***Insert Company Name***

Delete this box and insert company logo

**Water Management Procedure**

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| ***General Instructions***   1. *Insert company logo in the header* 2. *Insert company name where indicated (“[insert company name]”)* 3. *Consider the guidance / follow the instructions given in the instruction boxes* 4. *Review the Water Management Procedure and customise accordingly, if required* 5. *Delete the Instruction Box boxes throughout when the document is completed, including this box* |

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| **Document No.:** | XX |
| **Type of Document:** | Procedure |

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**Amendments**

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| *Instruction Box – Delete when complete*  General Instructions for Customisation and Compliance |
| This document provides a template from which your company can develop a Water Management Procedure (WMP) to manage all its water-related activities. The purpose of a water management plan is multifaceted; it aims not only to protect public health but also to promote efficient resource use, ensure compliance with regulations, enhance system performance, support sustainability initiatives, and facilitate sound financial planning. By implementing a WMP, organisations and communities can better manage water resources to meet current and future needs while minimising negative impacts on the environment.  A WMP typically includes strategies for water conservation, reducing waste, managing water quality, and protecting water sources. The ultimate goal is to ensure a reliable supply of clean water for various uses such as drinking, agriculture, industry, and environmental protection.  The goal of this procedure is to ensure sustainable, efficient, and equitable use of water resources while complying with regulatory requirements including international standards, such as the International Finance Corporation (IFC) Performance Standards (PS) on Environmental and Social Sustainability (2012). This document partially covers wastewater.  To ensure the WMP is practical and meets both lender and operational needs, please consider the following:   * Specificity: Tailor the WMP to reflect the specific water impacts of your Company. Include details relevant to your operational context and geographic location. * Operational Integration: The WMP must integrate into daily operations. This involves training staff, establishing clear roles and responsibilities, and ensuring ongoing compliance. * Compliance with Standards: Align the WMP with both international standards (e.g., IFC Performance Standards) and local environmental, health, and safety (EHS) regulations. Ensure that the WMP clearly demonstrates how these standards are to be met. * Detailed Procedures and Roles: Define specific roles and responsibilities for implementing the WMP and provide detailed procedures for risk management, monitoring, and reporting. * Resource Allocation: Commit to allocating the necessary resources, including personnel and training, to effectively implement and maintain the WMP. * Continuous Improvement: Establish a process for regularly reviewing and updating the WMP to reflect new risks, regulatory changes and lessons learned.   For water conservation programs, arrangements should be made to align with best practices and regulatory requirements.  *Note that development of this procedure is not necessary for a company that is largely office and supply chain management based. However, it will be required when there is potential to significantly impact water resources, whether through consumption, discharge, or pollution or if your company’s operations are located in regions facing water scarcity or drought conditions and are under regulatory scrutiny. Furthermore, many regions have strict regulations governing water use, water quality, and wastewater treatment. If your company is subject to water-related legal requirements (e.g., wastewater discharge permits, water extraction permits), a water management procedure is required to ensure compliance.* |

# Purpose and Scope

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| *Instruction Box – Delete when complete*   * *Describe the purpose of the Water Management Procedure (WMP).* * *Define the scope of application of the WMP and whom it applies to.* * *The section below is generic. Review and modify as required for your company.* |

The purpose of this Water Management Procedure (WMP) is to outline the procedures and responsibilities for managing water resources, including conservation, usage, and protection. It has been developed to detail the company’s water management strategies, identify potential water impacts and mitigation measures, and provide a clear overview of the management requirements and responsibilities involved.

By adhering to the WMP, [insert company name] aims to:

* Promote the responsible and sustainable use of water resources to meet the needs of current and future generations;
* Safeguard and improve the quality of water by implementing monitoring and pollution control measures;
* Ensure the proper maintenance and development of water infrastructure to provide reliable access to clean water;
* Encourage water conservation practices among users to reduce overall consumption and enhance sustainability; and
* Comply with international standards and regulatory requirements concerning water management, quality and conservation.

# Objectives

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| *Instruction Box – Delete when complete*   * *Define the scope of application of the WMP and what it aims to achieve.* * *The section below is generic. Review and modify as required for your company.* |

The objectives of this WMP are to:

* Prevent pollution and protect water quality;
* Minimise disruption to operations by effectively managing water resources, ensuring business continuity;
* Ensure a reliable and secure water supply for the company, as part of a sustainable water management strategy;
* Establish ongoing monitoring and evaluation processes to assess water resource status and management effectiveness; and
* Comply with international standards and country-specific discharge standards, ensuring both global and local regulatory adherence.

This Procedure establishes the minimum requirements for the management and conservation of water, including management of wastewater. All employees, contractors and visitors shall comply with this Procedure.

# Legal and International Requirements

## National Laws and Regulations

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| *Instruction Box – Delete when complete*   * *Review country and local legislation relating to water management and list all relevant national laws and regulations such as those governing water pollution, water conservation, water use, wastewater discharges etc.* * *List all relevant water management-related laws and regulations below.* |

The Plan has been developed to conform to the following national laws and regulations:

* *[Example of the types of names for such laws and regulations, include*
  + *National Water Act;*
  + *Water and Sanitation Services By-Law; and*
  + *Wastewater and Industrial Effluent By-Law].*

## International Standards and Guidelines

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| *Instruction Box – Delete when complete*   * *List all relevant international standards and guidelines, such as those provided below, and other lender standards* * *Modify/delete/add to the list as required.* |

The procedure has been developed to conform to the following international standards and guidelines:

* IFC PS on Environmental & Social (E&S) Sustainability (2012). The most salient PS related to assessing and monitoring health impacts are listed below:
  + Performance Standard 3 – Pollution Prevention and Abatement: Requires companies to adopt measures, to the extent technically and financially feasible, avoid or minimise water usage so that the company’s water use does not have significant adverse impacts on communities, other users, and the environment. These measures include, but are not limited to, the use of additional technically feasible water conservation measures within the company’s operations, the use of alternative water supplies and water consumption offsets to maintain total demand for water resources within the available supply. The significance of water use will be determined on a case-by-case basis.
* IFC General Environmental, Health and Safety (EHS) Guidelines (2007);
* IFC EHS Guidelines for Annual Crop Production (2016);
* IFC EHS Guidelines for Food and Beverage Processing (2007); and.
* IFC EHS Guidelines for Perennial Crop Production (2016).
* World Bank Environmental and Social Framework (2016); and
* Equator Principles 4 (2020).

# Other Relevant References

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| *Instruction Box – Delete when complete*   * *List all relevant documents which are referred to in this document and / or which supported the drafting of this document.* * *Modify/delete/add to the list as required.* |

This WMP should be read together with the following documents:

* [insert company name] Environment and Social Impact Assessment (ESIA); and
* [insert company name] xxx Procedure.

# Definitions

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| *Instruction Box – Delete when complete*   * *The table below includes a list of definitions of terms used in the document. Modify/delete/add to as required.* |

| **Term** | **Definition** |
| --- | --- |
| Water Management Procedure | A water management procedure is a systematic framework or set of guidelines designed to manage water resources effectively and sustainably. It outlines the processes, responsibilities, and actions necessary to achieve specific objectives related to water use, quality, conservation, and infrastructure maintenance. |
| Water Conservation | The practice of using water efficiently to reduce unnecessary use, involving techniques and strategies to prevent wastage and manage demand. |
| Water Quality | The chemical, physical, biological, and radiological characteristics of water, related to its suitability for specific purposes like drinking, agriculture, or industrial use. |
| Sustainable Water Management | Long-term planning and implementation of water usage practices that meet current needs without compromising the ability of future generations to meet their water needs. |
| Water Discharge | The release of water, treated or untreated, from a facility or site into the environment (e.g., rivers, lakes), which must comply with regulatory standards. |

# Abbreviations and Acronyms

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| *Instruction Box – Delete when complete*   * *The table below includes a list of abbreviations and acronyms which are referred to in the document. Modify/delete/add to as required.* |

| **Abbreviations and Acronyms** | **Definition** |
| --- | --- |
| COD | Chemical Oxygen Demand |
| E&S | Environmental and Social |
| EHS | Environmental, Health and Safety |
| HVAC | Heating, Ventilation, and Air Conditioning |
| IFC | International Finance Corporation |
| KPI | Key Performance Indicators |
| PS | Performance Standard |
| TSS | Total Suspended Solids |
| WMP | Water Management Plan |

# General Requirements

## General Requirements

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| *Instruction Box – Delete when complete*   * *Outline the general requirements with respect to management of water resources.* * *The text below is generic. Review and modify as required for your company.* |

[insert company name] shall comply with the following general requirements:

* Conserve the quantity and quality of water resources while maintaining and / or optimizing access to appropriate water for drinking and sanitary purposes and operational activities / processes;
* Local requirements regarding licenses and permits relating to water abstraction, use, treatment, discharge and storage are to be well understood and the relevant licenses/permits are to be obtained from the authorities;
* Water Management and Conservation Programmes should be developed, implemented and maintained specific to each site to measure water consumption, with performance targets set to reduce water consumption;
* Appropriate maintenance plans should be implemented at each site to ensure effective monitoring and management of water related equipment;
* Water reuse/recycling should be implemented wherever practicable;
* Implement measures to prevent and control the contamination of water sources (i.e. by avoiding excessive irrigation, re-use of process water, ensuring appropriate treatment of wastewater, etc.); and
* Water consumption should be tracked and recorded monthly .

# Water Use Assessment

* 1. **Resource Inventory**

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| *Instruction Box – Delete when complete*   * *List each source of water used by the company, where it’s found, the amount of water it can provide (e.g., litres per day) and any available data on its water quality (e.g. pH levels, contaminants). This section is applicable only if your company utilizes multiple water sources (e.g., groundwater, surface water, rainwater harvesting) in addition to municipal supply. If your operations are solely dependent on municipal water, the section can be deleted.* * *Describe all physical components involved in managing water, their dimensions, volume or capacities and the state of their conditions.* * *Detail specific areas where water is utilised within the company, provide figures of actual usage of the identified areas and describe why water is used in each location (e.g., irrigation, cooling systems, cleaning).* * *Detail the equipment used for tracking water usage and quality.* * *The section below is generic. Review and modify as required for your company.* |

The resource inventory aims to provide a comprehensive understanding of [insert company name]'s water resources and infrastructure, facilitating effective management and conservation efforts.

Annex A provides a detailed overview of [insert company name] water resources and infrastructure. This includes:

* **Water Sources:** Lists of all sources of water such as surface water, groundwater, rainwater harvesting systems, and recycled water. For each source, include information on location, volume or capacity, and quality metrics.
* **Water Infrastructure:** Details the components involved in water management, including pipes and plumbing, pumps and valves, storage tanks, and treatment facilities. Provide specifics on type, size, capacity, and condition.
* **Water Usage Points:** Identifies where water is used within the company, such as production facilities, office buildings, and landscaping areas. Include details on the volume of water used and the purpose of use.
* **Monitoring and Measurement Equipment:** Describes the equipment used to monitor water use and quality, such as meters and sensors, including their locations and functions.
* **Records and Documentation:** Outlines the types of records maintained, such as water usage reports, maintenance logs, and compliance documents, along with their storage methods.

*Refer to Annex A for a detailed template and assessment of water sources, including their reliability, risks, and recommended actions.*

## Current Water Usage

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| *Instruction Box – Delete when complete*   * *Document current water sources, usage patterns, and quantities. Include details on water consumption in various operations, such as processing, equipment cleaning, and employee use.* * *The section below is generic. Review and modify as required for your company.* |

The company currently utilises water from various sources, including [insert sources such as municipal supply, groundwater wells, surface water, or rainwater harvesting]. Water is used across different operations, including:

* **Production Processes**: Water is used as a key input in the production of [insert product or process], including [washing, cooling, heating, or mixing]. The average daily consumption for production is estimated at [insert quantity, e.g., litres per day].
* **Sanitation and Domestic Use**: Water is supplied to facilities for sanitation purposes, including [restrooms, employee showers, and drinking water]. The estimated daily usage for sanitation is [insert quantity, e.g., litres per day].
* **Irrigation** (if applicable): In agricultural operations, water is used for the irrigation of crops, with consumption varying based on seasonal requirements. The average water usage for irrigation is [insert quantity, e.g., litres per hectare per day].
* **Cooling and Heating, Ventilation, and Air Conditioning (HVAC) Systems**: Water is used in the cooling systems, including HVAC, to maintain optimal temperatures in the production areas and offices. The estimated daily water usage for cooling systems is [insert quantity, e.g., litres per day].
* **Cleaning and Maintenance**: Water is utilised for cleaning equipment, workspaces, and vehicles. The average consumption for cleaning activities is [insert quantity, e.g., litres per day].
* **Total Water Consumption**: The total average daily water consumption across all operations is [insert total quantity, e.g., litres per day], with variations depending on production cycles and seasonal demands. For a detailed overview of water consumption at various points of operation, please refer to the Water Usage Points Table in Annex C.
* **Water Source Reliability**: The reliability of water sources is regularly assessed to ensure a consistent supply, with contingency plans in place for potential disruptions.

## Water Regulatory Requirements

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| *Instruction Box – Delete when complete*   * *Identify and describe local water regulations and permits required for water use, abstraction, storage and discharge. Include any water withdrawal limits, quality standards, and reporting requirements.* * *Ensure compliance with local water abstraction permits, wastewater discharge permits, and adherence to both national and IFC guidelines.* |

[insert company name] is subject to the following licensing and registration requirements:

* *[list your company’s water licensing and registration requirements here]*

## Water Demand Forecast

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| *Instruction Box – Delete when complete*   * *Estimate your company’s future water needs based on projected operational changes and growth. Consider factors such as increased production, expansion of facilities, and climate change impacts.* * *The section below is generic. Review and modify as required for your company.*   *Note: Completing this section is not necessary for companies that primarily focus on office-based operations and supply chain management.* |

Below is an assessment of [insert company name]’s water demand forecast:

* **Increased Production Capacity:** As the company plans to increase its production capacity by [insert percentage, e.g., 20%] over the next [insert number, e.g., five] years, water demand is expected to rise proportionately. This includes increased water use in [insert relevant processes, e.g., production processes, cooling systems, and sanitation facilities].
* **Facility Expansion:** The addition of new facilities or expansion of existing ones, such as [insert specific expansions, e.g., additional office spaces etc], will contribute to a rise in water consumption. The estimated increase in water usage due to these expansions is [insert quantity, e.g., litres per day].
* **Climate Change Impacts:** Potential climate change effects, such as altered rainfall patterns or higher temperatures, may influence water availability and demand. The company has factored in a [insert percentage, e.g., 10%] increase in water demand to account for potential climate-related stress on water resources.
* **Operational Efficiency Improvements:** While water demand is expected to rise due to increased production and expansion, the implementation of water-saving technologies and processes is anticipated to mitigate some of this growth. For example, upgrading to more efficient irrigation systems or adopting water recycling practices may reduce the forecasted increase in water demand by [insert percentage, e.g., 5%].
* **Estimated Future Water Demand:** Based on these factors, the company’s total water demand is projected to increase from [insert current daily usage, e.g., X litres per day] to [insert projected future usage, e.g., Y litres per day] by [insert year, e.g., 2030].
* **Water Supply Planning:** The company will regularly reassess its water demand forecasts to ensure that future needs can be met sustainably, with contingency plans in place for sourcing additional water if required.
* **Water shortage:** Consider the risks of water shortage and monitor the source of water for operations/irrigation for different farms. Develop a plan for efficient use contingency plans to address potential water shortages. In case of groundwater use, ensure that the relevant permit is obtained.

# Water Conservation Strategies

## Conservation Measures

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| *Instruction Box – Delete when complete*   * *Describe conservation measures put in place and explain the implementation process and state the anticipated benefits for each.* * *The section below is generic. Review and modify as required for your company.* |

The company is committed to reducing water consumption and improving water use efficiency across all operations. The following conservation measures have been identified and will be implemented to achieve these goals:

* **Installation of Low-Flow Fixtures:** To reduce water usage in employee facilities, low-flow fixtures, including faucets, toilets, and showers, will be installed in all restrooms, break rooms, and other water-using areas. This measure is expected to significantly lower water consumption in day-to-day operations.
* **Rainwater Harvesting:** The company will implement rainwater harvesting systems to capture and store rainwater for non-potable uses, such as landscape irrigation, cooling processes, and equipment cleaning. This will reduce the dependency on municipal or groundwater sources and help conserve water resources.
* **Efficient Irrigation Systems (if applicable):** For operations that involve agricultural activities, the company will adopt efficient irrigation techniques, such as drip irrigation or sprinkler systems, to minimize water wastage. These systems ensure that water is delivered directly to the plant roots, reducing evaporation and runoff.
* **Greywater Reuse:** The company will explore opportunities to reuse greywater generated from non-industrial processes, such as wastewater from sinks and showers, for purposes like toilet flushing and landscape irrigation. This practice will help reduce overall water demand and promote sustainable water management.
* **Regular Maintenance and Leak Detection:** The company will implement a routine maintenance schedule to check for and repair leaks in water supply systems, piping, and equipment. Early detection and prompt repair of leaks will prevent water loss and contribute to overall conservation efforts.
* **Employee Awareness and Engagement:** The company will develop a water conservation awareness program to educate employees on the importance of water conservation and encourage them to adopt water-saving behaviours. This will include training sessions, informational materials, and incentives for employees who contribute to water-saving initiatives.

# Protection of Water Resources

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| *Instruction Box – Delete when complete*   * *List the specific wastewater treatment systems currently in use at your facility and describe their intended function, focusing on how they handle wastewater from processing and related activities.* * *Provide a schedule for routine maintenance of the wastewater treatment systems. Mention who is responsible for maintenance and what specific tasks will be included (e.g., inspections, repairs).* * *Outline the training programs for staff regarding wastewater management. Mention the topics covered and the frequency of training sessions.* * *Explain how you will regularly review and update your wastewater management practices. Mention how feedback will be incorporated into your processes.* * *The section below is generic. Review and modify as required for your company.* |

## Wastewater Management Requirements

This section outlines the wastewater management practices that [insert company name] will implement to ensure effective treatment and compliance with environmental regulations. It details the processes for maintaining, and improving wastewater systems, emphasizing the importance of minimising environmental impact while supporting operational efficiency in the company.

To ensure effective wastewater management and environmental compliance, [insert company name] will implement the following practices where applicable to the company’s activities:

* **Wastewater Treatment Systems:**
  + **Installation:** Implement appropriate wastewater treatment systems designed to effectively remove contaminants from wastewater generated during operations. Ensure the system is suitable for the specific types of waste produced in processing and related activities.
* **Discharge Protocols:**
  + **Compliance:** Ensure that treated wastewater meets all regulatory standards before discharge. Familiarise staff with applicable local and national regulations regarding effluent quality to avoid non-compliance.
* **Staff Training:**
  + **Education:** Provide training for employees on the importance of wastewater management, operation of treatment systems, and compliance with discharge protocols.

## Domestic Wastewater

Effective management of domestic wastewater is important for maintaining public health and environmental standards. This section outlines the requirements for handling domestic wastewater, ensuring compliance with regulations and promoting sustainable practices.

The following guidelines must be adhered to:

* For locations where domestic wastewater is discharged into septic tanks, [Insert Company name] or the contracted service provider must ensure that these tanks are emptied regularly. Wastewater should be transported by an authorized service provider to a licensed wastewater treatment plant, in compliance with local municipal regulations.
* Where wastewater is discharged into the municipal sewage network, [Insert Company name] will obtain the necessary permissions to connect to the network, ensuring adherence to all local guidelines.

## Stormwater and Run Off Requirements

Stormwater is generated from precipitation events and snowmelt, flowing over various surfaces and often becoming runoff. Effective management of stormwater runoff is important for reducing flooding, preventing water pollution, and protecting natural ecosystems.

Stormwater runoff can carry various pollutants, including:

* Sediments: Erosion from construction sites and unpaved areas can contribute to sedimentation in waterways.
* Nutrients: Excess nutrients from fertilisers can lead to algal blooms in water bodies.
* Chemicals: Pesticides, oil, grease, and heavy metals from urban surfaces can contaminate runoff.

To effectively manage stormwater and mitigate its impacts, the following measures must be implemented:

* All stormwater run-offs must be properly segregated with clean water run-off diverted to prevent it mixing with contaminated water.
* Retention and detention basins put in place to capture and store stormwater, allowing for gradual release and infiltration.
* Techniques such as infiltration trenches and soakaway pits to promote groundwater recharge by allowing stormwater to permeate into the soil.
* Surfaces designed to allow water to pass through, reducing runoff and promoting infiltration.
* Ensure stormwater does not enter the municipal sewer system.
* Surface runoff from process areas or potential sources of contamination from operational areas should be prevented from being released into the environment e.g. through channelling to a pollution control dam, separator or other water treatment facility.
* Runoff and drainage should not be directed toward wells or boreholes and any soakaways or septic systems should be down hydraulic gradient and sufficiently distance (e.g. 50m) from any sensitive surface or groundwater resources.
* Where practical, capture rainwater for water utilisation on site.
* The quality of all wastewater streams discharged from the site should be monitored regularly to ensure compliance with the requirements of permits and relevant legislation.

# Water Resource Management

## Water Audits

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| *Instruction Box – Delete when complete*   * *List key areas to audit (e.g., production facilities, restrooms).* * *Describe the data collection process, including water bills, flow measurements, and historical usage.* * *Mention site inspection focus areas as well as list recommendations identified in this regard.* * *List methods for assessing water use, including usage patterns and staff interviews.* * *Describe proposed conservation strategies.* * *List components included in the final report and describe how to communicate results with stakeholders for implementation.* * *The section below is generic. Review and modify as required for your company.* |

This section outlines the essential components of a water audit, which is a systematic evaluation aimed at identifying and implementing measures to improve water efficiency and conservation within [insert company name]. The audit should be conducted by designated personnel, such as facility managers and should occur annually or as needed, depending on operational changes or water usage patterns.

Regular water audits are essential for assessing and improving water efficiency. These audits should focus on key areas such as production facilities and restrooms. Begin by gathering existing data and inspecting water systems for leaks and inefficiencies, while also assessing usage patterns through staff input. Analyse the data to quantify water use and identify inefficiencies, benchmarking against industry standards. Develop clear recommendations for reducing water use, which may include fixing leaks and upgrading fixtures, as well as proposing conservation strategies like rainwater harvesting. Additionally, perform a cost-benefit analysis of the recommended changes. Document your findings in a clear report and communicate the results to stakeholders for implementation. It’s important to regularly monitor progress and schedule re-audits to evaluate effectiveness and uncover new improvement opportunities.

# Monitoring and Reporting

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| *Instruction Box – Delete when complete*   * *Specify monitoring measures in place including meter readings and installation points for flow meters and calibration frequency if applicable.* * *Describe the monitoring program you will implement. List key parameters that you will track, along with the frequency of monitoring (e.g., daily, weekly, monthly).* * *Specify what documentation will be maintained, including monitoring results and maintenance logs.* * *Describe relevant KPIs (e.g., water usage per employee), metrics related to water efficiency (e.g., total water used/discharged) and list areas with high water usage and conservation measures put in place.* * *Set a regular review schedule for consumption data and measure conservation effectiveness.* * *List metrics related to water efficiency* * *The section below is generic. Review and modify as required for your company.* |

## Monitoring

To effectively manage and enhance water conservation efforts, [insert company name] must implement a structured approach that includes monitoring, tracking, and reporting. Here are the key components to focus on:

* **Water Usage Monitoring:**
  + **Municipal Meter Monitoring**: Monitor the municipal water meter monthly to track overall consumption. Record each reading to analyse trends and identify opportunities for conservation. Document each monthly reading and compare it against previous data to identify trends and areas for improvement.
  + **Flow Meters:** Install flow meters at key points throughout the facility to continuously measure and record water usage. Ensure meters are calibrated regularly for accurate readings.
  + **Usage Logs:** Maintain detailed logs of water consumption data collected from flow meters and other monitoring tools.
* **Monitoring and maintenance of wastewater treatment systems:** Establish a routine monitoring program to regularly assess the performance of wastewater treatment systems. This should include tracking key parameters such as pH, chemical oxygen demand (COD), and total suspended solids (TSS). Schedule regular maintenance to ensure systems operate efficiently and comply with local environmental regulations.
* **Discharge Protocols documentation:** Maintain detailed records of wastewater treatment processes, monitoring results, and maintenance activities. This documentation should be readily available for internal reviews and external audits.
* **Tracking Conservation Efforts:**
  + **Performance Metrics:** To evaluate the success of conservation efforts implemented for each site type (e.g. office building, warehouse etc.), define key performance indicators (KPIs) for water usage including percentage reduction in water consumption, and volume of water recycled or reused.
  + **Identify High-Consumption Areas**: Identify high-consumption areas and prioritize conservation measures based on their impact and feasibility. Document each selected measure and ensure you provide details on expected benefits and maintenance plans.
  + **Data Analysis:** Regularly analyse water consumption data to assess the effectiveness of implemented conservation measures and identify areas for improvement.

*Refer to Annex E for a detailed overview of the tracking conservation efforts and KPIs table template.*

* **Continuous Improvement:**
  + **Review and Adaptation:** Regularly review wastewater management practices and update them as necessary to incorporate new technologies or methods that enhance treatment efficiency and compliance.

## Reporting

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| *Instruction Box – Delete when complete*   * *List the specific details to be included in the water usage log.* * *Mention the frequency for monitoring water quality at discharge points and key usage per site (e.g., monthly, quarterly).* * *List the key parameters to be tested to ensure compliance with regulatory and IFC standards.* * *List all types of water management equipment that require regular inspection (e.g., meters, treatment systems).* * *Describe the maintenance log format, which should include dates of inspections, details of maintenance activities performed, and verification of equipment accuracy.* * *Mention the steps for checking water storage facilities, including assessing structural integrity and functionality and checking for leaks or contamination risks.* * *The section below is generic. Review and modify as required for your company.* |

* **Internal Reporting:**
  + **Water Use Efficiency:** Track metrics related to the efficiency of water use, such as quantities of water used and discharged (in cubic meters) including total amount of water withdrawn from each source (e.g., surface water, groundwater), amount of water used in various processes (e.g., equipment cleaning, processing), volume of water discharged, including treated and untreated water, volume of water reused within the facility as well as volume of water treated and then discharged.
  + **Operational Impacts**: Document any operational impacts on water resources, including incidents of water quality issues or disruptions in water supply.
  + **Training and Awareness**: Record the completion and effectiveness of training programs related to water management.
* **External Reporting**
  + **Regulatory Compliance:** Report on compliance with local, national, and international water regulations and standards, including any inspections or audits to assess water usage and identify opportunities for improvement (refer to 11.1.)
  + **Quarterly Sustainability Reports:** Prepare and distribute quarterly reports detailing water usage, conservation efforts, and progress towards set targets. Include visual aids like charts and graphs for clarity.
  + **Sustainability Performance:** Highlight progress towards sustainability goals, including reductions in water use, improvements in water quality, and achievements in conservation efforts.

The quantity and quality of water used and discharged by [insert company name] will be recorded and maintained on-site to facilitate regular reviews and ensure compliance. The following procedures will be implemented:

* **Water Usage and Quality Logging:**
  + **Data Recording:** Maintain a comprehensive water usage log incorporated in the resource inventory template that records the quantity of water extracted, used, and discharged, as applicable to your company. Include details on water sources and usage points.
  + **Quality Monitoring:** Regularly monitor water quality at discharge points and key usage sites to ensure it meets regulatory and IFC standards.
* **Inspection and Maintenance:**
  + **Water Management Equipment:** Inspect and maintain water management equipment, such as meters and treatment systems, on a regular basis to ensure accuracy and effectiveness.
  + **Storage Facilities:** Regularly check storage facilities for water and related substances to ensure they are in proper condition and do not pose a risk of contamination.

**Table 12.1: Metrics for Recording Water Use and Quality**

| **Topic** | **Definition** | **Unit of measure** |
| --- | --- | --- |
| Water Withdrawn | Total amount of water withdrawn from each source during the reporting period. | Cubic meters |
| Water Consumed | Amount of water used in various operations. | Cubic meters |
| Water Discharged | Total volume of water discharged, including treated and untreated. | Cubic meters |
| Water Reused | Volume of water reused within the facility. | Cubic meters |
| Water Treated and Discharged | Volume of water treated and then discharged. | Cubic meters |

# Training and Awareness

|  |
| --- |
| *Instruction Box – Delete when complete*   * *Develop and implement training programs to educate employees on water conservation practices and their roles in achieving conservation goals.* * *The section below is generic. Review and modify as required for your company.* |

[insert company name] recognises the need for staff and contractors to be appropriately trained in the tasks that they are to undertake to properly manage their water resources and reduce water usage in overall.

To this end, the company implements comprehensive training and awareness programs tailored to its operations. These programs include:

* **Water Management Training**: This training includes a brief introduction to efficient water use practices and technologies during induction for all staff, emphasizing the importance of water conservation. Additionally, the ESG/Sustainability Lead and Facilities Manager will be expected to familiarize themselves with the WMP and its implementation.
* **Environmental Impact Awareness**: Increases awareness of the environmental impacts of water usage and how to mitigate them.

# Roles and Responsibilities

|  |
| --- |
| *Instruction Box – Delete when complete*   * *Designates specific personnel to oversee various aspects of water management within the company.* * *Select responsible employees, perhaps from your existing management team, to take charge of your water management program.* * *The section below is generic. Review and modify as required for your company.* |

The key roles and responsibilities for the implementation of This procedure are described in **Table 14.1** *[modify as required].*

**Table 14.1: Key Roles and Responsibilities**

| **Role** | **Responsibility** |
| --- | --- |
| **Environmental, Social and Governance (ESG) or Sustainability Manager** | * Responsible for ensuring that water management practices align with broader environmental and sustainability goals. The individual will oversee compliance with regulatory requirements and coordinate initiatives across departments to integrate water management into the company's overall ESG strategy. |
| **Facilities / Operations Manager** | * Responsible for the implementation of the WMP within operational facilities. This role includes overseeing water usage efficiency, ensuring compliance with water management policies, and collaborating with the ESG lead to address any water-related issues that arise. |
| **Contractors including subcontractors** | * Contractors are held to high environmental standards. The contractors should adhere to water management policies, conduct compliance checks, and coordinate with the Water Management Coordinator to address any issues. |
| **All employees** | * Attend management related training programmes required and ensure the implementation of requirements from this procedure during daily operations. |

# Annex A: Resource Inventory

**Table A.1: [insert company name] Resource Inventory**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ID** | **Name** | **Type** | **Location** | **Volume/Capacity** | **Quality Metrics** | **Condition** | **Availability** | **Seasonal Variability** | **Pollution Threats** | **Notes** |
| *1* | *Modify/delete/add to as required.* |  |  |  |  |  |  |  |  |  |
| 2 | River A | Surface Water | Latitude, Longitude | [Volume] | [Quality Metrics] | Good | High (e.g., 5000 m³/day) | Moderate: Low in winter | Moderate: Agricultural runoff | Key source for nearby town |
| *3* | Well C | Groundwater Well | Latitude, Longitude | [Capacity] | [Quality Metrics] | Poor | Low (e.g., 500 m³/day) | Low | Low: Limited contamination | Requires maintenance |
| *4* | *[XXX]* |  |  |  |  |  |  |  |  |  |
| *5* | *[XXX]* |  |  |  |  |  |  |  |  |  |

# Annex B: Water Infrastructure

**Table B.1: [insert company name] Water Infrastructure**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ID** | **Component** | **Type** | **Size/Capacity** | **Condition** | **Location** | **Notes** |
| *1* | *Modify/delete/add to as required.* |  |  |  |  |  |
| *2* | Pipe Network | Pipes | [Size] | Good | [Location] | Regular maintenance required |
| *3* | Pump System | Pumps | [Capacity] | Fair | [Location] | Upgrade needed |
| *4* | Storage Tank | Tank | [Capacity] | Good | [Location] | Recently inspected |
| *5* | *[XXX]* |  |  |  |  |  |

# Annex C: Water Usage Points

**Table C.1: Water Usage Points**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Location (Source)** | **Usage Point** | **Amount Used /month (cubic meters)** | **Purpose** | **Comments** |
| *Modify/delete/add to as required.* |  |  |  |  |
| Production Facility | Production Lines | [Volume] | Manufacturing | High consumption |
| Office Building | Restrooms & Kitchens | [Volume] | Employee use | Moderate consumption |
| *[XXX]* |  |  |  |  |
| *[XXX]* |  |  |  |  |

# Annex D: Water Quality Monitoring

**Table D.1: [insert company name] Water Quality Monitoring**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sample location** | **Parameters Tested** | **Test Results** | **Comments** |
| *Modify/delete/add to as required.* |  |  |  |
| Discharge Point 1 |  |  |  |
| *[XXX]* |  |  |  |
| *[XXX]* |  |  |  |
| *[XXX]* |  |  |  |

# Annex E: Water Conservation Efforts KPI Monitoring

**Table E.1 : Water Conservation Monitoring**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Site Type** | **KPI** | **Baseline Measurement** | **Current Measurement** | **Status** | **Comments** |
| *Modify/delete/add to as required.* |  |  |  |  |  |
| Office Building | % Reduction in Water Usage | XX% | YY% | ZZ% | On Track/Needs Attention |
| Warehouse | Volume of Water Recycled | XX gallons | YY gallons | ZZ gallons | On Track/Needs Attention |