

	<p style="text-align: center;"><b>INFOMRATION EXCHANGE</b></p>	<p style="text-align: center;"><b>EA-P 02</b></p>
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	Position	Name	Signature
Created by:	Consultant MENEX EOOD	Hristo Menzilev	
Validated by:	Director ENVEO ASTON Ltd.	Yoanna Devaney	

## 1.0 Aim/Scope

This procedure defines the process for:

- a) maintaining up-to-date information about the persons responsible from the company for fulfilling the conditions in the waste permit (internal exchange of information on the environment).
- b) maintaining up-to-date information on the authorities/persons to be notified, according to the terms of the waste permit (external exchange of environmental information).

## 2.0 Affected activities

- Collection and temporary storage of hazardous waste – used oils.

## 3.0 Records form

EA-R 02 - List of personnel to carry out specific activities in fulfilment of the conditions in the Waste Permit

## 4.0 References

Waste Permit (not yet issued)

## 5.0 Definitions

None.

## 6.0 Procedure

### 6.1 Internal information exchange

**6.1.1** Internal exchange of environmental information must be carried out to ensure that responsible personnel at each level and position are familiar with:

- The environmental requirements.



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- The importance of compliance with the terms of the Waste permit, environmental policy, procedures and system.
- The possible consequences of non-compliance with environmental requirements.
- Individual roles and responsibilities in achieving compliance with the procedures, instructions, forms, work practices, plans and programs, including emergency preparedness and response capability.
- The current information given in form *EA-R 02 – Information Exchange* regarding the responsible persons for fulfilling the conditions in the Waste permit.
- The current information about the competent authority that must be notified, according to the terms of the Waste permit.
- The significant aspects of the environment related to the company's activities, as well as the benefits of improved staff performance.

### 6.1.2 The internal exchange can be carried out by means of:

- A notice.
- Appropriate personnel training corresponding to their work functions.
- Appropriate environmental training for the relevant positions according to EA-P 01 – Environmental training
- E-mail.
- Team meetings.
- Orders.
- others.

### 6.1.3 The Site Operational Manager must manage the exchange of information on environmental issues from the employees to the management of the Company.

## 6.2 External information exchange

### 6.2.1 The Site Operational Manager must manage the information exchange on environmental issues from the employees to the management of the Company.



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- 6.2.2** The Site Operational Manager, in agreement with the Director, is responsible for the information exchange with the external organizations and/or interested persons, regarding the environment, especially information concerning the significant aspects of the environment.
- 6.2.3** The Site Operational Manager, in agreement with the Director, is responsible for the information exchange with the competent authorities.
- 6.2.4** The Site Operational Manager shall maintain the documentation from the external information exchange with the stakeholders and with the competent authorities.

### 7.0 Records

- 7.1 Type of Records** – All records are kept electronically. They shall be printed out at the end of each year or upon request by the competent authority.
- 7.2** All the information received through the pre-acceptance procedures is kept for 3 years.
- 7.3 Compliance** – The records must be stored in accordance with Procedure EA-P 04 – Documents management.