

**Welsh Water Organic Waste (WWOW) Summary of the Integrated Management system (IMS)**

The site will operate under an Integrated Management System (IMS), and will be part of the Welsh Water Infrastructure IMS. This is a new system and is currently not accredited, but will continue to be developed and will pursue ISO 14001 accreditation in the future. The system will be reviewed and audited internally on a yearly basis as a minimum.

The IMS will compose of the following for Newport Liquid Waste treatment Centre –

- **Site Infrastructure plans** – depicting the site location, the site boundary and layout, site drainage and location of assets, such as the storage tank.
- **Site Operations** – there will be written procedures for all activities and processes that occur on site. These will include Health and Safety procedures, pre acceptance of waste and on site acceptance of waste.
- **Infrastructure/equipment maintenance plans** – these will be in place for site equipment such as the Storage tank and mixer. The plans will be for ongoing preventative maintenance and also procedures for plant failure and breakdown. The procedures are designed to ensure safe and effective operation of the site and minimise any risk, and will cover training, maintenance and emergency response.
- **Accident Prevention and Management plan** – This will be part of the IMS and will be reviewed on a regular basis.
- **Contact Information** – will be displayed at the entrance to the site and will provide the following information:-
  - The company name, site name and permit number
  - The company emergency contact name and telephone number
  - A statement the site is permitted by Natural Resources Wales (NRW)
  - NRW contact details including the incident hotline
- **Complaints Procedure** – Newport Liquid Waste Treatment Centre is based on a DCWW Site (Nash WwTW) which has a well-established complaints recording and investigation procedure which we will adhere to, as well as a WWOWL site specific procedure being developed.
- **Managing staff competence and training records** – The IMS will detail and record the management and responsibilities for the operations of the site, including the required technically competent manager and the continued competence. All staff and contractors that work at the site will demonstrate they have the relevant qualifications and training to carry out work on the site.

- **Keeping Records** – we will hold and record all records appropriate to the operation and management of the site including (but not limited to):
  - Copy of the EPR permit
  - Site operating procedures
  - Risk assessments
  - Training records
  - Waste analysis
  - Duty of care notes
  - Maintenance records
  - Complaints

As we are accepting waste to site we will also record –

- The volume of waste
  - Waste code
  - Where the waste was produced, the producer of the waste and the process generating the waste
  - Date arrived at site
  - Date it was produced
  - Acceptance criteria – Odour/appearance/colour/pH
  - Any rejected load and the outcome
- **IMS Review** – The IMS for Newport Liquid Waste Treatment Centre will be reviewed and updated when any changes to the management and operation of the site occur. A record of the changes will be kept.