



## Managing Legal Compliance Procedure

### **1.0 Purpose**

*The purpose of this procedure is to ensure that relevant legislation is interpreted, documented, monitored and kept up-to-date.*

### **2.0 Scope**

*NPTC will maintain a Register of Environmental Legislation that is relevant to all its activities and impacts.*

### **3.0 Responsibility**

**3.1** *The Environmental Manager is responsible for the maintenance of the Register of Environmental Legislation.*

*The maintenance includes updating the register when amendments are made to existing legislation, or when new legislation is put in place that could have an impact on site operations.*

**3.2** *The register shall be maintained using the procedure described below.*

*Senior Management and specified members of staff will be responsible for the storage of all additional documentation that is relevant to the Legislation Register e.g. Consignment Notes, Waste Carrier Licences.*

### **4.0 Procedure**

*The Environmental Register of Legislation will be updated as and when necessary and will include the consideration of:*

- New environmental legislation affecting NPTC's activities and services.*
- Communications with staff relating to any site specific process/pieces of legislation.*
- Amendments to existing relevant legislation; if and when, modifications or new processes occur that have any relevant applicable legislation.*

**4.2** *New environmental legislation will be identified using legislation updates received from professional organisations such as the Environment Agency website, [www.netregs.gov.uk](http://www.netregs.gov.uk) and [www.defra.gov.uk](http://www.defra.gov.uk)*

**4.3** *Regular legislative compliance checks will be carried out across NPTC.*

**4.4** *When making amendments to the legal register the Document Control Procedure will be followed.*

**4.5** *All documents relating to the legislation register i.e. Waste Transfer Notes, should be stored safely together at NPTC and retained for the specified time periods.*

## **5.0 Associated Documents**

- Register of Environmental Legislation*
- Managing Legal Compliance Checklist*