

*the local air pollution control system only regulates emissions into the air. An EMS which extends beyond the control of air emissions cannot be enforced under the regulations.

ENVIRONMENTAL MANAGEMENT POLICY STATEMENT

Company name /logo

for
Pollution Prevention and Control Act 1999
Environmental Permitting Regulations 2010

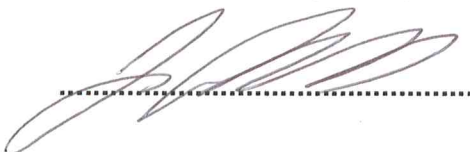
Permit Number ~~PPC~~ 5/94/0077/WM

We will operate in a way which reduces the impact of our company's activities on the environment. We will ask all staff to take this into account in the work they do, and invite staff suggestions on how to achieve more reductions.

We will in particular do the following:

- ***ensure that both management and relevant staff are aware of all legal responsibilities in relation to the environment, including compliance with our Part B permit***
- ***hold [quarterly] meetings with all relevant staff to remind them of the policy and discuss action to maintain and improve our environmental performance***
- ***keep a record of the resources we use (energy, water, packaging, etc) and the waste we produce, and try to reduce it.***

Signature of manager responsible for this statement



Environmental Management System

List of documents relevant to environmental performance of the[name of company]

The main documents held on this file are listed below. [The table below gives an indicative list: the actual list may be different for different companies]

Completed by Date

Documentation	Held By	Location
Permit to operate	JB	MAIN OFFICE
Documents required to be kept by the permit conditions, including any log book	MAIN OFFICE W/B OPERATOR	W/BRIIDGE MAIN OFFICE
Letters or reports following inspection	JB	OFFICE
Risk rating sheet	JB	MO
Copy of relevant Process Guidance Notes	JB	MO
Staff procedures or instructions to ensure the permit is complied with	JB	MO
Complaints from local residents over the past 2 years and steps taken as a result	JB	MO
Site drainage drawings or plans	JB	MO .
Drawings or relevant plans e.g. site plans, interceptors, boiler house etc	JB	MAIN OFFICE
Discharge consents	N/A	N/A.
Copy of duty of care documents (consignment notes, transfer notes etc)	JB	M/O .
Waste contractors carriers licence (EA number)	JB	MAIN OFFICE
Amount of raw materials used, including packaging	NA	NA
Amount of waste produced, and how much sent for re-use, recycling or disposal	JB	MAIN OFFICE
Procedures to deal with emergencies which could affect the environment	JB .	W MAIN OFFICE
Maintenance Schedules and Records	JB	MAIN OFFICE
Statement of Sulphur Content of Gas Oil	NA	NA
Add any other documentation that you think will be useful or relevant to your business		
Staff suggestions for environmental improvements	PA	WO

Initial review: utilities and waste

Completed by Date

Use your monthly or quarterly invoices to obtain the most recent 12 months consumption and cost data. If you have more than one supplier of electricity, gas, water, etc add these up to give a total figure.

1 Electricity	
Annual consumption:	
Unit cost:	pence/kWh (you may have more than one tariff)
Annual cost:	£
Major uses:	
2 Gas	
Annual consumption:	
Unit cost:	pence/kWh (you may have more than one tariff)
Annual cost:	£
Major uses:	
3 Mains water. Include the cost of disposing of the water to sewer (as domestic wastewater (sewerage charge) and process wastewater (trade effluent)) as well as the cost of incoming water supply. Both costs are shown on your water bill.	
Annual consumption:	m ³
Cost of water supply:	pence/m ³
Cost of sewerage	pence/m ³
Cost of trade effluent	pence/m ³
Annual cost	water in (£)
	sewerage/effluent out (£)
	Total (£)
Major uses:	

Initial Review: Utilities

4 Fuel Oil

Annual consumption: litres or gallons (delete as appropriate)

Unit cost: pence/litre or pence/gallon (delete as appropriate)

Annual cost: £

Major uses:

Total annual cost

5 Vehicle Fuels

Include different types of fuel (e.g. petrol, oil and LPG) used for vehicles including forklift trucks and all cars/commercial vehicles.

Fuel Amount

Unit cost per
item produced

Total annual cost

6 What steps are taken to reduce utility consumption and waste production?

Energy:

Water:

Fuel oil:

Vehicle fuels:

Waste:

7 Are heating and other combustion equipment regularly maintained/service?

Heating: date of last maintenance/service

Other combustion equipment: date of last maintenance/service