

	INFORMATION EXCHANGE	EA-P 02
	2024	Page: 1/3

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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.



2024

INFORMATION EXCHANGE

EA-P 02

Page: 2/3

- 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.

	INFORMATION EXCHANGE	EA-P 02
2024		Page: 3/3

- 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.