

## Environmental Permit

Environment Protection Act (CAP. 549)

Permit number

**EP 010/12/G**

The Environment and Resources Authority (hereinafter the Authority; the Competent Authority or ERA) in exercise of its powers under the Environment Protection Act (CAP. 549) hereby authorises:

***Noel Sultana obo Autoclin Services***

In the name of:

***Autoclin Services  
'Mardel', Masri Street  
Xaghra***

to carry out waste management activities related to storage, sorting & baling of non-hazardous recyclables at:

***Sigarru Plant,  
Garage No.4, Triq tal-Horob  
Xewkija***

to the extent authorised by and subject to the conditions of this Permit.

This permit is valid for **two (2) years** from the date below. An application for renewal of this permit is to be submitted at least **three (3) months** prior to expiry of this permit.

Signed	Date
Prof. Victor Axiak Chairman	07 / 12 / 2018

**Authorised to sign on behalf of the Competent Authority**

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## Conditions

### 1 General

The Permitted Installation shall, subject to the conditions of this Permit, be managed, controlled and operated as described in the Application, or as otherwise previously agreed in writing by the Authority.

#### Status Log

Detail	Date
<i>Application EP</i>	13 January 2012
<i>Permit Issued</i>	10 July 2012
<i>Variation Issued</i>	06 February 2013
<i>Renewal Issued</i>	12 March 2014
<i>Renewal Issued</i>	18 August 2015
<i>Renewal Issued</i>	14 March 2016
<i>Permit determined by ERA Board</i>	15 September 2017
<i>Renewal Issued</i>	19 October 2017
<i>Renewal and variation determined by ERA Board</i>	07 December 2018

### 1.1 Permitted Activities

- 1.1.1 The Operator is authorised to carry out the activities and the associated activities specified in Table 1.1.1.

Activity	Description of specified activity	Limits of specified activity
Acceptance, light Sorting/Separation of non-hazardous wastes from commercial and industrial sources	Receipt, sorting and separation of permitted non-hazardous wastes	From receipt of waste to dispatch of end product to an authorised waste management facility either locally or abroad.
Baling and temporary storage of non-hazardous separated wastes	Storage of separated wastes in designated areas for a period of up to (but not exceeding) 12 months	From receipt of separated waste to dispatch of baled material to authorised facilities or for authorised use either locally or abroad.

### 1.2 Site

- 1.2.1 The activities authorised under condition 1.1.1 shall not extend beyond the permitted garage, as shown on the site plan in Schedule 2 to this Permit.

### 1.3 General Conditions

- 1.3.1 The conditions and obligations of this permit are without prejudice to any other regulation, code of practice, conditions or requirements requested by other Authorities or entities, including but not limited to, the Planning Authority, the Occupational Health

and Safety Authority, Transport Malta and the Regulator for Energy and Water Services (REWS).

- 1.3.2 This permit is granted saving third party rights. The Permit Holder is not excused from obtaining any other permission required by law.
- 1.3.3 In these conditions and their interpretation, all terms shall have the same meaning as that assigned to them in S.L. 549.63 – the Waste Regulations.
- 1.3.4 The Permit Holder is to be legally responsible and accountable for managing the site in all its various aspects, thus ensuring that the waste management activity for which he has been granted a permit is carried out in accordance with the provisions as per S.L. 549.63 as amended, and other related legislation, as well as all the conditions of this permit.
- 1.3.5 The site must be well secured at all times.
- 1.3.6 The Permit Holder shall maintain a register of third party complaints. The register shall record the name and address of the complainant(s), the date, location, source and nature of the complaint and the corrective action undertaken, where such action proves necessary.
- 1.3.7 All plant, equipment and technical means used in operating the Permitted Installation shall be maintained in good operating condition and without causing significant polluting emissions, potentially polluting leaks and spillages. The operator shall keep maintenance records as per Section 4.3.
- 1.3.8 The Permitted Installation shall be managed, controlled, supervised and operated by staff who are aware of the importance of environmental protection and suitably trained on the requirements of this Permit, in particular on those permit conditions relevant to their duties. All staff shall be provided with adequate training and written operating instructions to enable them to effectively carry out their duties. Such training shall be recorded and maintained in line with Condition 4.3.3.
- 1.3.9 Upon the joint application of an operator and a proposed transferee, the Authority may transfer the environmental permit to the proposed transferee. The transfer of the permit will not relieve any of the operators from his environmental obligations and liabilities.
- 1.3.10 The Authority may carry out regular compliance checks that vary in frequency according to the site's compliance with the permit conditions. Any checks or audits carried out by the Authority may be made at the Permit Holder's financial expense.
- 1.3.11 The Authority's representatives are empowered to inspect every part of the site and ask for any closed or locked areas to be opened. They are also entitled to be given any proof, documentation, plans, receipts or any other records which these Authority representatives may request.
- 1.3.12 The Authority may add, amend, substitute or revoke any of the conditions of this permit after notifying the Permit Holder of its intention and after describing the changes to the Permit Holder. This is without prejudice to any prevailing circumstances that would preclude the Authority from following such a procedure.
- 1.3.13 The validity of this permit is until **06 December 2020**. The Permit Holder is able to renew the permit upon application with the Authority expressing his/her intention at least three (3) months prior to the expiry of the permit. An application for the renewal of the Permit will only be accepted by the Authority subject but not limited to Condition 4.5.1 being fulfilled. The permit will be considered renewed once the official renewed permit is issued by the Authority.
- 1.3.14 In accordance to the provisions of S.L. 549.63, this permit is issued against a bank guarantee of **€6,100 (Financial Guarantee Number 103/936 (2017/63) dated 13**

**October 2017)** which shall be renewed annually. This guarantee will have to be maintained throughout the validity of the permit. Following renewal and/or variations to this permit, the Authority may require amendments to the Bank Guarantee.

- 1.3.15 The Bank Guarantee shall remain in place for the duration of validity of this permit and shall only be released upon confirmation of full compliance with the permit conditions by the Authority.
- 1.3.16 The Authority may take part or all of the bank guarantee if the Permit Holder fails to take necessary action or fails to fulfil his legal obligations under the Act or its subsidiary legislation thereof, in cases of non-compliance with these permit conditions, or in cases where environmental integrity is threatened. This bank guarantee is without prejudice to any environmental liabilities incurred by the permit holder through failure to adhere to permit conditions or any other works/ activity carried out on site. Should the Authority forfeit the Bank Guarantee either in part or in full, the operator shall ensure that this is replenished without undue delay, in any case not exceeding 2 months from the date of forfeiture.
- 1.3.17 In cases where the bank guarantee does not cover the expenses incurred by the Authority to take any remedial action on the Permit Holder's behalf, the Permit Holder is to financially reimburse the Authority of all the expenses incurred within.
- 1.3.18 A copy of this permit shall be available at all times at the permitted facility, including any Variation Notices or amendments to it.
- 1.3.19 The Authority may suspend or revoke this environmental permit or part of this environmental permit where significant mismanagement of the site is observed or any of the permit conditions are not respected after a written warning is given by the Authority or in any eventuality that gives the Authority enough reason to suspend or revoke this permit.
- 1.3.20 The Authority may request additional monitoring and/or review of operational practices and commission audits on the installation as deemed necessary to address any circumstances that may affect the quality of the surrounding environment. Any required monitoring and audits shall be carried out at the expense of the Permit Holder.
- 1.3.21 Without prejudice to condition 1.3.20, the Authority may take any action deemed necessary including but not limited to the suspension of any activity/operation until investigations are concluded.

## **1.4 Operational Changes**

- 1.4.1 The operator may apply for a variation in permit and shall seek the Authority's written agreement to any operational changes by sending to the Authority
  - a) Written notice of the details of the proposed change, including an assessment of its possible effects (including changes in emissions and waste production) on risks to the environment from the Permitted installation;
  - b) Any relevant supporting information (e.g. chemical/fuel consumption, technical details, changes in the type/use of substances/mixtures, etc.);
  - c) Any relevant supporting assessments and drawings, and;
  - d) The proposed implementation date.
- 1.4.2 Any such change shall not be implemented following the issue of a variation of the permit by the Authority.

## **1.5 Improvement Programme**

- 1.5.1 The Operator shall complete the improvements specified in Table 1.5.1 by the date specified in that table.

<b>Table 1.5.1: Improvement programme</b>		
<b>Reference</b>	<b>Requirement</b>	<b>Deadline</b>
1.	Submission of an Environment Management Systems as per Schedule 6	Within 3 month of issue of the permit

## **2. Site Infrastructure and Operations**

### **2.1 Site Infrastructure**

- 2.1.1 During non-operating hours the site shall be firmly closed and totally inaccessible to third parties, both by vehicle and on foot.
- 2.1.2 The site shall be clearly identified by a site identification board, which shall be replaced as soon as it is damaged or the information is no longer readable from a distance. The site identification board shall be located at the site entrance and shall contain the following information:
- a. The company name and address
  - b. Permit Holder's name
  - c. List of authorised activities on site
  - d. 24 hour emergency mobile number
  - e. Permit Number (making it clear this site is permitted by the Authority)
  - f. Opening hours of the site
- 2.1.3 A quarantine area is to be maintained within the site boundary to temporarily hold unpermitted waste that may enter the site (refer to Section 3). A non leaking skip or similar contained structure can be utilised for the temporary storage of unpermitted waste.
- 2.1.4 No waste shall be deposited, stored, treated or otherwise handled in any area of the site that is not impermeable.
- 2.1.5 Any storage of fuel oils or lubricating oils on site must be kept in leak proof containers and stored in a bunded area that is capable of holding 110% of the total volume of the stored material. The Permit holder shall also ensure and take all precautions in his competence to avoid any leakages or spills from liquid or solid material that can cause environmental harm. Filling and off-take points shall be located within the bund, which shall not have any drainage connections for rainwater.

### **2.2 Permitted Operations on Site**

- 2.2.1 Only waste streams as set out in the European Waste Catalogue codes in Schedule 1 can be accepted and processed on site.
- 2.2.2 The total quantities of waste accepted at the site per year shall not exceed any value the Site can treat during the year. The total amount of waste that can be stored at any given time cannot exceed the capacity of the permitted facility as set out during the environmental permit application and variation process.
- 2.2.3 All wastes leaving the site after storage and/or processing must only be sent to facilities licensed to accept the individual waste stream, either locally or abroad.
- 2.2.4 Any lubricating oil must be kept in an appropriately bunded area or stored on a drip tray of sufficient size.

- 2.2.5 No waste shall be handled beyond the boundary of the permitted garage as indicated in Fig 2.2 in Schedule 2. Storage, processing or repackaging of waste in the common area of the industrial complex is strictly prohibited. Movements of packaged waste outside of the permitted garage within the common area of the industrial complex for the purpose of loading may not commence prior to the arrival of the truck/container on site.

### **3 Operating Conditions**

#### **3.1 Emissions to Air**

- 3.1.1 No emissions to air shall take place from the Permitted Installation

#### **3.2 Effluent Discharges**

- 3.2.1 No discharges to surface water or groundwater shall take place from the Permitted Installation.
- 3.2.2 No discharges to the foul sewer (other than from domestic sewage or equivalent) shall take place from the Permitted Installation.
- 3.2.3 The Operator shall undertake all necessary measures and precautions to prevent spillage of raw materials, intermediates, products, waste and any other materials.
- 3.2.4 All process and storage areas must be appropriately contained.
- 3.2.5 Rainwater shall not be discharged into the sewer. Foul sewer drains must be strictly segregated from storm water drains.

#### **3.3 Emissions to Land**

- 3.3.1 No emission from the Permitted Installation shall be made to land.
- 3.3.2 In the event of contamination of land, the operator shall notify the Authority within 24 hours, forward a decontamination plan for the Authority's approval and execute it within an agreed time frame.

#### **3.4 Waste**

- 3.4.1 The Permit Holder shall apply the precautionary principle to safeguard the environment whilst carrying out the permitted activities and shall immediately refuse the entry of waste that is suspected to be in breach of the conditions of this permit.
- 3.4.2 The Permit Holder shall ensure that all waste management operations authorised in accordance with this Permit are carried out in an orderly manner and in such a way as to cause the least possible disturbance to the surroundings and the least possible adverse impact to third parties.
- 3.4.3 All wastes shall be stored within a designated and controlled storage area(s) prior to ultimate disposal. Any unpermitted wastes that may inadvertently enter the site must be stored in a clearly defined and contained in the quarantine area as per Condition 2.1.3 and not be mixed with other wastes on site.
- 3.4.4 No storage, treatment or recovery of hazardous waste is allowed on site.

- 3.4.5 Any hazardous wastes which may inadvertently enter the sites shall be stored in a labelled, closed container(s) within a designated and controlled storage area(s) prior to ultimate disposal. Wastes of different natures shall not be mixed in the same container.
- 3.4.6 Separately collected or mixed recyclables (paper, cardboard, plastics, metals) originating from private domestic households cannot be accepted on site.
- 3.4.7 No liquid wastes shall be accepted on site.
- 3.4.8 No storage of waste destined for disposal is permitted for a period exceeding 12 months. No storage of waste destined for recovery is permitted for a period exceeding 3 years.
- 3.4.9 The operator is to prevent litter or other wastes escaping from the site boundaries particularly during loading/unloading. Any such escape of waste shall be collected immediately upon detection.
- 3.4.10 Only registered waste carriers as per activity 38 of schedule 1 in the S.L. 549.45 – the Waste Management (Activity Registration) Regulations are allowed to transport waste to and from this site.
- 3.4.11 Waste produced at the Permitted Installation shall be recycled, reused or recovered unless technically and/or economically impossible.
- 3.4.12 Prior to initiating any waste export procedure, the operator shall check with the Competent Authority in the country of export, to ensure that the correct export code/s according to the relevant Annexes of Regulation No 1013/2006 on shipments of waste are being applied.
- 3.4.13 Without prejudice to condition 3.4.11, transboundary movement of waste shall be carried out in accordance with the following regulations, as amended from time to time:
- (a) Regulation (EC) N° 1013/2006 of the European Parliament and of the Council of 14 June 2006 on shipments of waste as implemented through SL 549.65
  - (b) Commission Regulation (EC) N° 1418/2007 of 29 November 2007 concerning the export for recovery of certain waste listed in Annex III or IIIA to Regulation (EC) N° 1013/2006 of the European Parliament and of the Council to certain countries to which the OECD Decision on the control of transboundary movements of waste does not apply; and
  - (c) Any other applicable legislation.
- 3.4.14 The Permit Holder shall ensure to issue a receipt / certificate for every consignment of wastes accepted and removed on Site indicating the date and time of the consignment and the weight of the waste received. Each receipt / certificate shall indicate the site name and permit number, as well as bearing a unique sequential number. Where applicable, this also applies to any Recycling Certificates issued by the operator. As from 1st January 2019, certificates for packaging waste as per obligations of S.L. 549.43 shall however be issued utilising the recovery/disposal certificates provided by the Authority, examples of which are annexed as Schedule 5 of this Permit.
- 3.4.15 Disposal and/or recovery certificates and any documentation related to transfer of waste to and from the site and/or related to its end disposal and/or recovery shall be kept on record and made available for inspection for a period of at least 5 years from date of their issue.
- 3.4.16 The Permit Holder shall maintain records of the weight of each waste consignment received and /or removed from the site, and such data shall be collected using a properly calibrated scale. Operator is to submit details of the scale used, together with its location and calibration details. Records of waste weighed prior to loading onto the vehicle from the point of collection may be accepted in lieu of onsite weighing.



- 3.4.17 All hazardous waste transferred to/off the site from the quarantine area shall be accompanied by a valid hazardous waste Consignment Permit issued by ERA. Each consignment under the consignment permit shall be accompanied by a Consignment Note.
- 3.4.18 The Permit Holder shall submit to the Competent Authority the ERA copy (copy 5 – yellow form) of any consignment note for each consignment of waste at the end of each calendar month for movements that occurred in the previous month to the Authority as per requirements of Regulation 14 of SL 549.63.
- 3.4.19 In the case of waste that is sent for treatment or recovery to another facility locally or abroad, the audit trail shall cover all waste from the point of generation or collection to the end recovery or disposal facility.
- 3.4.20 All wastes leaving the site after storage and/or processing must only be sent to authorised facilities licensed to accept the individual waste stream, either locally or abroad.
- 3.4.21 The permit holder shall also ensure and take all precautions in his competence to avoid any leakages or spills from liquid material that can cause environmental harm. Waste liquid tanks and drums found to be leaking or damaged shall either be immediately transferred to a larger over-container or shall have their contents immediately transferred to an alternative tank/drum.

## **4. Site Management**

### **4.1 Staff obligations and Responsibilities**

- 4.1.1 All employees authorised by the Permit Holder to undertake waste management activities on his/her behalf, shall be fully conversant with the obligations of this permit and shall be individually aware of their responsibilities and liabilities in observing the conditions of this permit. They shall be provided with adequate professional technical development and training and written operating instructions to enable them to effectively carry out duties.
- 4.1.2 One member of the staff shall be nominated as the Technically Competent Person (TCP) of the site, whereby this person is to physically represent the Permit Holder during the times when the Permit Holder will not be available.
- 4.1.3 The TCP is responsible for the implementation of all the obligations stipulated in this permit, must supervise the rest of the staff on site and is completely responsible to ascertain that all permit conditions are being adhered to and that unauthorised waste does not enter the site.
- 4.1.4 In the event of any short or long periods of sick leave or vacation leave taken by the TCP, for a period exceeding 10 days, the Permit Holder is obliged to find a replacement for that member of staff without delay.
- 4.1.5 All the staff on site shall be fully aware of the procedures to be taken to contain any environmental hazard which may arise related to the activities being carried out on site.

### **4.2 Accident Prevention and Control**

- 4.2.1 An Emergency Response Plan shall be maintained containing details of the location, nature and quantity of chemicals, oils and fuels stored, any special hazards, a drawing showing location of drains and the emergency phone numbers of the operator and relevant authorities. It shall also include actions to be taken in the case of incidents which could affect the environment, such as fires and chemical/fuel spills. The

emergency plan shall indicate that accidental releases of chemicals and fires caused by chemicals are to be managed as specified in the respective MSDS sheets.

- 4.2.2 In the case of an accident (including fire, chemical spills, etc.), the Operator shall follow the Emergency Response Plan referred to in Condition 4.2.1 and, in the case that such accident could reasonable be regarded as causing environmental damage or as posing a threat of environmental damage, the Operator shall notify the Authority within 24 hours.

### **4.3 Control of pests, birds and other scavengers**

- 4.3.1 The Operator shall prevent or where that is not practicable reduce and control the presence of pests, birds and other scavengers from the Permitted Installation so as to not to cause harm to human health and the environment.

### **4.4 Site Records & Archive**

- 4.4.1 A site daily operations log shall be kept on site in which the following information shall be recorded on a daily basis:

- (a) Total amount of waste in kilos accepted on site
- (b) Total amount of waste in kilos removed from site for disposal or further treatment
- (c) Total amount of waste in kilos refused entry on site
- (d) Total amount in kilos of unaccepted material sent to the quarantine area and by which registered waste carrier it was transported
- (e) Any incidents that took place on site such as mechanical faults in the machinery or equipment used on site, any spills, fires, etc and the remedial action taken
- (f) Any other incidents that the Permit Holder deems important to record in the Site daily operation log.

Each record shall be compiled within 24 hrs of the relevant event. The records kept in the site daily operations log shall be available for inspection at any time when the Authority representatives request to inspect them.

- 4.4.2 The Operator shall ensure that all records required to be made by this Permit and any other records made by it in relation to the operation of the Permitted Installation shall:

- (a) be made available for inspection by the Authority upon request;
- (b) be supplied to the Authority on demand and without charge and in the format requested;
- (c) be legible;
- (d) indicate any amendments which have been made and shall include the original record wherever possible; and
- (e) be retained at the Permitted Installation, or other location agreed by the Authority in writing, for a minimum period of 3 years from the date when the records were made, unless otherwise agreed in writing.

- 4.4.3 The Operator shall maintain a record of the skills and training requirements for all staff whose tasks in relation to the Permitted Installation may have an impact on the environment and shall keep records of all relevant training.

- 4.4.4 Following completion and approval of the Environment Management System (EMS), the operator shall endeavour to implement and maintain the EMS and allocate resources that are sufficient to achieve compliance with the limits and conditions of this Permit.

### **4.5 Reporting**

- 4.5.1 The Operator shall submit to the Authority an Annual Environmental Report (AER) of the previous year by not later than end of March of each year, providing the information listed in schedule 3 of this Permit and in the format specified therein.
- 4.5.2 An independent auditor shall be engaged by the Operator to certify all of the waste reporting required by this permit, in line with the Terms of Reference found in Schedule 4 of this permit. The Authority may carry out any such audits on the installation itself as deemed necessary at the expense of the Operator in line with condition 1.3.20.
- 4.5.3 All reports and written and/or verbal notifications required by this Permit shall be made and sent to the Authority using the contact details notified in writing to the Operator by the Authority. The Authority shall be informed within 24 hours in the event of an environmental hazard or major incidents.
- 4.5.4 In the event where operations cease temporarily, the TCP or Permit Holder are obliged to notify the Authority within two (2) days and are also to inform the Authority with regards to when the works are intended to resume.

#### **4.6 Closure and Decommissioning**

- 4.6.1 In the event of cessation of operations on the site, all wastes (including machinery and associated equipment) and hazardous materials (including chemicals) must be removed from the site such that any pollution risk is avoided and the site is returned to a satisfactory state. The Operator shall notify the Authority immediately upon a decision being taken to cease business activity. In the case of full decommissioning, applicant shall submit a decommissioning plan in accordance with the terms of reference provided by the Authority for approval by the relevant Authorities. The obligations arising from the permit shall subsist until the Authority confirms in writing that the implementation of the decommissioning plan has been implemented to its satisfaction.
- 4.6.2 A finalised version of the Decommissioning Plan shall be submitted to the Authority for approval not later than 10 days after the Authority is notified of the intention to decommission the site.
- 4.6.3 The approved Decommissioning Plan shall be implemented within 12 months of final cessation or decommissioning of the Permitted activities or part thereof or according to a timeframe as may be agreed with the Authority.
- 4.6.4 When deemed necessary the Authority may require the permit holder to take such additional measures as it considers necessary with respect to after care obligations in relation, but not limited to the remedial action, rehabilitation, and monitoring of the waste management or waste production site.

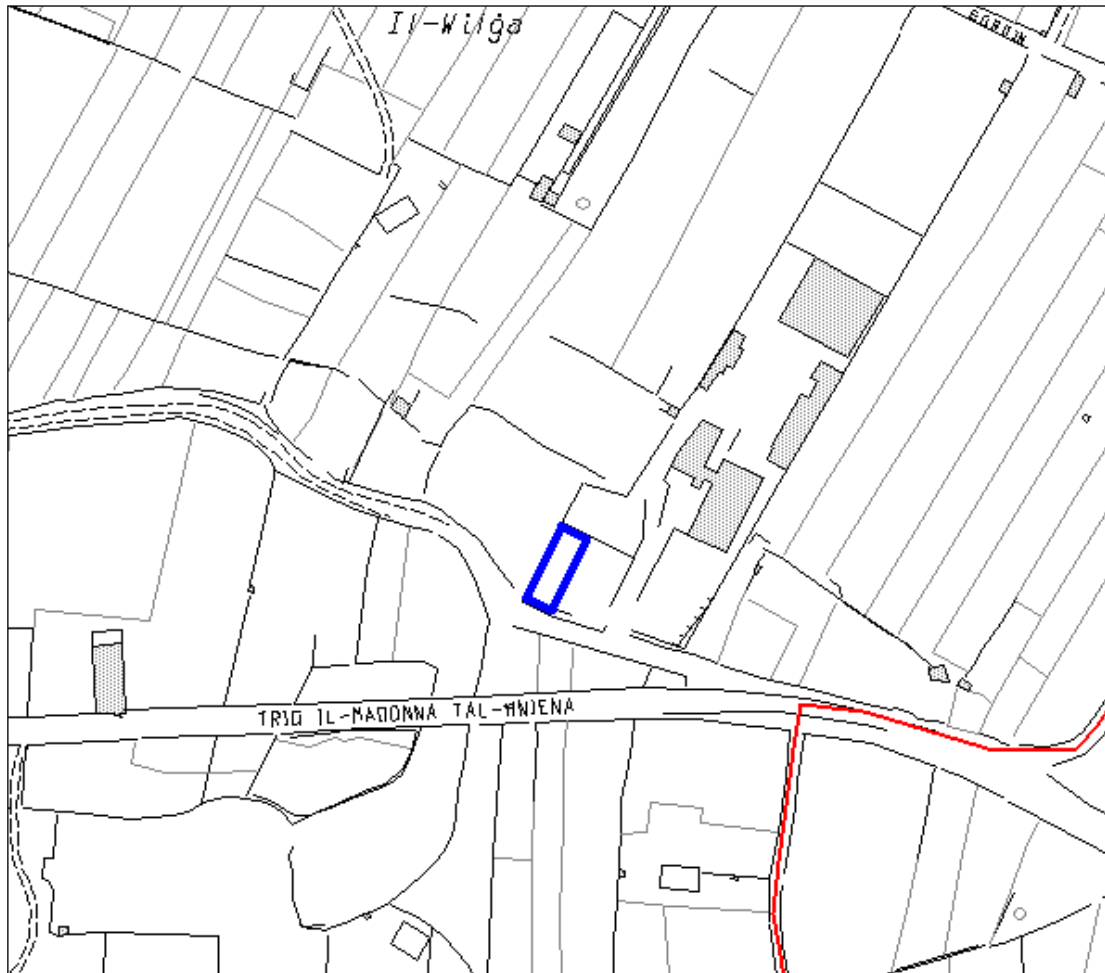
**Schedule 1****Complete List of Permitted Waste on Site**

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<b>European Waste Codes</b>	<b>Description of Waste</b>
15 01 01	Paper and Cardboard Packaging
15 01 02	Plastic Packaging
15 01 04	Metallic Packaging
15 01 06	Mixed Packaging
17 04 02	Aluminium
19 12 01	Paper and Cardboard
19 12 02	Ferrous Metal
19 12 03	Non-Ferrous Metal
19 12 04	Plastic
20 01 01	Paper and Cardboard
20 01 39	Plastics
20 01 40	Metals

## Schedule 2 Site Map

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**Fig. 2.1: Site of permitted facility, showing extent of area in blue. The extent of the site boundary is indicative and shall not be used for interpretation purposes.**

**Schedule 3**  
**Annual Environment Report and Submissions**

**Important note**

By this submission, you confirm that you give your explicit consent for the entire contents of this Annual Environment Report to be made available on the Authority's public website.

**S3.1 Introduction**

Environmental Permit Number	
Reporting Year (Calendar Year: 1 January to 31 December)	
Name and locality of Site	
Brief description of activities at the site	

**S3.2 Waste Records**

As per condition 4.4.1 the Operator shall submit to the Authority information on waste records of the previous year by not later than end of March of each year, providing the information listed in the ERA website and in the format specified therein (<http://era.org.mt/en/Pages/Waste-Management-Reporting-Templates.aspx>).

**S3.3 Submission of Certifications**

Condition Number	Documentation
1.5.1	Submission of improvement programme item (EMS)
4.5.1	Submission of Waste Records every year
4.5.2	Submission of Independent Audit Report every year

**Applicant's declaration**

*I declare that, to the best of my knowledge, all the above information is correct and substantiated.*

.....  
**Name**  
*(in block letters)*

.....  
**ID Card Number**

.....  
**on behalf of / in my own name**  
*(in block letters)*

.....  
**Signature**

.....  
**Date**

## **Schedule 4**

### **Audit Procedures – Terms of Reference**

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- S4.1 The auditor shall be independent (i.e. an auditor who would be eligible for appointment as company auditor), certified, and approved by the Authority. The auditor shall have access to in-house environmental expertise or otherwise appoint a consultant having environmental expertise to assist him.
- S4.2 The auditor would be required to certify all the information reported to the Authority by the Authorised Waste Facility as specified in the ERA permit itself.
- S4.3 A sound auditing procedure for traceability, monitoring, and control shall be in place for all the authorised waste managed on site in relation to the Waste Management permit or an Environmental permit.
- S4.4 The audit trail shall cover all waste from the point of acceptance of waste into the facility to the end recovery or disposal facility (local or foreign).
- S4.5 Proper records and documentation shall be kept where authorised waste is sent to duly authorised interim storage facilities, pending transfer to an authorised end disposal/recovery facilities. In such cases, proof is to be provided, as regards to that the authorised waste has been transferred to an authorised end disposal/recovery facility within a maximum of twelve (12) calendar months from the end of the annual reporting period.

The points overleaf shall be covered by the auditors in such audits, providing a detailed report of their findings. The Authority may request clarifications and further information from the auditors other than that provided in the audit report.

#	Nature and extent of audit procedures	Timing	Done by and date	W/P ref
1	<p><b>Objective: To confirm that there is a signed receipt for every waste transfer received at the site</b></p> <ul style="list-style-type: none"> <li>Choose a random sample of 10% of the signed receipts for every waste transfer received at the site for each quarter within the calendar year and confirm that all waste entries are covered by an issued signed receipt.</li> </ul>			
2	<p><b>Objective: To ensure that an adequate audit trail is maintained to ensure that when a particular waste stream is being treated it can be traced back to its waste generator</b></p> <ul style="list-style-type: none"> <li>Choose a random sample of 10% of the total waste being treated and ensure that its origin can be traced back.</li> </ul>			
3	<p><b>Objective: To confirm that any hazardous waste movements from the site (entry &amp; exit) are covered with a hazardous waste consignment permit and consignment note</b></p> <ul style="list-style-type: none"> <li>In cases of movement within the island of Malta, choose a random sample of 10% of the total no. of hazardous waste movements into and out of the site and confirm that all such movements are covered by a valid hazardous waste consignment permit and a waste consignment note. Confirm also that the relevant EWC code has been used.</li> </ul>			
4	<p><b>Objective: To confirm that any hazardous waste movements from the site (entry &amp; exit) are covered with relevant TFS documentation of the Waste Shipments Regulation in cases of export</b></p> <ul style="list-style-type: none"> <li>In cases of export, choose a random sample of 10% of the total no. of hazardous waste movements out of the site and the relevant TFS movement forms and confirm that all such movements are covered by valid relevant documentation. Confirm also that the relevant EWC code has been used.</li> <li>In the case of waste broker usage, ensure that the waste brokers used are registered with ERA as such.</li> </ul>			



5	<p><b>Objective: To confirm that any movement of non-hazardous waste movements from the site being sent for treatment abroad are covered by the relevant Annex VII documentation of the Waste Shipments Regulation in cases of export</b></p> <ul style="list-style-type: none"> <li>Choose a random sample of 10% of the total no. of non-hazardous waste movements into and out of the site are covered by valid relevant documentation and/or records. Confirm also that the relevant EWC code has been used.</li> <li>In the case of waste broker usage, ensure that the waste brokers used are registered with ERA as such.</li> </ul>			
6	<p><b>Objective: To verify whether the quantities reported by the Waste Facility make reasonable sense</b></p> <ul style="list-style-type: none"> <li>Choose a random sample of 10% of the total amount of waste being handled at the facility and confirm that all waste entries (in and out of the site) reported are verified by relative documentation and/or records.</li> </ul>			
7	<p><b>Objective: To ensure that the waste vehicles used by the authorised facility to transfer the waste to other permitted sites are registered with ERA</b></p> <ul style="list-style-type: none"> <li>Obtain a list of approved waste carriers from ERA and confirm that the ones used by facility are registered with ERA.</li> </ul>			
8	<p><b>Objective: To ensure that, in cases where waste is transferred from the facility to other waste management facilities, locally or abroad, the waste management facilities used would either be approved by ERA or the Competent Authority of the Country of Destination</b></p> <ul style="list-style-type: none"> <li>Obtain a list of locally approved waste management facilities from ERA and confirm that the ones used by the facility are approved and authorised by ERA. Obtain a copy of the permits of any foreign authorised waste management facilities which have been utilised. An original copy of the permit and an approved translated version of the permit is to be presented to ERA.</li> </ul>			
9	<p><b>Objective: To ensure that the declared quantities of waste exported during the previous calendar year were actually received at the authorised facilities and declared to ERA</b></p> <ul style="list-style-type: none"> <li>Obtain all certificates received from recycling facilities and confirm that these have all been declared to ERA prior to shipment</li> <li>Confirm arithmetical correctness of all reported data in this regard.</li> </ul>			

<p><b>10</b></p>	<p><b>Objective: To identify the waste being treated both locally and abroad, and ensure that it has been recovered appropriately</b></p> <ul style="list-style-type: none"> <li>• Ensure that all relevant documentation, including but not limited to, the hazardous waste consignment permit and consignment note applications, are available in case of local treatment.</li> <li>• Identify the materials exported according to the EWC Code and review actual documentation (including bills of lading) confirming an audit trail showing that the waste has been sent to a recovery facility as per permit requirements.</li> </ul>			
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**Schedule 5**

**Packaging Certificate ERA Form**

**Example 1 (separately collected packaging waste):**

### Recovery/Disposal Certificate for Packaging Waste

Certificate Number: **WPC 00123**

Date of Issuance: \_\_\_\_\_

I, Name of Establishment/Undertaking, with authorisation number EP 000X/YY/Z certify that quantity tonnes of category of (paper) packaging waste classified under EWC code 15 01 01 has been collected from name of waste generator on/in DD/MM/YYYY. The waste collected has been treated as indicated in the following table:

% Recovered / Disposed	Amount (in kg)	Recovery/ Disposal Code	Category of mixed Packaging waste under 15 01 06	Fate of Waste	Proof of Recovery / Disposal
60	120,000	R3	N/A	Exported directly to <i>Country of Destination</i>	Container No <b>CMAU1234567</b>
20	40,000	R3	N/A	Recovered/Disposed Locally at <i>Name of Establishment/Undertaking</i>	Certificate Number <b>WPC 00124</b>
10	20,000	R3	N/A	Sold to <i>Name of Establishment/Undertaking</i>	Certificate Number <b>WPC 00125</b>
10	20,000	D1	N/A	Disposed Locally at <i>Name of Establishment/Undertaking</i>	Certificate Number <b>WPC 00126</b>

\_\_\_\_\_  
Name, Signature and Stamp



**Environment & Resources Authority**  
Hexagon House, Spencer Hill, Marsa MRS 1441  
T (+356) 2292 3500 E info@era.org.mt W era.org.mt

**\*Disclaimer:** This certificate has been issued on the official ERA form and shall not be construed as a certificate issued by ERA.

**Example 2 (mixed packaging waste):**

## Recovery/Disposal Certificate for Packaging Waste

Certificate Number: **WPC 00123**

Date of Issuance: \_\_\_\_\_

I, Name of Establishment/Undertaking, with authorisation number EP 000X/YY/Z certify that quantity tonnes of mixed packaging waste classified under EWC code 15 01 06 has been collected from name of waste generator on/in DD/MM/YYYY. The waste collected has been treated as indicated in the following table:

% Recovered / Disposed	Amount (in kg)	Recovery/ Disposal Code	Category of mixed Packaging waste under 15 01 06	Fate of Waste	Proof of Recovery / Disposal
25	50,000	R3	Plastic packaging	Exported directly to <b>Country of Destination</b>	Container No <b>CMAU1234567</b>
50	100,000	R3	Cardboard	Recovered/Disposed Locally at <b>Name of Establishment/Undertaking</b>	Certificate Number <b>WPC 00124</b>
15	30,000	R3	Metallic packaging	Sold to <b>Name of Establishment/Undertaking</b>	Certificate Number <b>WPC 00125</b>
N/A	N/A	N/A	N/A	N/A	N/A

\_\_\_\_\_  
Name, Signature and Stamp



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## Schedule 6

### **Minimum requirements for an Environment Management System (EMS)**

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Within three (3) months of issue of the permit, the Operator shall submit an EMS which should include, as a minimum, the following elements:

#### 1. Management and Reporting Structure

This should in particular include the name of the person who will be responsible for managing environmental aspects of the installation. Relevant qualifications and experience should be listed, together with contact details (including a mobile number for emergency purposes).

#### 2. Environmental Objectives and Targets

The section should include a review of all operations and processes, a commitment by the operator to continuous improvement, and identification of priority areas where improvement to the operations is necessary and practicable, such as:

- a. recycling of materials;
- b. minimisation of waste;
- c. efficient use of resources (especially water and energy);
- d. use of biodegradable chemicals;
- e. minimising use of solvents;
- f. procedures to minimise noise disturbance to neighbours;

Targets should be set for priority areas identified (e.g. minimising waste generation by \_\_% annually).

#### 3. Environmental Management Programme (EMP)

This should include a time schedule for achieving the Environmental Objectives and Targets prepared under point 2 above. The time schedule should cover a period of 5 years. The EMP should include:

- a. designation of responsibility for targets;
- b. the means by which they may be achieved;
- c. the time within which they may be achieved.

Targets and performance should be reviewed annually as part of the EMS.

#### 4. Documentation

A system of documentation should be established to ensure that records are kept of the priority areas chosen according to point 2. In addition, the operator should issue a copy of the environmental permit to all relevant personnel whose duties relate to any condition of the permit.

### 5. Corrective Action

The operator should establish procedures to ensure that corrective action is taken should the specified requirements of the environmental permit not be fulfilled. The responsibility and authority for initiating further investigation and corrective action in the event of a nonconformity with the environmental permit should be defined.

### 6. Awareness and Training

The operator should establish and maintain procedures for identifying training needs, and for providing appropriate training, for all personnel whose work can have an effect on the environment. Appropriate records of training should be maintained.

### 7. Maintenance Programme

The operator should establish and maintain a programme for maintenance of all plant and equipment based on the instructions issued by the manufacturer/supplier or installer of the equipment. Appropriate record keeping and diagnostic testing should support this maintenance programme.

The licensee should clearly allocate responsibility for the planning, management and execution of all aspects of this programme to appropriate personnel.

**END OF PERMIT**