

APPENDIX O : Security Of Records

Dyfed Recycling Services Operating Procedures

OP8 Records

1. General

This document identifies the records and their retention times, to be kept at Dyfed Recycling Services, Materials Recycling Facility (MFR), as required by the Environmental Permit, section 7.

2. Security of Records

All records will be retained by Dyfed Recycling Services in a manner so as to prevent deterioration or damage. They will be kept in either a paper format in a secure location, or in electronic format. Electronic records shall be backed up, as a minimum on a weekly basis.

3. Record Retention

All records shall be kept for a minimum of two years, with the exception of Hazardous Waste Consignment Notes and quarterly returns, which shall be kept for three years.

4. Record Format

Waste Movements – relevant transfer notes and logs shall be kept in the site office.

Waste summary – a summary of wastes accepted and removed shall be submitted to the Agency in a format specified by the Agency, on a quarterly basis within one month of the end of the quarter.

Site Diary – Dyfed Recycling Services will keep site diary sheets for the following activities, which will be completed and returned to the site office at the end of each working day for filing:

Topics	Where used
Construction work, maintenance, plant breakdown	Ops Manager
Emergencies, environmental incidents, complaints and severe weather	Ops Manager
Site Inspection Sheets	Ops Manager
Rejected and unauthorised loads	Waste reception
Time sheets for COTC staff	Site Manager
Despatch of records to the Agency	Site Manager