

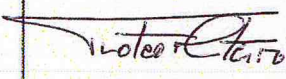



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Prepared	Revised	Validated	Approved
			
EDPR EMS Manager	EDPR EU EMS Manager	Country EMS Management Representative	EDPR EU EMS Management Representative
Name: Vasco Soares	Name: Angela Toledo	Name: Timoteo Monteiro	Name: Manuel Fernandes
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0 CHANGE CONTROL

Edition	Date	Description of the modification
00		Initial Edition
01	Dez/12	Added the need for water tightness checking and responsibilities flowchart.

1 OBJECTIVE AND SCOPE

This document defines the procedure followed by EDPR PT for the cleaning of wastewater tanks in the wind farms. It is ensured contracting always licensed entities, to guarantee the efficiency and good operation and maintenance of the entire system.

2 REFERENCES

- ISO 14001:2004 standard.
- EMS Manual.
- EMS-EU/GP-00007 *Operational Control, Monitoring and Measurement*.

3 DEFINITIONS

- **Watertight tank:** sealed container for the storage of domestic wastewater or similar.
- **Septic tank:** primary treatment unit of domestic wastewater and similar, which provides a limited digestion of organic matter and solids accumulation.

4 ABREVIATURAS

- **EMS:** Environmental Management System.

- **EDPR PT:** EDP Renováveis Portugal.
- **O&M:** Operation and Maintenance.
- **GAR:** Waste monitoring transfer note (Guia de Acompanhamento de Resíduos).
- **LER:** European Waste Catalogue

5 PROCEDURE

5.1 CLEANING OF WATERTIGHT TANKS

Wind farm managers should communicate to the O&M Manager for EMS, the necessity for cleaning the watertight tanks. Then, the O&M Manager for EMS should provide their cleaning by an authorized entity.

The wind farm managers and/or the O&M service providers should supervise the cleaning operations and ensure the correct filling of the Waste Transfer Note (GAR) in accordance with the following instruction: WIT-EU/EMS-SPF-00001. This waste should be registered with this LER code: 20 03 04. The sludge should also be reported in SIS as a waste, in similarity with the other kind of wastes produced by EDPR.

If, five years after a cleaning operation, the volume of wastewater is still very far from the full capacity, it should be undertaken an analysis of the use of sanitary facilities in the wind farm in the last five years. If it is considered that the use of sanitary facilities would justify a greater amount of wastewater, a cleaning operation must be done, followed by a tightness test made by a qualified company.

EMS Manager, through the analysis of the monthly inspection reports, cleaning operations follow up and “use of sanitary facilities” analysis, should alert the O&M Manager for the EMS, for the necessity to perform cleaning operations and tightness tests.

Selection and hiring of companies to carry out the aforementioned services is a responsibility of the O&M Manager for the EMS, which will have the support of the EMS Manager.

5.2 CLEANING OF SEPTIC TANKS

Septic tanks with absorbent well are subject to an authorization of wastewater discharge. If the frequency of cleaning is required by the license, it must be fulfilled. If the license does not include this information, the cleaning should be done at least every 3 years. The cleaning of the tanks must be performed in the second quarter of the scheduled year. During the first quarter of each year, the EMS Manager will inform the O&M Manager for EMS about the wind farms where it is necessary to clean the septic tanks.

In a similar way to what happens in the cleaning of watertight tanks, wind farm managers and/or the O&M service providers should supervise the cleaning operations and ensure the correct filling of the Waste Transfer Note (GAR) in accordance with the following instruction: WIT-EU/EMS-SPF-00001. This waste should be registered with this LER code: 20 03 04. The sludge should also be reported in SIS as a waste, in similarity with the other kind of wastes produced by EDPR.

If, during the cleaning operation of a tank, the volume of wastewater is very far from the full capacity, that fact should be communicated to the EMS Manager, which will decide about the necessity of a tightness test, based upon information from the use of the sanitary facilities and the date of the last cleaning operation.

Selection and hiring of companies to carry out the aforementioned services is a responsibility of the O&M Manager for the EMS, which will have the support of the EMS Manager.

6 RESPONSIBILITIES

EMS Manager:

- Analyze periodicity of the septic tank cleaning imposed by wastewater discharge permit.
- Inform, during the first quarter of each year, the O&M Manager for EMS, about the wind farms where it is necessary to clean the watertight and septic tanks.
- Inform the O&M Manager for EMS about which wind farms where is necessary to make the tightness tests in watertight tanks or septic tanks

- Support the O&M Manager for EMS in the selection and hiring of a qualified company to perform cleaning operations and tightness tests.

O&M Manager for EMS

- Select and hire authorized companies to perform cleaning operations on the septic tanks and watertight tanks that were indicated by the EMS Manager.
- Select and hire qualified companies to perform tightness tests on the tanks that were indicated by the EMS Manager.

Wind farm manager:

- Carry out inspection on the first quarter of each year to the watertight tanks, to verify if the wastewater volume is close to maximum capacity. Include results of this inspection in the “monthly inspection report”.
- In the absence of the O&M Service Provider, supervise the cleaning operation of the tanks and assure correct filling of the Waste Transfer Note (GAR), in accordance with the WIT-EU/EMS-SPF-00001.
- In the absence of the O&M Service Provider and during the cleaning operations, check the tank level before and communicate it to the EMS Manager.

Prestador de serviços O&M

- Supervise the cleaning operation of the tanks and assure correct filling of the Waste Transfer Note (GAR), in accordance with the WIT-EU/EMS-SPF-00001.
- During the cleaning operations, check the tank level before and communicate it to the EMS Manager.

7 FORMS

Not applicable.

8 ANNEXES

Annex 1 – Responsibilities flowchart.

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