

Overview

In order to demonstrate compliance with Waste Duty of Care Requirements and Environmental Permitting Requirements it is required to record a number of environmental parameters and data.

This procedure defines the necessary Environment Permit and Waste Records that are required to be managed by the site to ensure compliance.

1. Incoming Waste Records

A record of the types, quantities and dates of wastes deposited at the site will be maintained in a format as specified below and be made available to Natural Resources Wales as required by the permit.

The following information shall be collected for each consignment arriving at the site:

- Date and time of delivery of the load;
- Details and description of the vehicle delivering the waste, the drivers name and the operator of the vehicle;
- Source of the waste (name and address of the originator); and
- A description of the waste including the type and quantity.

A record of all documents including waste transfer notes and weighbridge tickets will be maintained at the site office.

2. Outgoing Waste Records

A record of the types, quantities and dates of wastes transferred from the site will be maintained in a format as specified below and provided to Natural Resources Wales as required by the permit.

The following information shall be collected for each consignment arriving at the site:

- Date and time of dispatch of the load;
- Details and description of the vehicle carrying the waste, the drivers name and the operator of the vehicle and Waste Carriers License;
- A description of the waste including the type and quantity;
- Destination of the waste with associated waste management license details;
- Copy of the completed Waste Transfer Note relating to the consignment.

Author / Function or Department:	Process Owner / Department: Site Manager

A record of all documents including transfer notes and weighbridge tickets will be maintained at the site office.

3. Site Diary and Site Records

The site records will be maintained and updated to include the following:

- The name of the site manager;
- Details of all visitors, including status and times of arrival and departure;
- Damage to vehicles, fences, gates etc and incidents of trespass;
- Details of maintenance, modification, repair, replacement, delivery and return, and breakdown of any plant and machinery;
- Consignment details of incoming and outgoing wastes;
- Waste Inventory and storage log;
- Cleaning regimes;
- Daily weather records; and
- Any complaints received.

The following records will also be maintained by the site manager:

- Correspondence with Natural Resources Wales;
- Pest Control records; and
- Environmental Monitoring (dust, air, noise etc).

4. Site Permits and Regulatory Liaison

A copy of the Environmental Management Plan and Site Permit will be available at all times within the office.

Copies of all regulatory notifications, letters and correspondence will be kept on file within the office.

The site diary will be kept in the office and updated daily.

Author / Function or Department:	Process Owner / Department: Site Manager

DATE: August 2017
REVISION: 1
DOC #: MK-E06
PAGE: 3 of 3

Environmental Procedure
Environmental Records



5. Training Record

The below signatories have received training and understand all aspects of procedure MK-E06.

Table 5.1: Training

PRINT EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE	MANAGER INITIALS	UN-CONTROLLED COPY ISSUED (✓)

Author / Function or Department:	Process Owner / Department:
	Site Manager

UNCONTROLLED WHEN PRINTED – MASTER COPY HELD IN OFFICE