	Stored
<b>Monitoring</b>					
Emissions monitoring results	Monitoring results	6 monthly or annually depending on emission point	Site Manager	Online or folder	Site Office
Site Drainage System	Inspection, maintenance and monitoring of pollution prevention methods	Weekly	Site Manager	Site Diary	Site Office
Complaints	Off-site environmental effects	Ad-Hoc basis	Site Manager	Complaints Log	Site Office
Pollution Incidents	Failure records for pollution prevention methods	Ad-Hoc basis	Site Manager	Site Diary	Site Office
Dust	Visual inspection	Every load	Site Manager	Site Diary	Site Office
Litter	Visual inspection	Daily	Site Manager	Site Diary	Site Office
Pests	Visual inspection	Weekly	Site Manager	Site Diary	Site Office
<b>Condition Checks, Faults &amp; Breakdowns</b>					
Machinery	Any machinery breakdown or failure	Ad-Hoc basis	Site Manager	Site Diary	Site Office
Machinery	Pre-use checks	Prior to activity	Site Operatives	Machinery Logs	Site Office
Machinery	Regular servicing	Annual service	Site Manager	Maintenance Sheets	Site Office

Record Aspect	Record to be Made	Frequency	Responsibility	Recording Location	Stored
Infrastructure	Condition of site infrastructure and containment/bunding	Weekly	Site Manager	Site Diary	Site Office
<b>Complaints</b>					
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

**Site Operatives Shall:**

- Ensure required recording is conducted in line with this procedure.

**The Site Manager Shall:**

- Be responsible for ensuring this procedure is upheld;
- Ensure site operatives are trained in their responsibilities;
- Ensure records are maintained.

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