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This regulation applies throughout ŠKODA AUTO in the Czech Republic for the planning, designing, purchasing, deploying or removing, modifying, repairing, reconstructing and commissioning or the using of machinery and installations (hereinafter referred to as 'installations') and buildings.

The requirements specified in the regulation also apply to the installations and buildings of integrated companies which are located, modified, repaired or removed on the premises of ŠKODA AUTO.

The purpose of the regulation is to summarise the most important requirements of legislative regulations, technical standards, ŠKODA AUTO organisational standards and VW Group standards and policies in environmental protection for installations and buildings for the needs of specialist departments and users in ŠKODA AUTO and for external suppliers.

The publication of this ITS chapter does not affect the obligations arising from the applicable environmental legislation as well as the relevant internal regulations of ŠKODA AUTO and the VW Group.

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The latest updated version of this ITS is available at the "<http://cts.skoda-auto.com/>" website, the company is not obliged to notify their business partners on the ITS update.

Therefore we strongly recommend that everybody checks the ITS regularly. These documents become valid on the date of their last update.

Validity of the ITS at the time of the order is decisive for the contracts.

Note: In case of any differences between the Czech, English and German language version of this ITS, the Czech version takes precedence.

The Czech version is available at <http://cts.skoda-auto.com/>.

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1.	2006-07-13	Czech legislation supplementation
2.	2009-07-23	Regulation update
3.	2010-12-21	Completely reworked
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5.	2013-07-01	Legislation update
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8.	2017-08-09	a change of abbreviation from VPU to PSU as of 1 August 2017
9.	2022-03-07	Legislation update

**1. Definitions and terms**

Best available technique (BAT)	The most efficient and advanced stage of development of technologies and activities and the ways in which they are operated, maintained and decommissioned, which are developed on a scale that allows them to be implemented in the appropriate economic sector under economically and technically acceptable conditions and which are also the most effective in achieving a high level of protection of the environment as a whole (see Act No. 76/2002 Coll., on integrated prevention).
Change of installations as per Act No. 76/2002 Coll.,	A change in use, mode of operation or scope of installations that might have consequences for the environment. A substantial change means any change that may have significant adverse effects on human health or the environment under integrated prevention.
Environmental burden	Pollution of soils, building structures and ground water to a level at which negative consequences on human health and components of the environment can't be excluded (e.g. natural resources, ecosystems). An old environmental burden at ŠKODA AUTO denotes those originating in production activities on the premises of ŠKODA AUTO before the company's establishment on 16 April 1991.
Harmful substances as per Act No. 254/2001 Coll., on waters	These are substances that are not waste or mine water and which may endanger the quality of surface and ground water. Depending on the hazard, they are further categorised into hazardous harmful substances and particularly hazardous harmful substances. Their list forms Annex No. 1 of the said Act.
Chemical products as per Act No. 350/2011 Coll., Chemicals Act, and pursuant to Regulation of the European Parliament and of the Council (EC) No. 1272/2008 (CLP)	These are chemical elements or compounds (chemical substances), their mixtures or solutions (chemical mixtures) which in the form of solid, paste, liquid or gaseous reach the company's premises, where they are stored, worked, processed or further dispatched. Chemical substances and mixtures are meant also when they contain the necessary additives and solvents to maintain their stability, including any impurities of natural origin or arising in the production process.
Process materials	These are chemical products used in the company in production, or those having a direct impact on production (such as paints, lubricating oils, brake fluids). Their deployment in ŠKODA AUTO is possible after they have been released by Department PPF-L in the MFP-II system.
Safety Data Sheet	A document summarising the identification data of the manufacturer, importer or supplier of a chemical product, its nature and the data necessary to protect human health and the environment. The content is defined by Regulation (EC) of the European Parliament and of the Council No. 1907/2006 (REACH)
Technical Data Sheet	Technical data on a chemical product guaranteed by the supplier, information on the correct application of a chemical product, process conditions, or information on the disposal of a used chemical product, etc.
Formula	The exact chemical composition of a process material guaranteed by the supplier, including the CAS number and the contents percentage of each chemical component.
Legal regulations	If there are any references to legal regulations in this document, they mean their amended wording.



## 2. Project planning

### 2.1 General principles for the placement and construction of buildings

#### 2.1.1 Land requirements

Land for the building of production plants and for buildings on the premises of other activities carried by ŠKODA AUTO must meet the following requirements:

- a) It cannot be located in sites with unsuitable natural conditions (in active areas of floodplains, in karst areas, mountain areas, etc.).
- b) It cannot be located inside or in the vicinity of particularly protected areas (national parks, protected areas of landscape parks, nature reserves, natural monuments, systems of protected areas of European importance NATURA 2000) and declared water protection areas (such as Zones I and II of sanitary protection of water sources). Furthermore, they should not encroach in other types of protected areas in which a building requires a binding opinion of nature protection authorities (such as elements of territorial systems of ecological stability – biocentres, biocorridors, protected areas of natural groundwater accumulation).
- c) It must be part of a municipal industrial zone or located in places where there are no legal obstacles to the creation of an industrial zone (proximity to a residential zone, other uses under the urban development plan, protected areas in particular).  
When setting up new capacities, it is necessary to give priority to already used or decommissioned industrial premises. In the case of a need for a new building on a "green field", it is necessary to give priority to areas with a lower quality of soil.
- d) It must not be within the reach of the negative effects of activities on the surrounding land, which would prevent its use for the activities of ŠKODA AUTO (such as a fallout of polluting particulate matter from cement plants, brickyards or metallurgical plants).
- e) It must be clarified and documented regarding any damage done by human activity, such as military operations (unexploded ordnance, chemical warfare agents), exposure to radioactive substances, old environmental burdens as a result of industrial or agricultural use, damage by mining or former landfill sites and their surroundings (within 3 km).  
If such land is necessary for any buildings of ŠKODA AUTO, its degree of damage must be examined, documented and projected in the acquisition documents before the purchase.
- f) Before making a decision to acquire a plot of land, it must be checked whether the area can withstand the planned industrial activities of ŠKODA AUTO and under what compensatory measures (e.g. whether the air emission limit will not be exceeded) it will be possible to abstract surface and ground water, whether it will be possible to discharge waste water after treatment and whether sanitary limits for noise and pollutant emissions will not be exceeded.
- g) There must be good conditions for water supply and waste water treatment and discharge, safe energy supply and trouble-free disposal of hazardous waste.
- h) When selecting suitable land, priority must be given to sites with a low vulnerability of soils and ground water in the event of accidents (soils with low permeability, ground water level > 5 m below ground with a favourable flow direction, existence of a natural protection of surface streams, lakes and reservoirs).
- i) When selecting suitable land, priority must be given to flat or slightly rolling areas with a high soil bearing capacity. Major earth moving is then not necessary during construction, there is no massive disruption of the covering surface layers and there is no need for costly foundations.
- j) When selecting suitable land, priority must be given to non-forested areas with a minimum of trees and shrubs that would have to be felled and then replaced with new planting.
- k) There must be good transport connections (railways, motorways, A-roads).
- l) The size of land must be chosen as small as possible, but always so that there is enough space for the implementation of related measures (such as a noise barrier or greenery, a rainwater tank, a car park for employees and visitors, accompanying greenery, etc.) with any possible further development of ŠKODA AUTO activities being possible.

Reasoned deviations from these requirements are possible if alternatives with their full execution are not available due to other compelling reasons.

In principle, prior to taking over (acquiring) a new site, it is always necessary to document the initial condition (quality of soil and ground water, noise and air pollution, traffic intensity, etc.) with regard to later objections or claims of third parties.

#### 2.1.2 Construction requirements

Construction must abide by the following environmental principles:

- a) The building must be subtly integrated into the surrounding landscape, cannot disturb the landscape's nature and must preserve the existing landscape elements as much as possible – such as greenery and water features.
- b) In order to maintain biodiversity, the use of areas in the vicinity of the building must be addressed or/and of the building itself within the construction projects. These are mainly:
  - green landscaping of open spaces around the building; gardening modifications are expected in exposed areas, while less maintenance-intensive greenery is recommended in remote parts (such as grassland mowed twice a year)
  - use of existing water features (watercourses, retention reservoirs, former aquatic raceways) when modifying the surroundings of the building, or when extending or adding new ones
  - upgrades of monotonous paved areas with greenery in mobile containers
  - creation of green areas on flat roofs of a non-productive and representative nature
- c) When carrying out construction works, priority must be given to recycled raw materials, raw materials obtained during terrain modifications and excavation works at the construction site, as well as easily recyclable materials (metals, wood, ...).
- d) The building must be situated and designed in such a way that it uses existing natural noise barriers to protect the surrounding residential buildings from noise, allowing them to be easily supplemented with artificial elements.
- e) Buildings must be structurally designed with their layouts to meet the criteria of energy-efficient buildings confirmed by an energy audit. This includes:
  - sufficient thermal insulation of curtain walling and roofs
  - prevention of heat leakage through large entrance openings into buildings
  - integration of elements for heat recovery into the system of heating and ventilation of indoor spaces



- installation of intelligent heating, cooling, air conditioning and lighting control systems in buildings or their parts (especially in non-production buildings), where necessary and advantageous
  - use of passive elements reducing external heat gains of working spaces in combination with natural ventilation, and so to save energy for their cooling; above all, this concerns the use of a light colour of roof coverings and curtain walling with a high degree of reflectance for solar radiation, as well as the installation of external blinds and reflective foils in glazed areas
  - installation of photovoltaic cells for the generation of electricity on the roofs of buildings, if it is technically feasible and economically favourable
- f) Buildings, including deployed installations, must be sufficiently secured for the handling of used harmful substances and against leakage of harmful substances when fire fighting.
- g) The issue of waste management must not be neglected when designing and implementing a building and installations. It must be clearly identified who becomes the owner-producer of waste generated from the carried-out activities, including packaging waste, in accordance with Act No. 541/2020 Coll., on waste, as amended. Areas must be reserved for collection containers at waste generation points, and collection points must be set up and secured from where the waste generated is handed over for recovery or disposal. The numbers and types of collection containers and the facilities of waste collection points must be set down.
- h) Waste gas extraction must be worked out for the installed sources of air pollution. Appropriate exhausts (chimneys) must be fitted with flanges for authorised emission measurements, and they must be marked with a label.

## 2.2 Principles of project planning

2.2.1 Installations and buildings must be the Best Available Technology (BAT) in terms of environmental protection.

2.2.2 Based on the planned location, capacity and technical parameters of installations and buildings, the contract owner, in cooperation with Department PSU, must determine whether the installation and the building or their change:

- is subject to proceedings pursuant to Article 4 of Act No. 100/2001 Coll., on environmental impact assessment
- is subject to proceedings pursuant to Act No. 76/2002 Coll., on integrated prevention (pursuant to Annex 1 or pursuant to an already issued integrated permit)

2.2.3 The contract owner or the project architect is obliged to find out

whether the use of the selected site for placing the installation and building is not associated with the obligation:

- to remove an old environmental burden registered in the "Risk Analysis of ŠKODA a.s. Mladá Boleslav", which is available at Departments PSU and PPB
- to enable removal of an environmental burden
- to remove other environmental defect (such as pollution of parts of the installations and building under replacement, residual pollution in collection tanks and pipelines)
- to carry out a survey of the site in terms of any possible environmental impact, such as before using former industrial sites

2.2.4 The schedule needs to include standard deadlines for obtaining and drawing up of all assessments, opinions, authorisations and consents without which it is not possible to obtain permission for the placement of installations and buildings, for their deployment and implementation, and for their commissioning or use.

2.2.5 When planning the implementation costs of a project, the associated expenses with environmental protection must not be left out, such as administrative fees, assessment costs, studies and measurements of environmental parameters.

## 3. Design, implementation, installation and acceptance

Acceptance of machinery must be in accordance with ITS 1.01.

### 3.1 Assessing environmental impacts

3.1.1 If the planned delivery of installations and buildings constitutes a project or a change of project subject to Act No. 100/2001 Coll., on environmental impact assessment, it is necessary to obtain from the relevant administrative authority either a binding opinion or an investigation procedure conclusion that terminates the assessment process early. It is not possible to issue a decision or action without one of these documents in order to implement a project in any administrative or other proceedings or in any other procedure in accordance with special legal regulations (such as under the Construction Act).

The supplier of project documentation is obliged to:

- draw up a notification on the project; the details of the notification are set out in Annex 3 to the said Act
- prepare the documentation on the project at the contract owner's request (usually after the decision to continue with the assessment has been made in the investigation procedure); the details of the documentation are listed in Annex 4 to the said Act; the documentation may only be processed by a natural person who holds an authorisation pursuant to the said Act
- ensure that the processor of the project documentation participate in a public consultation

3.1.2 When delivering an installation and a building to existing units for which a binding opinion on the Environmental Impact Assessment pursuant to Act No. 100/2001 Coll. has already been issued, not constituting a change subject to proceedings pursuant to Act No. 100/2001 Coll., the conditions set out in such opinion must be fully respected and complied with during the design and implementation.

The supplier of project documentation or the contract owner are obliged to provide Department PSU with the information necessary to submit a request for an opinion from the Ministry of the Environment as to whether the change in the original project is subject to Act No. 100/2001 Coll., on environmental impact assessment.

3.1.3 Department PSU, which coordinates the company's steps in the proceedings, is authorised to act and exchange letters with the relevant administrative authority on behalf of ŠKODA AUTO.



#### 3.2 Integrated permit

3.2.1 The following installations of ŠKODA AUTO are subject to Act No. 76/2002 Coll., on integrated prevention, as of the date of issue of the 5th amendment to the regulation:

- paint shops in the Mladá Boleslav plant, including press shops, body shops, assembly shops, traction battery assemblies in Shop M6 and corresponding logistics
- paint shop for complete bodies in the Kvasiny plant
- the Foundry in the Mladá Boleslav plant, including the aluminium foundry and machining in Shop M2, the operation on the ground floor of Building V19 – Maldaner impregnation, engine block production and the plasma line in Shop M6

All listed installations have their valid integrated permits.

3.2.2 If a planned delivery of installations, including the corresponding building, constitutes other installation that is subject to Act No. 76/2002 Coll., on integrated prevention, it is necessary to obtain an integrated permit from the relevant administrative authority. A building permit cannot be issued without it in accordance with a special legal regulation (such as under the the Construction Act). The supplier of project documentation is obliged to:

- prepare and submit to Department PSU an application to issue an integrated permit. The content of the application is given in Article 4 of the said Act; the specimen of the application as well as the scope and method of its completion are determined by a separate Decree of the Ministry of the Environment
- ensure the participation of the application processor in the oral discussion of the application at the request of ŠKODA AUTO (planning departments, PSU) design the installation in such a way that it constitutes the best available technology and that its design allows to easily meet the binding conditions of operation laid down in the obtained integrated permit

3.2.3 If it is a delivery of installation, including the related buildings (or their modifications) to an installation for which an integrated permit has already been issued pursuant to Act No. 76/2002 Coll., it is necessary to notify the administrative authority of the planned change. If it finds the planned change to be substantial, it invites the applicant to submit an application for a change to the integrated permit; the supplied installation may not be operated without such valid integrated permit. The supplier of project documentation is obliged to:

- fully respect the established binding conditions of operation of the installation as a whole for changes that do not require a change to the existing integrated permit when designing and delivering
- fulfil the obligations under Point 3.2.2 above for changes requiring a change to an existing integrated permit

3.2.4 Department PSU, which coordinates the steps in the proceedings, is, on behalf of ŠKODA AUTO, authorised to act and exchange letters with the relevant administrative authority issuing the integrated permit.

#### 3.3 Removal of environmental burdens and defects

3.3.1 If the delivery of an installation and building (or their modifications) is associated with a removal of environmental burdens or defects, the supplier of design work shall discuss the matter with Department PSU in advance.

3.3.2 If the delivery of an installation and building (or their modifications) is associated with an obligation to remove an old environmental burden registered in the Risk Analysis of ŠKODA a.s. Mladá Boleslav, the supplier is obliged to:

- incorporate a project of remediation activities in the project documentation for the building permit as its integral part; this is provided by Department PSU with selected external suppliers
- include the deadlines needed to remove the environmental burden in the schedule

The works to remove such old environmental burden carried out by selected external suppliers are ensured by Department PSU, including their financing. Construction supervision when implementing remediation works is ensured by Department PPB, and the environmental supervision by Department PSU.

3.3.3 If the delivery of an installation and building (or their modifications) is associated with the need to eliminate another environmental defect or to allow the process of removing an environmental burden, this must be addressed in full in the project documentation for the building permit, such as in the chapter on the environment. It is also necessary to respect Act No. 541/2020 Coll., on waste, when managing waste, and Act No. 254/2001 Coll., on waters, when managing water, as well as the requirements of this regulation. The implementation of such remediation works is ensured by the supplier of the installation and building, consulting these works with Department PSU.

#### 3.4 Air protection

3.4.1 If the planned delivery of an installation and building (or their modifications) constitutes the installation of a new or the change of an existing stationary source of air pollution pursuant to Act No. 201/2012 Coll., on air protection, as amended, the project and supplier selection must be carried out so that:

- the delivered installation represent the best available technology in terms of air protection
- the supplier of pollution sources guarantee compliance with the emission limits defined by Decree No. 415/2012 Coll., on the permissible level of pollution and its detection, as amended
- in the case of a delivery of refrigeration and air conditioning installation, it cannot contain substances that deplete the Earth's ozone layer, i.e. the controlled substances (fully halogenated refrigerants (CFC) or partially halogenated with chlorine atoms (HCFC)); the supplier must provide a proof of compliance with this requirement, usually as part of the tender

In the case of a delivery of refrigeration and air conditioning installation containing substances that damage the Earth's climate system, i.e. F-gases (partially fluorinated hydrocarbons (HFC), fully fluorinated hydrocarbons (PFC) and sulphur hexafluoride (SF6)), the supplier was obliged to follow ITS 1.21 Air Conditioning and Refrigeration Equipment and ensure the following:

- proper marking of the installation with a label in the Czech language
- installation and operation manual with the indicated type of refrigerant used
- leading the safety valve exhausts out of the refrigeration engine room
- equip the refrigeration engine room in accordance with applicable legislation





- and create the operating rules for the engine room
- initial record on putting the refrigeration installation into operation, submitted with installation acceptance for installations with a content of F-gases of 5 t CO<sub>2</sub> equivalent, the first leak test
- needs to be carried out by a certified person immediately after the commissioning (the initial leakage review record) and a register needs to be created
- for installations with a content of F-gases of 500 t CO<sub>2</sub> equivalent, leak detection systems for F-gases need to be installed,
- the following be ensured during the disposal of installation containing the regulated substances and F-gases:
  - that the disposal of the installation be carried out by a person authorised to do so. In doing so, the operator must own the installation and provide a copy of the person's valid authorisation to perform the activity,
  - that the authorised person make a record in the register on the disposal of the installation's refill

3.4.2 If the planned delivery of an installation and building (or their modifications) constitutes the installation of a new or the change of an existing source of air pollution, the supplier of the project documentation is, based on documents from the supplier of the installation, obliged the following:

- properly classify the deployed installation into the relevant code of air pollution sources in accordance with Annex 2 to Act No. 201/2012 Coll., on air protection
- ensure the processing of the application for a permit from the air protection authority for the placement of buildings of air pollution sources; its integral part is an expert opinion and a dispersion study, if required by Annex 2 to Act No. 201/2012 Coll; the dispersion study and the opinion must be prepared by an authorised person (see Art. 11 and Art. 32 of Act No. 201/2012 Coll.); the application, together with the project documentation, is submitted to the air protection authority by Department PSU; for the production plants of Kvasiny and Vrchlabí, it is their environmental officers who submit the documents
- ensure, as far as is technically feasible, that:
  - pollutants from the air pollution source be released into the air in a defined manner, namely through a chimney, discharge duct or an exhaust from an emission control device, the height of which must be calculated in such a way as to protect human health and the environment
  - a joint release of pollutants into the air from several sources is preferred; more so if this brings and economic benefit as well
  - heat from the heat supply system or a source that is not a stationary source is used for heating; more so if this is economically acceptable as well
  - accurately describe the solution of the release of pollutants into the open air
  - address the location of emission measurement flanges and their implementation for each release of pollutants into the air
  - include justified comments of planning departments (PSU, PPx, PLL) in the project documentation as well as conditions contained in the relevant permits, approvals and opinions of administrative bodies of environmental protection

When deploying an installation and constructing a building that constitute a source of air pollution, the supplier is obliged to:

- deploy the installation and construct the building in accordance with the project documentation, contractual conditions and binding conditions laid down in the relevant permits, consents and opinions of government administration bodies of environmental protection,
- the user of the installation and building is to be handed over the following before commissioning:
  - draft operating rules for the source of air pollution; for the delivery that constitutes a change in the source of air pollution – draft amendments to the existing operating rules, if required by Annex 2 to Act No. 201/2012 Coll., on air protection,
  - documents for the processing of operational records of air pollution sources – continuous data.

The supplier shall request the structures of both documents from the planning departments or PSU. They are also available on ŠKODA Space in the section of Information/About Company/Environment and OHS/Environment/ŠKODA AUTO Environment/Air.

- take emission measurements and document the capacity of the installation to meet the guaranteed emission limits no later than three months from the first commissioning of the source. The report on emission measurements performed by an independent firm with necessary authorization, independent of the supplier, is considered the only possible document. The scope and methodology of emission measurements must be consulted in advance with Department PSU. The date of the measurement and the selected firm carrying out the measurements must be notified to Department PSU or the environmental officers of the Kvasiny and Vrchlabí plants at least 18 days before the start of the measurements.

3.4.3 If the deployment of an installation or the construction of a building requires application of paints containing volatile organic compounds (VOC) on the indoor and outdoor areas of ŠKODA AUTO outside the paint shops, the supplier must abide by the following rules:

- discuss such activity in advance with the user of the premises and Department PSU or with the environmental officers in the Kvasiny and Vrchlabí plants
- limit the VOC emissions when carrying out these activities by using paints with a reduced content of organic solvents
- apply the paints preferably with a (roller) brush; when applying the paints by spraying, it is necessary to reduce overspray by using a suitable spraying technology with a transfer efficiency greater than 50 percent
- packaging with paints cannot be left unclosed without their closures except for the time when the materials are being removed from them
- the rules for the handling of harmful substances (see Article 3.6) and the use of chemical products (see Article 3.8) apply to the handling of paints; the rules for waste management (see Article 3.7) then apply to unusable paint residues and used packaging

## 3.5 Water management

### Water abstraction



3.5.1 If it is necessary to abstract surface or ground water to install or operate an installation and to construct or use a building (or their modifications), even with the purpose of reducing the ground water level, the project architect and the supplier are obliged to:

- include such fact in the project documentation, such as in the chapter on environmental protection; if known, the abstraction parameters shall be given in the project, i.e. the time period of abstraction, abundance of abstraction (e.g. l/s, m<sup>3</sup>/day, m<sup>3</sup>/year), water quality indicators, etc.
- draw water in accordance with the relevant permit issued by the water authority; without it, the abstraction cannot commence
- take measurements of the quantity, or quality, of ground water and forward the data in writing once a month to Department PSU and to ŠKO-ENERGO, unless the water authority has prescribed a shorter interval in its permit
- discuss the matter with Department PSU in advance if ground water is to be abstracted in places with a registered old environmental burden

The permit for the abstraction of surface or ground water is provided from the water authority by ŠKO-ENERGO, or Department PSU in cooperation with the relevant department at ŠKODA AUTO, usually during the construction proceedings.

#### Connection to water mains

3.5.2 If it is necessary to establish a new consumption point from water mains or to change the offtake parameters from the existing consumption point in order to install or operate an installation or to construct and use a building (or their modifications), the supplier is obliged to do the following:

- discuss the water supply with the operator of the water supply system (ŠKO-ENERGO); the result of the discussion must also be the method of taking measurements and the record-keeping of the amount of water abstracted
- address the supply of water from water mains in the project documentation; in doing so, the standard ČSN 75 5409 *Water Installations inside Buildings* and ČSN EN 1717 *Protection against Pollution of Potable Water in Water Installations and General Requirements of Devices to Prevent Pollution by Backflow* must be respected.
- to deploy an installation and to construct a building in accordance with the project documentation, with the permits of the water authority and the comments made by the relevant departments ŠKODA AUTO

#### Wastewater discharge

3.5.3 If the planned delivery constitutes the installation of a new or the change to an existing installation that produces wastewater within the meaning of Act No. 254/2001 Coll., on waters, or is intended for wastewater treatment (waterworks – such as a wastewater treatment plant, grease trap), then the project and the selection of the supplier must be carried out in such a way that:

- the installation delivered represent the best available technology
- wastewater be discharged only based on a permit issued by the water authority or with the consent of the administrator of the sewerage network in question
- the supplier of the installation guarantee compliance with the quality and quantity of discharged wastewater, defined by:
  - when discharging into surface waters through the relevant permit of the water authority, which is usually part of the application for a building permit; in doing so, the water authority follows Government Regulation No. 401/2015 Coll. or Act No. 76/2002 Coll. (on integrated prevention), though stricter conditions may be laid down as well
  - when discharging into the sewerage system (of the production plant or a public one) terminated with a wastewater treatment plant and a contract with the relevant sewerage administrator (such as with Vodovody a kanalizace, a.s. ŠKO-ENERGO)
- for the discharge of waste water which may reasonably be considered to contain one or more particularly hazardous harmful substances or priority hazardous substances, then it is necessary to have a permit by the water authority for the sewerage (Act No. 254/2001 Coll. Annex 1 'Particularly hazardous substances and hazardous substances'; Government Regulation No. 401/2015 Coll. Annex 6); these permits are provided by the relevant planning department together with the building permit in cooperation with PSU. The waterworks operator proceeds in a similar way when applying for a change in the period of validity or the contents of a water management permit
- no wastewater from sanitary installations or other non-rainwater installations (such condensate from air conditioning systems) be discharged into the storm sewer

3.5.4 If the planned delivery constitutes the installation of a new or the change to an existing installation that produces wastewater within the meaning of Act No. 254/2001 Coll., on waters project documentation or is intended for wastewater treatment, then the supplier of the project documentation is obliged to:

- follow the applicable legislation and technical standards in water management
- comply with all requirements of water authorities and sewerage network administrators contained in already issued permits, consents and opinions
- settle all comments from the ŠKODA AUTO departments affected by the project and received from the planning departments

3.5.5 When deploying an installation which is intended for wastewater treatment or which produces wastewater, or when making their modifications, the supplier is obliged to:

- carry out the installation in accordance with the project documentation, contractual conditions and binding conditions laid down in the relevant permits, consents and opinions of government administration bodies of environmental protection
- in the test run carried out by the supplier, take measurements and keep records on the quantity and quality of discharged waste water to the extent and within the time limits specified in the permit issued by the water authority. It forwards these data to Department PSU and ŠKO-ENERGO once a month, unless the water authority has set a higher frequency of measurements and reports
- before commissioning into permanent operation, hand over to the user of installation the following:
  - draft operating and handling rules if the installation is a waterworks; the supplier shall request the structure of the document from the planning departments or PSU; this is available on ŠKODA Space in the section of Information/About Company/Environment and OHS/Environment/ŠKODA AUTO Environment/Water





- existing records on the quantity and quality of discharged wastewater
- prove the capacity of the installation to meet the guaranteed quality limits of discharged wastewater; as acknowledged documents may be considered only reports from laboratory analyses of waste water samples that have been taken and analysed by an independent and accredited firm (laboratory) independent of the supplier

#### 3.6 Harmful substance handling

3.6.1 If it is necessary to handle harmful substances for the deployment or operation of an installation or for the construction and use of a building (or their modifications), the supplier of design work and the supplier of the installation and building are obliged to comply with the provisions of Art. 39 of Act No. 254/2001 Coll. on waters, in particular the following:

- when handling harmful substances to the extent specified by the Decree of the Ministry of the Environment No. 175/2011 Coll., to draw up a contingency plan (an emergency plan or a local emergency plan), if necessary for the deployment of the installation or the construction of the building, or its design for the operation of the installation and the use of the building; a structure of the emergency plan or local emergency plan is available on ŠKODA Space in the section of Information/About Company/Environment and OHS/Environment/ŠKODA AUTO Environment/Water  
The plan or its draft is submitted to Department PSU, which ensures its verification. It is approved by the relevant head of OU.
- locate the installation in which harmful substances are used, collected, stored, processed or transported in such a way as to prevent the undesirable leakage of these substances into the soil, or their undesirable mixing with wastewater or rain water
- use only such installation, or method of handling harmful substances, that is appropriate also in terms of water quality protection,
- build and operate an appropriate monitoring system to detect the leakage of harmful substances
- ensure that any newly built constructions be secured against unwanted leakage of harmful substances during fire fighting,
- draw up a draft of the local regulations for the warehouse of harmful substances, if such warehouse is part of an installation or a building. The supplier shall request the structure of the document from the planning departments or PSU.  
It is available on ŠKODA Space in the section of Information/About Company/Environment and OHS/Environment/ŠKODA AUTO Environment/Water.

#### Tanks for harmful substances

3.6.2 If being part of the planned delivery of an installation and a construction (or their modifications) of tanks or containers for harmful substances, the following principles must be observed when selecting the supplier, designing and deploying the installation and constructing the building in order to secure them against the undesired leakage of defective substances:

- Tanks or containers with harmful substances must be placed in an emergency sump designed and made in accordance with ČSN 75 3415 *Facilities for Handling Petroleum Substances*, ČSN 65 0201 *Flammable Liquids, Establishments and Warehouses* (particularly Articles 111, 112, 114 and 138)
- The emergency sump must be impermeable, resistant to the chemical effects of the stored liquid and designed for the expected hydrostatic pressure of the liquid; for flammable liquids, it must be made of non-flammable materials whose flame spread index  $i = 0$  in accordance with ČSN 73 0863 *Fire Technical Properties of Materials. Determination of Flame Spread over the Surface of Building Materials*
- The bottom of the emergency sump must be sloped into a collection sump. The collection sump is not required for emergency sumps in auxiliary storages and in the case where the emergency sump consists of a tank. Sumps must be secured against the inflow of rain water from the surrounding areas and against the infiltration of ground water. The points where a pipeline penetrates the emergency sump must be sealed off.
- Emergency sumps must not have a bottom outlet and must not be directly connected to the sewer.
- The emergency sump of a warehouse for harmful substances must be designed in accordance with the table, though for no less than the entire volume of the single largest tank, container or transport container. If there are multiple tanks in the sump that are interconnected, then the volume of the emergency sump must correspond to the total capacity of the interconnected tanks.

The table of the volume of the emergency sump in the percentage of total volume of above-ground tanks in the quantity of:

1 tank	2 tanks	3 tanks	4 and more tanks	in mobile tanks, containers and transport packaging and in the auxiliary storage
100%	70 %	50 %	40 %	20 %

- Underground tanks must be made as double-walled, or as single-walled tanks located in an emergency sump.
- Newly built buildings must be secured against the unwanted leakage of harmful substances during firefighting; in this case, the emergency sumps are increased by the volume of used extinguishing liquids in accordance with the requirements of ČSN 73 0873 *Fire Water Supply*.
- Underground sumps with a permanent occurrence of harmful substances must be made as double-walled with monitoring of leakage into the layer between walls by using electronic measurement, evaluation and signal devices.
- Inspect warehouses at least once every six months, including the outputs of their inspection system for detecting leakage of harmful substances, and immediately carry out their timely repairs; warehouses must be secured with impermeable treatment against leakage of harmful substances into ground water.
- Test the leak tightness of pipes or tanks intended for storage and means of transport of hazardous substances and particularly hazardous substances by a competent person at least once every five years, unless a shorter period is specified by the technical standard or the manufacturer, and if any shortcomings are identified, carry out timely repairs without delay.



#### Pipelines for harmful substances

3.6.3 If being part of a planned delivery of an installation and a construction (or their modifications) of pipelines for harmful substances, the following principles must be observed when selecting the supplier, designing and deploying the installation and constructing the structure in order to secure them against the undesired leakage of defective substances:

- The pipelines must comply with
  - ČSN 65 0201 *Flammable Liquids, Facilities and Warehouses*, in particular Articles 151–165,
  - ČSN 65 0202 *Filling and Tapping, Dispensing Filling Stations*, in particular Articles 6.2.3, 7.3.9,
  - ČSN 75 3415 *Facilities for Handling Oil Substances and their Storage*, in particular Article 9.2:
- Only materials resistant to the chemical effects of the transported liquid must be used for pipelines. Pipes made of flammable materials must be provided with a protective device made of non-flammable materials or must be made of non-flammable materials or materials whose flame spread index  $i = 0$  in accordance with ČSN 73 0863.
- Pipelines must be located in such a way that they cannot be damaged by the operation of other machinery and installations (such as cranes).
- Pipelines shall be made in one of the following ways:
  - they shall be placed into channels that are impermeable and chemically resistant to the effects of the fluids present. The channels must be sloped and equipped with a collection sump at the lowest point. The collection sump must be equipped with an automatic signalling of the presence of liquids. The channels must not be connected to a sewer or any other recipient. The piping in the establishment or closed warehouse below floor level must be located in a pipe channel with a removable cover
  - distributions shall be fully equipped with protectors with an impermeable, closable and controllable internal space or a double-wall line with permanently monitored tightness
  - the tightness of the pipelines is monitored in another way (such as by mass flow meters at the beginning and the end of the pipeline with automatic signalling of the flow difference)
- The supplier is obliged to hand over the document with results of the leak test to ŠKODA AUTO upon the delivery handover at the latest.
- Test the leak tightness of the piping by a competent person at least once every five years, unless a shorter period is specified by the technical standard or the manufacturer.

#### 3.7 Waste management

##### Waste treatment

3.7.1 If the planned deployment and operation of an installation or a construction and use of a building is associated with the production of waste within the meaning of Act No. 541/2020 Coll., on waste, the supplier of the design work is obliged to:

- discuss with Department PSU or with waste managers of Kvasiny and Vrchlabí the issue of waste management with regard to the integration into ŠKODA AUTO waste management
- clearly define who becomes the owner-producer of waste generated from the planned activities, including packaging waste, in accordance with Act No. 541/2020 Coll., on waste, as amended
- include the issue of waste management in the project documentation, usually in the chapter on environmental protection.

This means in particular:

- provide the lists of waste (name, catalogue number, category, quantity, method of handling) that will be generated during the deployment and operation of an installation,
- indicate the known data on the quality of generated waste, especially on hazardous properties and on the content of substances registered in the integrated pollution register pursuant to Government Regulation 145/2008 Coll. and its amendments, or attach the safety data sheets of chemical products
- address the method of collection of generated waste, that is to design suitable means of collection, their placement at the workplace and the transport to the designated waste collection points
- propose possible modifications of the generated waste, including technical means for them (such as volume reduction, emulsion centrifuging from splinters, etc.)
- include justified comments of planning departments in the project documentation as well as conditions contained in the relevant permits, approvals and opinions of administrative bodies of environmental protection
- prepare a proposal for changes in the internal waste management instructions of the relevant ŠKODA AUTO department to which the installation or building is intended, or prepare a proposal for a separate waste management project (such as when delivering large equipment units)

3.7.2 If waste is generated during the deployment of an installation or the construction of a building, the supplier is obliged to:

- become the owner-producer of waste generated from the planned activities, including packaging waste, in accordance with Act No. 541/2020 Coll., on waste, as amended, unless determined by ŠA otherwise
- before the start of the delivery, discuss with Department PSU or with the waste managers of Kvasiny and Vrchlabí the issue of waste management that will be generated in the deployment stage of an installation or the construction of a building
- deploy the installation or construct the building in accordance with the project documentation, contractual conditions and binding conditions laid down in the relevant permits, consents and opinions of government administration bodies of environmental protection,
- keep records of waste production during the deployment stage of the installation or the construction of the building and forward it monthly to the relevant planning department which provides the ŠKODA AUTO investor supervision. The summary record is submitted by the investor supervision during the approval of the work
- no later than upon acceptance of an installation or construction by the user, provide Department PSU or the waste managers of Kvasiny and Vrchlabí with the known data on the quality of waste generated during the installation's operation, especially those regarding hazardous properties and the contents of substances registered in the integrated pollution register pursuant to Government Regulation 145/2008 Coll. and its amendments, or attach safety data sheets of chemical products or laboratory analyses from the evaluation of hazardous properties of waste.



#### Waste collection point

3.7.3 If a delivery of installations and buildings or their parts constitutes the construction of a stable waste collection point, the supplier of the project documentation is obliged to:

- clearly define who becomes the owner-producer of waste generated from the carried-out activities, including packaging waste, in accordance with Act No. 541/2020 Coll., on waste, as amended.
- follow the general technical requirements for waste collection installations (collection) pursuant to Art. 5 and 7 of the Decree of the Ministry of the Environment No. 273/2021 Coll., on the details on waste management, which include in particular the following:

- ensuring the protection of waste against weather conditions (except for inert waste), undesirable degradation, misuse, theft, mixing of different waste types or leakage endangering health or the environment
- when choosing a collection point or a warehouse, taking into account the issues of safety for its operation, fire safety, availability and the possibility of operation through mechanised and other means
- hazardous waste collection points and must meet the same technical and safety requirements as storage facilities for substances, preparations and products with identical hazardous properties (e.g. see section

3.6.2

for the tanks for hazardous substances)

- stipulate the obligation of proper waste sorting and marking of collection means for waste that will arise from construction activities by names, numerical codes of waste type and categories in accordance with the Waste Catalogue (Decree of the Ministry of the Environment No. 8/2021 Coll., as amended); in the event of hazardous waste – equip these means of collection with Hazardous Waste Identification Sheets in accordance with the Decree of the Ministry of the Environment No. 273/2021 Coll., as amended.

3.7.4 When building a waste collection point, the supplier is obliged to:

- carry out the work in accordance with the project documentation, contractual conditions and binding conditions laid down in the relevant permits, consents and opinions of government administration bodies of environmental protection
- keep records of waste production during the construction stage and forward it monthly to the relevant planning department which provides the ŠKODA AUTO investor supervision; the summary record is submitted by the investor supervision during the approval of the work
- prior to trial commissioning, the supplier, in cooperation with the planning department, must submit to the user of the work a draft of the operating rules of the collection point for hazardous waste; the supplier shall request the structure of the document from the planning departments or PSU; it is available on ŠKODA Space in the section of Information/About Company/Environment and OHS/Environment/ŠKODA AUTO Environment/Waste

#### **3.8 Use of chemical products**

3.8.1 If any chemical products are supplied for the deployment or operation of an installation or for the construction or use of a building (or during their modifications), they may be used only with the prior consent of Department PSU in the project preparation stage. In order for Department PSU to assess the safety of use, the supplier is obliged to submit the safety data sheet (not only for hazardous chemical products), and in order to release a chemical product as a process material by Department PPF-L, the supplier must also submit the technical data sheet and the formula, in addition to the safety data sheet.

Each safety data sheet must contain information on the content of volatile organic compounds (VOC). If the legislation on the substance or mixture in question does not require a safety data sheet, information on the VOC content shall be included in other documentation (for example, in the technical data sheet).

3.8.2 Tanks storing hazardous chemical substances and mixtures must be marked for the entire period of their storage with a hazard pictogram in a visible place with a contrasting background and, if necessary, the formula or the name of the chemical substance or mixture.

3.8.3 Pipelines transporting hazardous chemicals and mixtures must be designated in accordance with ČSN 13 0072 *Piping – Marking of pipelines as per Operating Fluid* throughout their transport.

3.8.4 Designations of tanks storing hazardous chemicals and mixtures, including their piping, shall not be easily removable and shall be located on accessible sides of the tank or piping.

3.8.5 Enclosed spaces or areas where hazardous chemicals or mixtures are stored must be marked with a warning sign in accordance with the nature of the stored substances or mixtures.

3.8.6 Warehouses in which hazardous chemicals or mixtures are stored as well must be marked with a warning sign on the warehouse door.

3.8.7 The list of chemical substances and mixtures whose use is undesirable at ŠKODA AUTO is given in the organisational standard entitled as 'Chemical Product Management' and in the annex to this ITS.

#### **3.9 Designation and processing of deliveries**

3.9.1 The supplier of installations and buildings (or their modifications) is obliged to indicate all the data required by the relevant Czech or EU legal and technical regulations on each separate packaging of a delivery in the Czech language, and to supplement the deliveries with documents as per Czech or EU legislation. The following laws and related implementing regulations are determinative:

- Act No. 350/2011 Coll., the Chemicals Act
- Regulation (EC) No. 1907/2006 of the European Parliament and of the Council (REACH)
- Regulation (EC) No. 1272/2008 (CLP) of the European Parliament and of the Council
- Act No. 477/2001 Coll., on packaging
- Act No. 541/2020 Coll., on waste
- Act No. 201/2012 Coll. on air protection



Annex: List of undesirable substances

CAS	name
102-71-6	2,2',2''-nitrilotriethanol ; triethanolamine (TEA)
105-59-9	2,2'-methyliminodiethanol (MDEA)
108-90-7	chlorobenzene
108-95-2	phenol
111-42-2	2,2'-iminodiethanol (DEA)
1163-19-5	bis(pentabromophenyl) ether (DBDE)
127-18-4	tetrachloroethylene; perchlorethylene (PCE)
13170-23-5	diacetoxydi-tert-butoxysilane
13674-84-5	tris(2-chloro-1-methylethyl) phosphate (TCPP)
13674-87-8	tris[2-chloro-1-(chloromethyl)ethyl] phosphate (TDCP)
13822-56-5	3-(trimethoxysilyl)propylamine
139-13-9	nitrilotriacetic acid (NTA) < including salts >
139-33-3	disodium dihydrogen ethylenediaminetetraacetate (EDTA-Na2)
141-43-5	2-aminoethanol (MEA)
15467-20-6	disodium hydrogen nitrilotriacetate (NTA-Na2)
163702-07-6	1,1,1,2,2,3,3,4,4-nonfluoro-4-methoxy-butane
163702-08-7	2-(difluoromethoxymethyl)-1,1,1,2,3,3,3-heptafluoro-propane
1717-00-6	1,1-dichloro-1-fluoroethane
17689-77-9	triaceoxyethylsilane
19709-85-4	dicalcium ethylenediaminetetraacetate (EDTA-Ca)
2399-85-1	tripotassium nitrilotriacetate (NTA-K3)
2399-86-2	dipotassium hydrogen nitrilotriacetate (NTA-K2)
25323-30-2	dichlorethylen (DCE)
2551-62-4	sulphur hexafluoride
354-33-6	pentafluoroethane
401514-72-5	nitrilotriacetic acid tri(N-succinimidyl) ester
406-58-6	1,1,1,3,3-pentafluorobutane
4253-34-3	methylsilanetriyl triacetate
4568-28-9	stearic acid, compound with 2,2',2''-nitrilotriethanol (1:1) (TEA-stearate)
4862-18-4	2,2',2''-nitrilotris(acetamide)
50-00-0	formaldehyde
5064-31-3	trisodium nitrilotriacetate (NTA-Na3)
556-67-2	octamethylcyclotetrasiloxane
55965-84-9	reaction mass of: 5-chloro-2-methyl-4-isothiazolin-3-one [EC no. 247-500-7] and 2-methyl-2H-isothiazol-3-one [EC no. 220-239-6] (3:1) and 2-methyl-4-isothiazolin-3-one [EC no. 220-239-6] (3:1) (CMIT/MIT)
56-23-5	tetrachloromethane
60-00-4	edetic acid (EDTA)
61788-76-9	chloro-alkanes
62-33-9	sodium calcium edetate (EDTA-Ca-Na)
63449-41-2	quaternary ammonium compounds, benzyl-C8-18-alkyldimethyl, chlorides
6381-92-6	glycine, N,N'-1,2-ethanediybis[N-(carboxymethyl)-, sodium salt, hydrate (1:2:2)
08/02/1964	tetrasodium ethylenediaminetetraacetate (EDTA-Na)
67-43-6	N-carboxymethyliminobis(ethylenenitrilo)tetra(acetic acid)
68188-18-1	paraffin oils, sulfochlorinated, saponified
71-55-6	1,1,1-trichloroethane
731-27-1	dichloro-N-[(dimethylamino)sulphonyl]fluoro-N-(p-tolyl)methanesulphenamide
7327-60-8	nitrilotriacetone nitrile (NTA-N)
74-87-3	chloromethane
75-00-3	chloroethane
02/09/1975	dichloromethane
05/10/1975	difluoromethane
75-27-4	bromodichloromethane
75-37-6	1,1-difluoroethane
75-69-4	trichlorofluoromethane
76-13-1	1,1,2-trichlorotrifluoroethane
76-14-2	cryofluorane
04/10/1978	tetraethyl orthosilicate
78-87-5	1,2-dichloropropane
79-00-5	1,1,2-trichloroethane
06/01/1979	trichloroethylene (TCE)
02/07/1979	2-chloroacetamide
811-97-2	norflurane
81406-37-3	1-methylheptyl [(4-amino-3,5-dichloro-6-fluoropyridin-2-yl)oxy]acetate
87-68-3	hexachlorobuta-1,3-diene



91995-81-2	fatty acids, C10-20 and C16-18-unsatd., reaction products with triethanolamine, di-Me sulfate-quaternized (TEA-estergnate)
94095-35-9	9-octadecenoic acid (Z)-, reaction products with triethanolamine, di-Me sulfate-quaternized (quaternary TEA-estergnate)
95-50-1	1,2-dichlorobenzene
08/12/1996	1,2-dibromo-3-chloropropane
97-39-2	1,3-di-o-tolylguanidine (DOTG)

The list of undesirable substances is also given in ITS 1.06.

#### List of undesirable substances

Undesirable substances also include the following groups of substances:

- silicones, silanes, siloxanes, etc.
- biocides
- asbestos
- polychlorinated biphenyls (PCB)
- chlorinated hydrocarbons (CHC)
- fluorochlorinated hydrocarbons (CFC)
- fluorinated hydrocarbons (FHC)
- brominated hydrocarbons (BHC)
- fluorinated and perfluorinated surfactants (PFT)
- volatile organic compounds classified as carcinogenic, mutagenic and toxic to reproduction of Category 1A and 1B
- substances that are subject to the obligation to register pursuant to EU Regulation No. 1907/2006 (REACH) and that are not registered (or pre-registered)
- chemical mixtures containing phosphorus

#### Other undesirable substances

Substances included in one of the following lists are also considered undesirable substances:

- substances included in the SVHC and those listed on the Candidate List, which is available at the following link: [http://echa.europa.eu/chem\\_data/authorisation\\_process/candidate\\_list\\_table\\_en.asp](http://echa.europa.eu/chem_data/authorisation_process/candidate_list_table_en.asp)
- substances subject to authorisation given in Annex XIV of EU Regulation No. 1907/2006 (REACH), which is available at the following link: [http://echa.europa.eu/reach/authorisation\\_under\\_reach/authorisation\\_list\\_en.asp](http://echa.europa.eu/reach/authorisation_under_reach/authorisation_list_en.asp)
- substances subject to restrictions on production, market placement and use given in Annex XVII of EU Regulation No. 1907/2006 (REACH)
- substances given in the GADSL list with flag 'P' – see the following link: <http://plastics.americanchemistry.com/GADSL-Reference-List.xlsx>