

# Environmental Permit Reporting Procedure

BRY-OP01 Issue: 1.0

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## **1.0 PURPOSE**

This document aims to outline the procedure which must be followed by Bryn Recycling Ltd (hereon referred to as Bryn Recycling) to ensure the Environmental Permit reporting requirements to Natural Resource Wales are fulfilled.

### **1.1 Procedure Overview**

The procedure details what needs to be communicated and reported to the Natural Resource Wales regarding the maintenance of the Environmental Permit and the timeframes for reporting in order to satisfy the needs of the Environmental Permit conditions. The procedure provides clarification on the roles and responsibilities for ensuring the reporting conditions of the Environmental Permit are fulfilled.

## 2.0 ENVIRONMENTAL PERMIT REPORTING REQUIREMENTS

All Natural Resource Wales reporting requirements are included within this reporting procedure and any new reporting requirements shall be added by the Site Manager once received. This will ensure all reporting requirements are submitted within the timeframe specified by Natural Resource Wales.

### 2.1 Quarterly Reporting Requirements

In accordance with Permit Condition Schedule S4.2.2, Natural Resource Wales shall report the following requirements listed in Table 1 below on an ongoing basis.

Except where otherwise specified all submissions to Natural Resource Wales shall be in writing. These correspondences shall include the reference number and the name of the Permit holder.

**Table 1 - Ongoing Environmental Permit Reporting Requirements**

Reports	Contents (See above section for full contents of reports)	Conditions in Permit Satisfied by Reports	Deadline	Frequency
Quarterly Waste Returns	Information on the site and details of waste accepted and removed from site during previous quarter.	4.2.2	Within 1 month of the end of each quarter.	Quarterly.

### 2.2 Completion of Recovery Activity

In accordance with Permit Conditions 2.2.2 and 2.2.3, Bryn Recycling shall submit a topographical survey within one month of the completion of the recovery activity to show final waste levels unless otherwise agreed in writing by Natural Resource Wales. Bryn Recycling shall notify Natural Resource Wales in writing within 14 days of completion of the waste recovery operation.

### 2.3 Ad-Hoc Reporting Requirements

Except where otherwise specified all submissions to Natural Resource Wales shall be in writing. These correspondences shall include the reference number and the name of the Permit holder. Bryn Recycling will make Natural Resource Wales aware of the following:

#### 2.3.1 Relevant Convictions

In the unlikely event of the Permit Holder or a relevant person being convicted of any relevant offence, the full details will be provided to Natural Resource Wales within 14 days of the conviction, as will be details of any appeals.

### **2.3.2 Change of Operator's or Holders Details**

The following information shall be notified in writing within 5 working days to the Natural Resource Wales:

- Any change to the Permit holders trading name;
- Any steps taken with a view to the Permit holder going into administration; and
- Any change in the operators trading name, address registered name or registered office address.

### **2.3.3 Notification of monitoring and/or Spot Sampling**

Should Natural Resource Wales request in writing that it shall be notified when the operator is to undertake monitoring and/or spot sampling, Bryn Recycling shall inform Natural Resource Wales when the relevant monitoring and/or spot sampling is to take place. This information shall be provided to Natural Resource Wales at least 14 days before the date the monitoring is due to take place.

### **2.3.4 Situations where reporting is to be “without delay”**

Site personnel will notify Natural Resource Wales “without delay” following the detection of:

- Any malfunction, breakdown or failure of equipment or techniques, accident, or fugitive emission which has caused, is causing or may cause significant pollution.
- The breach of a limit specified in the Permit.
- Any significant adverse environmental and health effects.

Site personnel will notify Natural Resource Wales within 24 hours:

- Of actual or potential incidents and breaches of emissions limits.

During normal working hours' site personnel will contact the Site Officer or the local Natural Resource Wales Office by telephone. The Natural Resource Wales Incident Hotline number is: 03000 65 300.

### **3.0 ROLES AND RESPONSIBILITIES**

The roles and responsibilities for upholding this procedure are as follows:

#### **3.1 The Site Manager shall:**

- Retain responsibility for ensuring all relevant correspondence with the Natural Resource Wales is undertaken in a timely manner as specified within the relevant sections of the Environmental Permit;
- Be the direct point of contact with Natural Resource Wales;
- Maintain records of report submissions and correspondence with Natural Resource Wales where appropriate; and,
- Inform Natural Resource Wales of any changes to the site which could affect the operation of the site in a timely manner (as detailed in section 2.2).

#### **3.2 The Owner shall:**

- Retain overall accountability for ensuring the reporting requirements specified in the site's Environmental Permit are upheld; and;
- Provide sufficient resource to ensure this procedure is upheld and maintained.

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