APPENDIX N : Operational Procedures

Dyfed Recycling Services
Operating Procedures

OP 9 Environmental Monitoring

1. General
   This document identifies the monitoring carried out at Dyfed Recycling Services, Materials Recycling Facility (MFR), as required by the Environmental Permit.

2. Meteorological Monitoring
   A record of general weather conditions shall be kept on a daily basis and recorded in the site diary (ref. 3.8 EMS).

ENVIRONMENTAL REGISTER OF LEGAL AND OTHER REQUIRMENTS PROCEDURE

Purpose and Scope
This procedure describes the screening activity for identifying applicable legislation concerned with the impact of existing and/or proposed environmental legislation to assist in managing legal compliance.

Responsibilities
Directors/Managers
Project Systems Manager (PSM)

Process

The organisation shall identify and document within a Register, all applicable environmental legislation, regulations and other requirements that relate to the environmental aspects of its activities, products and services.

The effects of existing legislation on the Company's business and the implications of any proposed or pending legislation are reviewed at regular Greenwood Services Ltd Management Meetings.

Management decisions concerning the applicability of new environmental laws or regulations are passed to PS Manager for inclusion in the Register of Environmental Regulations.

The Company is informed by and seek advice on the interpretation of legislation or the possible impact of new legislation by contact with the following bodies:

- Groundwork
- The Environment Agency-Wales
- The Chartered Institute of Wastes Management
- Freight Transport Association
- The Local Authority
- Local Water Utilities Companies
- The Internet

The PS Manager has the responsibility for compiling, managing, evaluating and reviewing the Register of Environmental Legislation on an annual basis or change in legislation and other requirements. The PS Manager shall amend the Register of Environmental Legislation and re-issue as appropriate.

The Register of Environmental Legislation must be signed by Senior Management.

Documents
Register of Environmental Legislation

ENVIRONMENTAL MANAGING LEGAL COMPLIANCE PROCEDURE

Purpose and Scope
This procedure describes the managing activities for ensuring legal compliance.

Responsibilities
Directors/Managers
Project Systems Manager (PSM)

Process

The PS Manager shall undertake a monthly Inspection of key environmental indicators as described in the Environmental Monitoring Procedure to ensure legal compliance.

Legal and other environmental requirements shall be communicated to all relevant persons, with clear and precise guidelines to ensure ongoing compliance.

Where compliance problems are identified, an action plan shall be drawn up or corrective action shall be taken to correct these problems and maintain compliance.

The organisation shall obtain all legally required documents and retain them for three years or as legally required.

Documents
- Environmental Inspection Report
- Environmental Action Plan

ENVIRONMENTAL PERFORMANCE IMPROVEMENT PROCEDURE

Purpose and Scope
This procedure set out how the Company will plan to improve its environmental management and performance through information obtained from the Environmental Review and inline with commitments made in the Environment Policy

Responsibilities
Directors/Managers
Project Systems Manager (OM)

Process
The Improvement Plant shall state

a) specific objectives that:
- address the key environmental impacts of the organisation
- are realistic and appropriate to the nature and scale of the Company
- are measurable where possible

b) timeframes and milestones for achievement of the stated objectives.

c) activities and training required to implement the objectives effectively, as identified within the Environmental Review.

d) assigned responsibilities for achieving the objectives.

The Improvement Plan shall be documented, dated and approved by the organisation's senior manager, and communicated to all employees.

Progress towards the achievement of objectives shall be monitored through Management Meetings to evaluate the effectiveness of improvement activities. Minutes of the meetings shall be recorded and kept.

Where necessary, actions shall be taken to address any problems identified.

The Improvement Plan shall be reviewed and amended as necessary to reflect the progress towards the achievement of objectives and to reflect any changes to the activities, products and services of the Company or its environmental impacts.

Environmental improvement shall be a continual process and this shall be reflected within the Improvement Plan through the addition of new objectives when appropriate.

Documents
Improvement Plan

ENVIRONMENTAL PURCHASING PROCEDURE

Purpose and Scope
This procedure identifies how we evaluate suppliers with regard to their environmental competence and the continual monitoring of their environmental performance to ensure we purchase goods and services from recommended and approved suppliers & contractors.

Responsibilities
Directors/Managers
Project Systems Manager (OM)

Process
It is the responsibility of the Project Systems Manager to ensure that the Company complies and maintains a complete and current list of all contractors and suppliers.

It is the responsibility of every employee involved with purchasing to ensure that the name and address of each supplier and contractor is forwarded to the Project Systems Manager.

Having being notified of the employment of a new contractor or supplier, it is the responsibility of the Project Systems Manager to assess the environmental competence of that new company. Only when the Project Systems Manager is satisfied, that environmental competence is satisfactory, or that there are no other suitable alternatives, with other factors including quality being assessed shall the Company's name be added to the suppliers list.

The environmental appraisal shall be conducted as soon as possible by means of a supplier questionnaire, form Supplier Questionnaire I04 0602. Upon return from the company, the Project Systems Manager will review this form and a decision made as to the suitability of the supplier. Contractors and suppliers having been initially used and failing to meet the required environmental standards shall not be used again until proof of environmental competence is received.

It is understood that new suppliers or contractors may be required at short notice and prior environmental appraisal may prove impractical. Under such circumstances companies shall be allowed to initiate business without prior environmental appraisal. Appraisal will take place as soon as possible following purchase.

The names of all suppliers will be placed on the Approved Suppliers List and categorised 'approved, failing or pending appraisal'. Staff will consult the list when making requisitions / purchases.

Failing companies will be required to successfully complete an environmental appraisal if they are to be considered for future activities or supplies.

It is the responsibility of the Project Systems Manager to analyse the content of each completed appraisal by using the following scoring guide lines:

	Score	
Question	Yes	No
1	5	0
2	10	0
3	10	0
4	5	0
5	5	0
6	5	0

7	5	0
8	5	0

If an alternative company can be found, the poorly performing company will be removed from all supplier lists. A note not to use the company shall be placed on the Approved Supplier List.

Documents

Supplier Questionnaire
Approved Supplier List

ENVIRONMENTAL MONITORING PROCEDURE

Purpose and Scope
This procedure set out how to identify, monitor and maintain documented data (where practicable) on the organisations basic environmental indictors.

Responsibilities
Directors/Managers
Project Systems Manager (OM)

Process
The Company's basic environmental indictors are detailed below.

- Energy consumption
- Water consumption
- Waste production
- Water discharge
- Legal compliance

It is the responsibility of the Project Systems Manager to ensure that the indictors are monitored and documented data (where practicable) is maintained.

Electricity and water consumption are monitored by regular invoices from supplier and data is transferred onto Electricity and Water monitoring logs.

The source of solid waste generated is recorded on the electronic MRF Waste Stock Sheet. The Waste Stock Sheet also identifies amount and location where waste is transferred to.

Liquid discharge is recorded on the electronic Settlement Tank emptying log.

The emptying of the Cesspit's are recorded on the electronic Cesspit Emptying Log.

The fuel used by Company vehicles and plant shall be recorded on the electronic Vehicle and Plant Fuel Logs.

The basic environmental indicators shall be monitored monthly to ensure data is being recorded correctly.

Documents
Electricity Monitoring Log
Water Monitoring Log
MRF Waste Stock Sheet
Settlement Tank Log
Cesspit Tank Log
Vehicle Fuel Log
Plant Fuel Log

ENVIRONMENTAL RECORD STORAGE PROCEDURE

Purpose and Scope
This procedure set out how to maintain and store environmental records.

Responsibilities
Directors/Managers
Project Systems Manager (OM)

Process

The Company shall ensure that sufficient documentation exists and key documents and records are retained and maintained to enable the effective functioning of the EMS and ensure compliance with environmental legal and other requirements.

EMS documentation is stored either electronically or within a secure filing system. All documents relating to the EMS will be retained for a period of three years or in compliance with any relevant legal requirement. Environmental documents and records shall be legible, identifiable, accessible and traceable.

All documents are to be destroyed by means of using a criss-cross shredder.

Documents