

Agency Approvals

1.0 Purpose/Scope

This procedure describes the method to be implemented to secure approval from regulatory agencies for processes and activities at the *Facility/Plant Name* affecting air emissions, waste management or water discharges, as well as the method for other environmental approvals.

2.0 Activities Affected

All areas and departments

3.0 Forms Used

None

4.0 References

- 4.1 EP-002 Environmental Aspects, Objectives and Targets and Programs
- 4.2 EP-007 Environmental Regulations and Other Requirements
- 4.3 EP-008 Environmental Review of Projects
- 4.4 EP-010 Environmental Communication
- 4.5 ISO 14001:1996, Elements 4.3.4, 4.4.6, 4.5.1

5.0 Definitions

- 5.1 Regulatory Agency: governmental unit delegated authority for implementing regulations related to ambient air quality, waste management and/or water discharge quality.
- 5.2 Process: materials, activities, equipment associated with operations.
- 5.3 Permit: permit, licenses, certifications or other authorizations issued by a governmental regulatory body.

6.0 Exclusions

None

7.0 Procedure

- 7.1 Where operations are identified as potentially requiring environmental permits the Environmental Coordinator shall coordinate the investigation and permitting process through the use of an informal “permit team” comprising of at least the Environmental Coordinator and as appropriate, a representative from the *Facility/Plant Name* function responsible for the operation concerned.
- 7.2 All communications in connection with permits, and specifically those with the relevant regulatory agencies, shall be undertaken in conformance with EP-010.
- 7.3 The “permit team” shall develop a strategy to secure permits in concurrence with existing operational timing plans. The Environmental Management Representative (EMR) is responsible for timely communicating issues to the Facility/Plant Management Team.

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7.4 The Environmental Coordinator shall coordinate the preparation, submission and negotiation of permit applications, operating through the “permit team”. Permits obtained shall be reviewed to ensure that they adequately cover the operation(s) concerned.

7.5 The “permit team” will review the terms and conditions in new permits and modify or establish operational controls necessary to ensure compliance with the permit.

8.0 General Rules

None

9.0 Records

Records shall be retained consistent with EP-013.

Record of Revisions

Revision Date	Description	Sections Affected