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|  | <b>ENVIRONMENTAL MANAGEMENT SYSTEM</b><br><br><b>Environmental Performance, Legal Compliance and Internal Auditing</b> | <b>EMS.S2.08</b>                    |
|                                                                                   |                                                                                                                        | Version: 1<br>Effective: <b>XXX</b> |
| Authoried by: WRAP Cymru<br>Date: Jan 2024                                        | Reviewed by: VK                                                                                                        | Approved by:                        |

## 1.0 PRINCIPLE

To identify any key environmental obligations such as Environmental Permits, Codes of Practice, legislation and all statutory and non-statutory sector guidance.

## 2.0 SCOPE

This procedure describes how legal and other environmental requirements are complied with on site.

## 3.0 RESPONSIBILITY

All site operatives are responsible for carrying out the procedure as detailed. Any changes required are the responsibility of the Site Manager or designated person to update and re-issue the amended procedure.

The Site Manager will have the overall day to day responsibility in ensuring that the EMS is upheld for all activities on site.

Operations at and associated with the Eco Park site will be undertaken strictly in line with the Waste Duty of Care Code of Practice (2018), which makes provisions for the safe management of waste to protect both human health and the environment. The duty of care applies to the site particularly in relation to producing waste (permitted facility as part of its activity), carrying (collection and transport), keeping (storage and bulking), managing and brokering (supervision of operations and contracting waste services) waste. Operations and services will be reviewed in line with this guidance during the lifetime of the permit.

## 4.0 COMPLIANCE AND AUDITING

As part of the compliance and performance of the site, regular audits will take place, as well as management review meetings, in accordance with the following:

- EMS.S2.10 - Monthly EH&S Audit Checklist;
- EMS.S2.11- Quarterly EH&S Audit Checklist;
- EMS.S2.12 – Management Meeting Form; and
- EMS.S2.13 - Management and Communications Review Form.

All completed audits and review forms will be held within the site office in accordance with the records section of this EMS (EMS.S2.05).

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The performance of the environmental management system will be monitored via inclusion as a standing item at bi-annual meetings on the site's performance. The Site Manager will provide an update to the Chief Officer for Environmental Services at the bi-annual meeting on the sites performance and recommended improvement actions. This will be recorded in the meeting minutes.

The site diary and audit checklists will also be reviewed monthly to assess the site's environmental performance, with improvement actions carried out and noted in the site diary.

The EMS itself will be reviewed on an annual basis by the Site Manager.

## 5.0 RELEVANT LEGISLATION

The Site Manager has the responsibility of ensuring that all relevant environmental regulatory legal requirements are being met through the day to day application of the EMS.

The Site Manager has the responsibility of;

- ensuring that site processes and procedures are updated to ensure the continued compliance with all relevant environmental legislation;
- maintaining a record of any changes to the relevant regulatory environmental requirements that are required to undertake the waste acceptance, storage and treatment activities at the site; and
- ensuring that all site operatives are aware of the compliance changes and amendments.

A Register of Legislation and other obligations is included as EMS.S2.09 of this document. The Site Manager is responsible in ensuring that this register is kept up to date with the following information;

- the legislation or code of practice;
- its application to a process/product on site;
- location of where a copy of the legislation is held on site; and
- the person responsible for the compliance of the legislation.

The register will be updated on an annual basis by the Site Manager.

This EMS also includes a copy of the site's Environmental Permit, EMS.S2.01.

The Site Manager ensures that all site operatives are aware of all the conditions set out in each Environmental Permit for each site.

**END OF DOCUMENT**