

Quality, Health, Safety, Environmental & Energy Manual:

Document No:SM-33

Water

Toyota Material Handling UK Ltd.'s (TMHUK) Policy to ensure and demonstrate that all water consumed and/or discharged on company premises is compliant with the Local Water Authority.

General

- 1.0 TMHUK Management team will ensure that no substance other than conventional, approved, cleaning aids are flushed to the sewer via sinks and toilets.
- 1.1 No storage of materials of any kind should be so placed as to provide any discharge a passage to surface or foul sewer drains in the event of leakage. Particular attention should be given to the siting of waste storage facilities see SM-31 - Waste Generation, Storage and Disposal.
- 1.2 TMHUK Management Team will ensure that their respective Depot has an up to date schematic drawing of the drainage system for the Depot. They will also ensure that all external drains and covers are painted/marked identifying Surface Water and Foul Sewer covers.

Workshops and Parts

- 2.0 The departmental team leader will have the responsibility to implement the company policy and instructions detailed below.
- 2.1 Where any liquid discharge to controlled waters or foul sewer is proposed the local water authority should be consulted with a view to obtaining a permit to discharge. Where such practice exists and no permit has been obtained the operations must cease until it has been determined, as to what, if any permit is required.
- 2.2 If used, detergents/cleaning aids must be environmentally approved. Non-Biodegradable detergents must not be used under any circumstances.
- 2.3 Permits to discharge will impose certain limits on content, volume and possibly temperature of any discharge. The permit may not actually specify the way in which compliance is to be demonstrated; it will be the company's responsibility to provide evidence of such compliance.
- 2.4 The discharge from interceptors, which are subject to a permit, will require periodic analysis to determine compliance. The analysis must be conducted at least annually. If any breaches of the limits are disclosed, the period between analyses must be reduced to a maximum of 6 months until compliance with the permit has been achieved by a minimum of two consecutive reports. The Local Water Authority may be the most appropriate choice for analysis of discharge but it is at the discretion of the responsible manager.
- 2.5 Where a permit places limits on the volume of discharge a dedicated meter should be installed and read daily. The readings must be recorded using form Q076.
- 2.6 The temperature of discharge to the foul sewer is normally the subject of conditions within a permit.
- 2.7 If the discharge reaches 60% of its permitted maximum, as revealed by the annual analysis, the interceptor will be emptied by an appropriately licensed operator.

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- 2.8 An annual programme of emptying the interceptor, preferably immediately after the annual analysis, should be implemented. The material retrieved from the interceptor should be regarded as hazardous (special) waste and be treated in accordance with SM-31.
- 2.9 Any revealed breach of the consent to discharge as detailed in the permit e.g.
- i) The chemical analysis;
 - ii) The 24 hour discharge limit;

must be reported, no later than the day after the breach, to the QHSE Manager and the workshop manager, see procedure SM-43 - Environmental Accident/Incident Reporting and Investigation.

RECORDS

- 3.0 The Water Meter Log form Q076 will be retained locally for not less than 1 year.
- 3.1 The waste consignment notes for the transfer of the contents of the interceptor will be kept in accordance with the Waste procedure.
- 3.2 The interceptor discharge analysis report's will be retained locally for not less than five years from date of report and a copy sent to the QHSE Team.

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