

# ENVIRONMENTAL MANAGEMENT SYSTEM

Unit 27 & The Former Scrapyard, Castle Park Industrial Estate, Flint, Flintshire CH6 5XA

**New Horizon Plastics Co Ltd**

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1.6	01/12/2021	CP	NHP	NRW comments: Added Section 2.11 and updated Section 4.7.2 & 5.7.1

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## Site Information & Key Contacts List

<b>Site Address:</b>	Unit 27 & The Former Scrapyard, Castle Park Industrial Estate, Flint, Flintshire CH6 5XA		
<b>Site Operator:</b>	New Horizon Plastics Co Ltd	<b>National Grid Ref:</b>	SJ 24398 73554

CONTACT	DESCRIPTION	OFFICE HOURS	OUT OF HOURS
Philip Thomas	Director / Site Manager	07730 402400	07730 402400
Yang Liu	Director / Site Manager	07792 482757	07792 482757
Mark Imrie	Technically Competent Manager	07958 587462	07792 482757
<b><u>Hollywood Community Hospital</u></b> Halkyn Road, Holywell CH8 7TZ	Local NHS Hospital (Main)	03000 850008	999
	Accident & Emergency (A&E)	999	999
<b><u>Eyton Place Surgery</u></b> Flint Health and Wellbeing Centre, Earls Street, Flint, Flintshire, CH6 5ER	Local Doctor Surgery (GP)	0117 9661412	999 or 112
<b><u>North Wales Police</u></b> 26 Wepre Drive, Connah's Quay, Deeside, CH5 4HA	Local Police Non-Emergency	01275 818340	999 or 112
<b><u>North Wales Fire &amp; Rescue Service</u></b> Gorsaf Dân (Flint) Fire Station, Chester Street, Flint, Flintshire, CH6 5DH	Fire and Rescue Service (in Emergency Dial 999)	01352 732777	999 or 112
<b><u>Natural Resources Wales (Nearest Office)</u></b> Chester Road, Buckley, CH7 3AG	Environmental Regulator	0300 065 3000	0300 065 3000
<b><u>Flint Town Council</u></b> Council House, Victoria Square, Birmingham B1 1BB	Local General Enquiries	01352 734414	999 or 112
<b><u>Flintshire County Council</u></b> County Hall, Mold, Flintshire, CH7 6NF	Local General Enquires	01352 703234	999 or 112
<b><u>Dwr Cymru (Welsh) Water</u></b>	Mains water and sewerage supplier	0800 052 0130	0800 783 4444
<b><u>Oaktree Environmental Ltd</u></b> - Lime House, 2 Road 2, Winsford, Cheshire CW7 3QZ	Specialist Advisor (Waste and Planning Issues)	01606 558833	999 or 112 or

# **1 General considerations**

## **1.1 Site operator/permit information**

- 1.1.1 New Horizon Plastics Co Ltd operate EPR/BB3697ZN which is an A16 Physical Treatment Facility. The site allows for the sorting, storage and treatment of predominantly plastic waste. Recycled consists of baled, pellets or flaked plastic for export as product in the manufacturing industry. Residual waste will be sent to an appropriately permitted site.
- 1.1.2 This Environmental Management System (EMS) has been updated as part of a variation to the above permit to include an additional activity comprising the physical treatment of End-of-Life Tyres (ELTs) on an additional site which is proposed to be permitted. The proposed site will form the same permit boundary as the existing site and be referred to as SITE B (The Former Scrapyard) with the existing site (Unit 27) being referenced as SITE A.
- 1.1.3 This EMS will be subject to a detailed annual review and this review does not preclude periodic updates that may arise from experience of operating the site as it is a living document and may be updated at any time.
- 1.1.4 Developments in legislation such as the regular increases in the Landfill Tax have increased the need for effectiveness and scope of operations at waste transfer and recycling centres, leading to greater recovery rates for recyclable waste.
- 1.1.5 This EMS will also incorporate a new plastics sorting and treatment plant to be installed at SITE A which will enable more recyclable materials to be removed from the waste input thus complying with local, regional and national targets. New Horizon Plastics Co Ltd prides itself on the quality of material it purchases, processes and exports and aim for 100 % conformity so end customers can be assured of quality materials at all times. New Horizon Plastics Co Ltd has a stringent quality process across its business structure to ensure these standards are achieved.
- 1.1.6 The site will receive waste from in-house collection operations and a number of other carriers from surrounding areas, delivering pre-selected waste from customers.

- 1.1.7 The EP will be regulated by the NRW under the Environmental Permitting (England & Wales) Regulations 2016.

## 1.2 Relevant contacts

- 1.2.1 Registered office details for the operator are as follows:

New Horizon Plastics Co Ltd  
91 Solo Hill  
Birmingham  
United Kingdom  
B19 1AY

**Contact:** Philip Thomas / Yang Liu

**Position:** Directors

- 1.2.2 Oaktree Environmental Ltd have been engaged to act as consultants for New Horizon Plastics Co Ltd to assist in the preparation of this Environmental Management System (EMS). This EMS has been prepared to meet the requirements of The Environmental Permitting (England and Wales) Regulations 2016 and the Natural Resources Wales Guidance: *“how to comply with your environmental permit”*.

- 1.2.3 Contact details for Oaktree Environmental Ltd are as follows:

Oaktree Environmental Ltd  
Lime House  
2 Road Two  
Winsford  
Cheshire CW7 3QZ

**Contact:** Chris Parry

**Position:** Senior Consultant

**Tel:** 01606 558833

**E-mail:** chris@oaktree-environmental.co.uk

## 1.3 Site location

- 1.3.1 The site is located at Unit 27 & The Former Scrapyard, Castle Park Industrial Estate, Flint, Flintshire CH6 5XA as shown on Drawing Nos. CAS/2570/01 & 02. The national grid reference for the site is SJ 24398 73554
- 1.3.2 The site is predominantly located in an industrial area; immediately south of the site is Unnamed Road with numerous industrial premises; east and north of the site are

industrial/commercial premises and west is the site's nearest sensitive receptor i.e. River Dee Estuary. The nearest residential receptor is south east of the site on Castle Dyke Street.

## **1.4 Permit area/waste management operations**

1.4.1 The permit boundary is outlined in green on Drawing No. CAS/2570/02. All references to 'the site' or 'SITE A / SITE B' in this EMS shall mean the area inside the permit boundary and associated infrastructure, plant and equipment.

1.4.2 The Environmental Permit is required for the storage (keeping) prior to removal, and treatment (all types of handling/processing) of waste. Waste treatment processes to be carried out on site may include the following, as authorised by Table S1.1 in the permit and are limited to non-hazardous wastes:

- a) **PLASTIC RECYCLING:** Compacting, manual sorting/separation), mechanical sorting, separation & screening, drying, crushing, washing, shredding, granulating, baling
- b) **TYRE RECYCLING:** sorting, separation, shearing, de-beding, bale breaking, baling, shredding, compacting, granulating and milling

1.4.3 Specified waste management operations include waste disposal and waste recovery operations listed Annex I and II of The Waste Framework Directive 2008/98/EC and are listed in summary below:

- R3: Recycling or reclamation of organic substances.
- R4: Recycling or reclamation of metals and metal compounds.
- R5: Recycling or reclamation of other inorganic materials.
- R12: Exchange of waste.
- R13: Storage of waste pending recovery.

## **1.5 Hours of operation**

1.5.1 The site will be operated in accordance with the following hours:

- **SITE A** = 07:00 – 19:00 Monday – Sunday and closed Bank Holidays.
- **SITE B** = 07:00 – 19:00 Monday – Sunday and closed Bank Holidays.
- Both sites will be completely shut down for one day a month to provide a full operational clean up.

1.5.2 In the event that the site is closed or not in operation for any reason, the gates will be locked and secured to prevent unauthorised vehicular and/or pedestrian access and a 24-hour security presence will be maintained to monitor waste and product stocks.

## **1.6 Waste types and quantities**

1.6.1 The waste types handled on site will consist of dry non-hazardous household, commercial and industrial waste arising's as defined in the Controlled Waste (England and Wales) Regulations 2012 and Section 75 of the Environmental Protection Act 1990. Although the permit allows a wide range of wastes to be accepted the majority of inputs consist of hard and soft plastics from post-consumer and manufacturing sources.

1.6.2 A detailed breakdown of the waste types accepted at the site will be included in Appendix III of this EMS as part of the EP. No hazardous, dusty, clinical, sludge or liquid wastes will be accepted at the site. The main waste codes accepted will be plastics and tyres i.e.

- 15 01 02 plastic packaging
- 15 01 06 mixed packaging
- 16 01 03 end-of-life tyres
- 17 02 03 plastic
- 19 12 04 plastic and rubber
- 20 01 39 plastics

1.6.3 The table below which is shown on Drawing No. CAS/2570/03 details maximum pile sizes and duration for wastes stored on site.

Table 1.1 – Waste Storage Table

SITE A = Storage Area Details												
Plan Ref	Description	Storage type	Containment / type	Height of firewall (m)	Max width (m)	Max length (m)	Max height (m)	Max area (m)	Conversion factor used	Max volume (m <sup>3</sup> )	Max storage time	Comments
AREA 1	Temporary plastic tipping, bulking and sorting area (acting as pre-processing pile)	Mechanically processed / shredded	N/A	N/A	13	10	3	130	0.333	130	<11 hours	Area clear 1 hour prior to working day shutdown ready for next shift
AREAS 2 & 3	Residual (light organics) from wash process	Treated/washed	Container / Tonne Bag	N/A	1	1	1	1	1	1	<1-2 hours	Bags removed when full; on average 10 - 12 times per day
AREA 4	Temporary bale storage	Processed (baled)	N/A	N/A	4	4	2	16	1	32	<11 hours	Area clear 1 hour prior to working day shutdown ready for next shift
AREA 5	Temporary storage of plastic flake and pellet product	Mechanically processed/tonne bags	N/A	N/A	15	4	1	60	1	60	<12 hours	Bags are removed to separate unit prior to being exported to claim PRNs (non-waste)
SITE B = Storage Area Details												
Plan Ref	Description	Storage type	Containment / type	Height of firewall (m)	Max width (m)	Max length (m)	Max height (m)	Max area (m)	Conversion factor used	Approx. volume (m <sup>3</sup> ) - out-of-hours	Max storage time	Comments
AREA 6	Reception and storage area for baled and loose plastic	Mixture of loose and baled	Concrete firewall (	3.2	15	5	2	75	1	150	<2 weeks	Storage based on worst case scenario i.e. plant breakdowns
AREA 7	Temporary plastic storage prior to shredding	As above	N/A	N/A	5	8	2	40	1	80	<1-2 hours	Material transferred to shredder
AREA 8	Post-shred plastic	As above	N/A	N/A	5	8	2	40	1	80	<1-2 hours	Material transferred to adjacent containers
AREA 9	Containers of shredded plastic	Sorted and stored in open top skips	N/A	N/A	6.1	2.4	2.62	15	1	39	<1-2 hours	Containers despatched to <b>SITE A</b> and replaced with empty ones when full
AREA 10	Various tonne bags comprising rubber in three grades; 50-60mm TDF, 1 - 4mm granule & 0.03 - 0.08mm mesh	Mechanically processed/tonne bags	N/A	N/A	1	1	1	10	1	10 (based on bags)	<1-2 hours	Bags removed when full; on average 10 - 12 times per day
AREA 11	End of life tyres (no rims)	Loose and baled	Concrete fire wall / legio block	3.2	15	10	2.4	150	0.75	270	<2 weeks	Storage based on worst case scenario i.e. plant breakdowns
AREA 12	Metal wire removed during treatment process	Loose and compacted	Concrete fire wall / legio block	3.2	10	10	2	100	0.75	150	<2 weeks	As above

1.6.4 If the maximum storage capacity of the site is reached then no further waste will be accepted until waste can be removed from the site and taken to a suitably permitted or exempt site.

1.6.5 The throughput of the site will be limited to <150,000 tonnes per annum.

## **1.7 Exempt activities**

1.7.1 Activities which are outside the scope of the EP for the site (listed in Schedule 3 of The Environmental Permitting (England and Wales) Regulations 2016) may be carried out at the recycling centre and the relevant details would be registered with the NRW prior to commencement.

1.7.2 Registration - Future exemption notifications and register entries are/will be held in the site office. Registered exemptions are valid for a period of 3 years. If the activity is to be carried on after 3 years, a renewal will be submitted to the NRW.

1.7.3 Wastes brought onto site as part of exempt waste activities will be kept clearly segregated and identified from those wastes imported for the specified waste management operations.

## **1.8 Staffing and management**

1.8.1 The site will require 12 staff (8 on SITE A and 4 on SITE B) to be fully operational to ensure the site can operate to its capability.

1.8.2 All operational staff and contractors must be aware and understand the contents of the Environmental Management System (FPMP) and its location in order to respond and action the proposals set out in this FPMP to ensure the three objectives in Section 1.1.1 are met.

## **1.9     Health and safety**

- 1.9.1     All operations on site will be carried out in accordance with the relevant requirements of the Health and Safety at Work Act 1974. Conditions of site use for employees, visitors and contractors are shown in Appendix IV. These conditions will be shown to all site users and must be signed prior to using the site. Anyone refusing to comply with the conditions of use will be asked to leave the site.

## **1.10    Fit and proper persons**

- 1.10.1    The site's Technically Competent Manager (TCM) will be Mark Imrie who will provide the required attendance time at the facility as required by guidance periodically issued by the NRW. A copy of TCM's Certificate of Technical Competence (COTC) will always be made available in the site office.
- 1.10.2    The company, through the TCM, will ensure that a nominated deputy is sufficiently trained and familiar with the EP and this EMS document in addition to all relevant company procedures who, in the absence of the TCM, will act the competent person. If either the TCM or deputy is changed, the NRW will be informed of the change and the relevant details of the replacement as soon as possible.
- 1.10.3    At the time of this EMS production, none of the relevant people associated with the operator had been convicted of a relevant offence.

## **2      Site engineering and infrastructure**

### **2.1      Site description**

2.1.1      The recycling centre will comprise two sites:

- **SITE A** - comprising an impermeably concrete surfaced sealed building for the processing of waste plastic into pellet or flake; a large external yard area to the north comprising the waste acceptance, storage and treatment area for waste plastic including areas for plant/equipment storage and to the north is the main offices and staff / visitor car parking areas.
- **SITE B** – will comprise an impermeable concrete surfaced yard with sealed drainage which will house a covered area to shred additional plastic waste and house the ELT recycling facility. This site also has a weighbridge and small office block.

### **2.2      Access and parking**

2.2.1      The site is accessed off an Unnamed Road on Castle Park Industrial Estate which is accessed via Castle Dyke Street. The site will have dedicated staff and visitor car parks as shown on Drawing No. CAS/2570/02.

## 2.3 Site office

- 2.3.1 The site office is shown on Drawing No. CAS/2570/02 and the list below details the relevant site documentation which will be kept in the site office.

<b>Documents to be retained in site office</b>
The Environmental Permit (original & any subsequent variations)
This Environmental Management System (NRW agreed document)
Fire Prevention & Mitigation Plan (NRW agreed document)
Current site diary (to record all inspections/visitors to the site)
Natural Resources Wales inspection (CAR) forms
In-house inspection sheets/recording forms
Duty of care transfer notes (for 2 years minimum)
Hazardous waste consignment notes (rejected waste, etc., kept for 3 years)
Waste delivery tickets
Accident book (& 1st aid kit)

## 2.4 Weighbridge

- 2.4.1 There will be a weighbridge on SITE B for accurately weighing all incoming/outgoing loads of waste; however, the weight of each load into and out of the site will also be estimated using the standard EA/WRAP agreed volume-to-weight conversion factors.

## 2.5 Notice board and signs

- 2.5.1 A notice board will be erected at the site entrance of both sites displaying the following information:
- The site name and address.
  - The name of the permit holder and operator.
  - The Environmental Permit number and accompanying statement stating that the site is permitted by the NRW.
  - NRW contact details, Emergency No. 0300 065 3000 and
  - General Enquires No. 0300 065 3000.
  - Operator's "out of hours" emergency contact details (telephone number).
  - Operating hours.

- 2.5.2 Additional signs will be displayed around the site for operational / health & safety purposes. All staff and visitors will be required to comply with the requirements of all signs whilst on site.

## **2.6 Site security**

- 2.6.1 The site's security measures are shown on Drawing No. CAS/2570/03 and the boundary of both sites are protected from unauthorised access comprising palisade and heras fencing. The two site access gates are of steel construction and are lockable should the site be left unmanned at any time, to prevent unauthorised vehicular or pedestrian access.
- 2.6.2 Both sites will benefit from 24-hour security with remotely accessible CCTV fitted with full site coverage and off-site supervision. The CCTV system is linked to a third-party monitoring company CMS Security who will view any footage in the event an alarm and notify the site manager / TCM in any incidents who can take appropriate actions depending on the scale of the incident.
- 2.6.3 The site security measures will be inspected on a daily basis and any defects which impair the effectiveness of the security will be repaired as soon as practicable. If this is not possible, temporary measures will be put in place to ensure no unauthorised access to the site can be gained until the proper repairs can be carried out.
- 2.6.4 If unauthorised access becomes apparent as a problem at the site the security measures will be reviewed and improvements implemented.

## **2.7 Fuel storage**

- 2.7.1 There are 32,000-litre and 1,000 litre red diesel tanks situated on site which are used to power fixed and mobile plant as shown on Drawing No. CAS/2570/03 and the following ensure tanks do not cause a fire risk at the site:
- Tanks are surrounded by a bund capable of containing a minimum of 110% of the volume of fuel stored in the tank.

- All pipework and associated infrastructure will be enclosed within the bund.
- A lock will be fitted to the tank valve to prevent unauthorised operation.
- All valves and gauges on the bund will be constructed to prevent damage caused by frost.
- The tank is stored 6m away from any waste processing equipment.

2.7.2 The tanks are clearly marked showing the product within and its capacity.

## **2.8 Rejected / quarantined waste**

2.8.1 Clearly labelled enclosed skips/containers will be provided for the deposit of rejected waste which cannot be removed from the site immediately. The location may be varied as operating conditions permit (i.e. to permit the loading of rejected wastes) but clear labelling and management control will ensure its use as specified.

## **2.9 Drainage**

2.9.1 **SITE A** - All surface water where waste is being stored is sealed with kerbing and engineered to fall towards the centre of the external yard and into the U-channel drain where is collected into 2m wide/deep pit which is recirculated into the water treatment and wash process. This reduced the need to discharge any surface water off site and rainwater can be harvested. Foul from toilets and wash facilities connects to the existing foul sewer system. The building is sealed and contained to prevent ingress of water and egress of any fluids i.e. spillages.

2.9.2 **SITE B** - All surface water where waste is being stored is sealed with kerbing and engineered to fall towards a central catchment pit to the north of the site and then into the existing foul sewer system.

2.9.3 Clean water from roofs or from areas of the site which do not store and treat waste also discharge to the existing surface water sewer system. Any new foul water connections i.e. from toilets or welfare will directly discharge into the existing foul sewer system.

- 2.9.4 Operational staff will undertake continuous checks of the drainage throughout the working day and as detailed in Section 2.10, the site has Bobcat Skidsteer with fitted sweeper to collect any small residual material which could block the drainage system. In the event of surface water pooling, the operator will contact a reputable drainage contractor as soon as practicable to inspect and clear the drains as necessary.

## **2.10 Vehicles, plant and equipment**

- 2.10.1 Waste will be handled using mobile plant listed in the table below. Additional plant will be hired to cover any very busy periods. Only trained operators will be permitted to drive/operate the plant listed below. Any changes to the list will be notified to the NRW prior to implementation.

**Table 2.1 - Plant & Equipment**

Item	Number	Function
Fork lift	2	Loading/unloading/movement/sorting
Telehandler	3	Importing / exporting material
360° excavators	3	Shredding/crushing/size reduction of waste
Bobcat skidsteer	1	Site sweeping/housekeeping

- 2.10.2 Fixed plant has not been included but is shown on Drawing No. CAS/2570/03 and further detailed in Section 3 of this EMS.
- 2.10.3 The plant/equipment on site will vary depending on the amount of waste accepted at the site.

## **2.11 Preventative maintenance**

- 2.11.1 All items of plant and vehicles are subject to preventative maintenance checks to ensure their safe operation and to prevent any potential situations which may give rise to adverse impacts on the environment.
- 2.11.2 Much of the plant and equipment on site and all vehicles in the fleet are subject to periodic manufacturer maintenance to ensure proper working order in the form of service contracts.

Site management will undertake or delegate additional preventative maintenance checks on a more frequent basis to ensure, where possible, the machinery is mechanically sound. These checks will be carried out using a preventative maintenance checklist and any results / defects will be recorded in the site diary and actioned immediately and, in any event, prior to operational use.

- 2.11.3 As part of the preventative maintenance work two operatives are engaged to constantly clean the areas around the conveyors and plant to reduce the build-up of debris which may attract flies or present a fire risk.
- 2.11.4 The preventative maintenance schedule also includes a monthly visual inspection of the drainage manholes and drainage channels.
- 2.11.5 As stated above the record form NHP/RF/4 will be used to document all maintenance inspections. Each item of plant has its own maintenance schedule which is held in the site office for inspection if required. The checks will be carried out by the site manager or appointed deputy trained to carry out the checks. Any defects found will be repaired in accordance with the procedures in Section 4.
- 2.11.6 Reinstate

## **3 Site operations**

### **3.1 Preliminary procedures**

- 3.1.1 Guidance will be given by the site management to all employees, sub-contractors, other waste carriers and customers regarding the waste types and operations which are acceptable at the site i.e. a copy of Appendix III of this document. The site will be used for the waste collection by New Horizon Plastics Co Ltd's own operations and for waste from third-party users, whose details will be checked prior to delivery of waste to the site. The procedures below are followed prior to the receipt of waste on site.
- 3.1.2 For in-house collections, the driver employed by the permit holder will arrive at the waste producer's premises he/she will inspect the load for conformity with relevant regulations and safety procedures.
- a) If the load is satisfactory the driver will sign the relevant paperwork (Duty of Care transfer note/delivery ticket) and remove the load from the premises.
  - b) If the waste does not meet the description stated on the controlled waste transfer note the customer is advised to check the note and give a more detailed description of the waste.
  - c) If the more detailed description of the waste reveals that the waste is not permitted at the site then the customer is advised that the waste must be taken to another site which is appropriately permitted to accept the waste(s).
  - d) If further instructions are needed the driver may also report back to the site manager.
  - e) Where it is suspected that the details given on the transfer note are incorrect the NRW may be contacted for advice.
- 3.1.3 As the plastic will be recycled into a non-waste product site management i.e. the TCM, site manager or operations manager will have significant responsibilities in respect of incoming material as their role is to select material of the best quality.

- 3.1.4 Materials are subject to pre-collection inspection by site management. Only our experienced buyers/sellers are authorized to approve quality and any uncertainties are discussed with the senior management team.
- 3.1.5 Site management will ensure that a purchase order is raised detailing the grades and quantities of material that is being acquired.
- 3.1.6 If the material is rejected under quality or contamination grounds this will be reported via email detailing the full facts to the senior management team. Photographic evidence will be taken in all instances of material rejection.
- 3.1.7 Site management will conduct periodic material audits on their suppliers to ensure quality standards are adhered too and on materials arriving at the site to ensure quality standards are adhered too.

## **3.2 Checking in & inspection of loads**

- 3.2.1 All incoming vehicles are required to site management who will instruct the driver to waste reception area in the external yard. The details of the load will be recorded, and the Duty of Care transfer note and company documentation will be further checked by the operator to ensure that the load is acceptable at the site. Any deviation from these procedures or problems with any loads will be reported to the site manager.
- 3.2.2 Once a load has been accepted by the operator, the driver will be asked to unsheet the vehicle (if it is sheeted) and a visual inspection of the contents will be carried out to ensure that the waste types comply with the EP. The amount of waste in the vehicle makes full inspection difficult until the load is deposited. If rejected waste is discovered before deposit, the load will remain on the delivery vehicle and will be returned to the producer if possible or disposed of at an approved facility.
- 3.2.3 In cases where the presence of unauthorised waste is likely to lead to a breach of permit conditions, the NRW will be contacted immediately to agree a course of action.

### **3.3     Weighing and categorising loads**

- 3.3.1     The weight of each load into and out of the site will be weighed using the site's weighbridge to obtain accurate data for the purposes of providing waste returns and tracking the annual throughput of waste.
- 3.3.2     Should the weighbridge be off-line for any reason (fault/maintenance/failure/etc.), the weights of loads will be estimated using the standard NRW and WRAP agreed volume-to-weight conversion factors.

### **3.4     Waste deposit**

- 3.4.1     The majority of loads are delivered in curtain sided vehicles or skip wagons with roll on roll off (RoRo) containers and once the vehicle curtains / containers have been opened, site staff assess the material. In terms of ELTs, deliveries will be via transit vans or HGVs with RoRo containers.
- 3.4.2     If there is a problem with the material a supervisor or manager in charge will be called immediately and unloading will cease until further instructions are received. If the material shows signs of rodent or other pest activity, then the vehicle curtains will be closed immediately and a member of the management team will be informed.
- 3.4.3     If the material is acceptable, staff will take a picture of the vehicle registration number followed by at least four pictures of the material for our records. If the material is unsuitable additional photographs will be taken clearly showing the contamination and the matter will be raised with the weighbridge staff and a member of the senior management team.
- 3.4.4     FLT drivers will unload the materials carefully to avoid damage to the fork truck or trailer and taking care not to leave bales left out of place or in mixed rows, which wastes time and causes double handling. The material will be unloaded directly into the appropriate area to avoid double handling. Bales will be stacked carefully to avoid them falling and will not be stacked too close to a wall. Bales will not be dragged across the floor.

- 3.4.5 Yard staff will ensure reduction of litter and debris by adhering to handling procedures and will clear any fallen materials immediately to avoid mixing and will salvage all good materials where possible. Drivers will not be permitted to sweep material onto the floor.
- 3.4.6 The waste reception areas are shown on Drawing No. CAS/2570/03. If part or the whole load is unacceptable after deposit it will be loaded back onto the delivery vehicle, or stored until it can be taken to an approved facility to be disposed of. Otherwise, NRW will be contacted and the load will be taken to a suitably permitted or exempt site.
- 3.4.7 Once a load has been deposited in the waste reception bay, it will be subject to the processing procedures outlined in the next sections of this EMS.
- 3.4.8 Non-conforming wastes rejected at any stage in the process will be deposited in the skip provided for non-conforming wastes. Where necessary, particularly where the rejected waste discovered would be classed as a difficult, hazardous or clinical waste, the NRW will then be contacted to agree a course of action. The contents of the rejected waste skips/containers will be recorded in the site diary.
- 3.4.9 Incoming loads will be taken to appropriate site areas based on their content and in accordance with the procedures stated in the next sections.

### 3.5 Waste treatment (Plastic Processing – SITE A)

3.5.1 The layout of the waste treatment process is shown on Drawing No. CAS/2570/03. A summary of the process is presented below:

- **Waste Reception** – Waste will be brought onto site and directed to the tipping area (**AREA 1**) to remove minor non-conforming materials i.e. plastic films, paper, and card etc. which are collected for further recycling or disposal. The remaining material is then loaded into a shredder.
- **Shredder/pre-wash** – The shredder reduces the size of the material and then feeds into a covered incline conveyor where it will undergo a pre-wash.
- **Sink float separation** – Once undergone a pre-wash the material will then be further conveyed into a sink/float separation process to separate the light from heavy plastic.
- **Friction cleaner/dehydrator** – The material will be transferred to the friction cleaning device which will clean and reduce the moisture content of the plastics by dehydrating it.
- **Second sink float separation** – Material will then be fed into a second sink float separation process which will remove any non-conforming or residual waste such as labels and other packaging from the plastics.
- **Silos/feeders** – The remaining plastic is then blown using the silos into the building inside covered conveyors which feed into a 7 no. processing lines.
- **Internal processing lines** - The material is dropped via conveyor into the primary and Onix (secondary) shredder where material is shredded to reduce the size of the material further. The material will be fed into the dehydrator which will reduce the moisture content of the material before it passes through to the shaker screen which will reduce the size of the materials further to produce the final product i.e. pellets.
- **Bagging** - The product at the end of the line will then be bagged, weighed and labelled for despatch. The materials will be held on site until a sample and analysis of the material is taken and completed and removed off site as product.

3.5.2 Plastics not suitable for claiming PRNs will be baled and stored in **AREA 4** prior to being removed off site.

3.5.3 **NIR detector.** Five NIR (near infrared spectroscopy) detectors are used to separate plastics into specific grades for discharge to a third picking line for a quality inspection. Rejected materials are put back through the separation process. A summary of the NIRs is below:

- NIR1 – PET and mixed colours
- NIR2 – As NIR1 but processes colour HDPE.
- NIR3 – Natural HDPE
- NIR4 - Mixed colour PP
- NIR5 - Further refines mixed colour PP

### 3.6 **Waste treatment (Plastic & ELT Processing – SITE B)**

3.6.1 This site will comprise an overflow plastic storage area and shredder in the event of a breakdown on SITE A for contingency purposes. Waste will be brought on to this site in the event **AREA 1** is full and then stored in **AREA 6** prior to processing. Once the material has been shredded it will be stored in RoRo containers and once they are full will be taken to SITE A and the contents loaded into the main treatment plant.

3.6.2 In terms of the ELT recycling plant, the process will be undertaken as follows:

- Tyres will be delivered to the site in transit vans and removed by hand into **AREA 11**. The operator may also receive some tyres in baled form which may be delivered to the site in curtain sided trailers or RoRo containers; the baled tyres will also be deposited into this area.
- Once the tyres have passed the waste acceptance checks they will be loaded into the hopper/conveyor of the ELT recycling plant.
- **Shearing** – The tyres will then be fed by conveyor into crocodile shears which will cut the tyres into small pieces.
- **Debeader** – Once the tyres have been reduced in size, the debeader will remove the steel wire around the tyre bead which will protect the bladed of the next process. The steel wire will fall into a small container and then deposited into **AREA 12**.

- **Two shaft shredder** – Once the steel wire has been removed, the tyres will be fed into a powerful twin shaft shredder which can reduce the tyres to 50mm – 200mm and prepare them for further rubber/steel separation.
- **Rubber/steel separation** – The second stage will then shear the steel from the rubber by using a rasper and the rubber, steel and fibre will be in a loose mix ready for further separation in the granulation plant.
- **Rubber granulation** – The rubber will now be free from steel and fibre but not uniform size so the granulator can reduce the size to requirement of the customer which is usually between 2mm – 4mm.
- **Rubber milling** – The final process will be to mill the rubber into a powder by milling the rubber granulate into a 50 – 80 mesh. This means the end user can extract the carbon black from the tyre and use it further for manufacturing i.e. in roadways or recreational playgrounds. It is likely this product will be exported as per the plastics.

### **3.7 Waste removal & export**

- 3.7.1 For outward consignments of wastes produced on site, the driver of the collection vehicle will be instructed to report to the site office and the machine/plant operator. All relevant documentation will be completed and the vehicle will be passed to pick up the load and take it to the designated recycler/disposal site.
- 3.7.2 Once a batch of PE pellets have been loaded into the container they will be weighed and sealed before being transported.
- 3.7.3 Tyres will be processed in accordance with the PAS 107:2012 Quality Protocol and once the materials have been tested and produced to a specified engineering standard or customer specification they will be considered to be quality protocol compliant product ab
- 3.7.4 Prior to loading operational staff will check the material to be loaded and will seek assistance from a member of the senior management team if they require assistance. The yard staff will select a safe area to load near to where the material is stored to reduce the risk of spillage. The loading ramp will be placed as near to the material as possible allowing

for space to manoeuvre safely and avoid damage to the fork truck, ramp and container. Fallen materials will be cleared immediately to avoid mixing.

- 3.7.5 Yard staff will take a photograph of the vehicle registration number, container details and photographs as they are completed. Yard staff will ensure that all materials loaded are clean.
- 3.7.6 The container weight will be checked using the weighbridge to meet the weight required for removal. The appropriate paperwork will be placed inside the container (duty of care and/or Annex VII) and will be photographed prior to closing and sealing the doors.

### **3.8 Sampling and analysis**

- 3.8.1 New Horizon Plastics Co Ltd have a fully equipped lab with roasting oven, scales, sieves, moisture analyser and other required equipment to facilitate the testing of every bag produced. The results of the sampling and analysis are recorded on site internal forms. Following receipt of the output material the customer sends declaration and NHPC claim PRNs via NPWD.
- 3.8.2 Incoming wastes may be randomly sampled and submitted for analysis at the discretion of the site manager to verify the composition of a load. The sampling procedure has been implemented to carry out spot checks to comply with the Duty of Care.

### **3.9 Record keeping**

- 3.9.1 The details below shall be recorded on all waste transfer notes, internal invoices, alternative documentation for all incoming and outgoing loads in line with the Waste Duty of Care: Code of Practice:
- a written description of the which has been agreed and signed by the operator and the next holder. The description is part of the waste information the operator will provide.

- a statement confirming that you have fulfilled your duty to apply the waste hierarchy as required by regulation 12 of the Waste (England and Wales) Regulations 2011 (see Waste Hierarchy Guidance for England and Wales)
- the description of the waste is accurate and contains all the information you are reasonably in a position to provide to ensure the lawful and safe handling, transport, treatment, recovery or disposal by subsequent holders, including classification of the waste by using the appropriate codes (referred to as the List of Wastes (LoW) or European Waste Catalogue (EWC)) - Appendix A of the Waste Classification Technical Guidance provides a list of the codes as well as advice on how to assess and classify waste.
- the quantity and nature and whether it is loose or in a container, if in a container, the type of container
- the time and place of transfer
- the SIC code of the transferor (current holder of the waste)
- the name and address of the transferor and transferee (person receiving the waste) and their signatures (the signature can be electronic as long as an enforcement officer can view it)
- the capacity in which the transferor and transferee are acting (e.g. as a producer, importer or registered waste carrier, broker or dealer) and their relevant authorisation to act in that capacity (e.g. their permit number or registration number)

3.9.2 For non-hazardous waste this will be done by using:

- a paper WTN and form to fill in or alternative documentation e.g. an invoice, as long as it contains all the required information.
- a season ticket which is a single waste transfer note that covers a series of non-hazardous waste transfers. The season ticket will last up to one year and be used for regular transfers of the same type of non-hazardous waste with the same carrier. If the operator has several sites serviced by the same carrier with the same types of waste collected, these can be listed in a schedule to the season ticket. The operator will keep a record of the collection times and the quantity of waste.

- 3.9.3 A waste information note will not be required for non-hazardous waste if the waste holder does not change on the transfer of waste e.g. the waste is moved to other premises belonging to the same business. However, it is best practice that the business understands who has responsibility for that waste and a record is kept of internal transfers for audit purposes.
- 3.9.4 **Hazardous waste:** The site will not be accepting any hazardous waste into the site and if any hazardous waste or non-conforming waste is to be removed, it will be done so using a fully completed hazardous waste consignment note and sent to a suitably permitted site. The records of which will be kept for 5 years.
- 3.9.5 A summary of waste types and quantities deposited at and removed from the site and origin and destination details are then forwarded to the EA using the standard Generic Operator Returns electronic spreadsheet(s), with submission due within one month of the end of each quarter as below:
- a) Quarter 1: January to March (due on or before 30<sup>th</sup> April)
  - b) Quarter 2: April to June (due on or before 31<sup>st</sup> July)
  - c) Quarter 3: July - September (due on or before 31<sup>st</sup> October)
  - d) Quarter 4: October - December (due on or before 31<sup>st</sup> January of the following year)
- 3.9.6 Outcomes of inspections of waste types, hardstanding areas, transfer/treatment areas, storage areas, drainage channels, etc. are recorded using the site inspection form NHP/RF/4 or similar document and detailed comments are entered into the site's diary (including action taken or proposed).
- 3.9.7 Visitors to the site are made to sign the visitor's book upon arrival and exit stating the purpose of their visit and whom they represent.

### **3.10    Site closure plan**

3.10.1    In the event the site ceases to operate as a waste transfer/treatment facility as set out in the site's EP, the following steps will be followed to achieve site closure:

- i)    Contact the EA to advise the Environment Officer(s) that the site is planned to cease / have ceased the acceptance of wastes under the EP.
- ii)   The amount of residual processed and unprocessed waste on site will be assessed by the TCM to set a timetable for the final processing and timely removal of waste from site.
- iii)   Following removal of all waste, plant and machinery from site a site investigation will be undertaken to ascertain the ground conditions of the land to which the site relates.
- iv)   A surrender application will then be submitted to the EA for determination.

## **4 Environmental control, monitoring and reporting**

### **4.1 Breakdowns and spillages**

- 4.1.1 In the event of breakdown of the loading plant, alternative plant will be brought on site until it is repaired. If alternative plant cannot be sourced then waste will be stored securely until the plant is repaired. The repair will be carried out at the most convenient location with absorbents used to clear oil or fuel spillages.
- 4.1.2 The site will have 7 no. treatment processing plants to process the plastics and an additional shredder on SITE B so in the event of a breakdown, alternative plant can be used whilst the other is repaired ensuring that there is always available plant on site to carry out the process.
- 4.1.3 Any spillages of fuel/oil will be cleared immediately by depositing sand or absorbents on the affected area. The sand or absorbents will be placed in a skip/container to be taken to a suitably permitted site for disposal. All spillages of waste and windblown litter will be cleared by the end of the working day in which they occur. Spillage clearance procedures are detailed in Section 5.3.
- 4.1.4 All wastes liable to give rise to contamination will be removed from the site if the site is not secure or if operations cease or temporarily suspended.

## **4.2 Site diary / inspection form**

A site diary for the purpose of recording site activities will be maintained in addition to record form NHP/RF/4. The diary will also be used to record any other information relevant to the working of the site. The following information will be recorded in the diary/record forms required by the EP:

- i) The identity of the signature of the inspection personnel;
- ii) The date and time of the inspection (or event);
- iii) The inspection details and any actions taken; and,
- iv) The name of the nominated deputy in the absence of the site manager.

## **4.3 Security monitoring**

- 4.3.1 As the site has security infrastructure in terms of gates/fencing, CCTV and alarms; no further monitoring i.e. security guard patrols will be carried out.

## **4.4 Control of mud and debris**

- 4.4.1 Although unlikely to present a problem, due to the nature of the waste accepted and site surfacing of the site, visual inspections of the site will be carried out daily (see NHP/RF/4). However, staff will report any problems with mud or debris at the site immediately to the site manager.

## **4.5 Control of dust**

- 4.5.1 The containment of waste within the site, the treatment plants all benefitting from sealed conveyors and the nature of the wastes accepted at the site (plastics/ELTs) present a very low risk of dust.
- 4.5.2 It is considered the only dusty waste/material on site will comprise the treated tyres but these will all be stored in despatch bags. The treatment process will also be fully contained as part of the recycling plant. If dust were to become a problem at the site, there is a

permanent water supply available, and the operator may look to install additional suppression such as bowsers or dust cannons. Any external water pipes will be lagged to prevent frost damage during winter months.

## **4.6 Odour control**

- 4.6.1 Strict turnaround times for any wastes which could give rise to odours will mean the site will present a low risk of odour nuisance. If malodorous waste is deposited on site it will be consigned to the skip/container for rejected waste or removed from the site immediately.
- 4.6.2 Odour checks will be carried out daily and results recorded on the inspection form for the site (i.e. record form NHP/RF/4 or the operators own recording form). Any wastes identified as giving rise to odour will be quarantined, where possible, and removed from site immediately, where practicable.
- 4.6.3 The site will have a complaints procedure similar to the information shown in NHP/RF/7 and will be rigorously enforced should a third-party complaint be received from a public or private source.

## **4.7 Litter control & management**

- 4.7.1 Given the nature of wastes accepted at the site there is a risk of litter from the site and therefore careful management is required to reduce the risk to low/negligible. The following measures will reduce any litter escaping off site:

### **SITE A**

- 5.5m high, 80m long litter netting along the western boundary of the site to protect the adjacent coastal path and SSSI.
- Two no. litter picks throughout each 12-hour shift including full inspections on and off site
- Use of a Bobcat Skidsteer with sweep attachment use twice a day to collect any small debris

- All waste other than **AREA 1** will not escape from the plant or off site due to the conveyors being covered
- All waste arising from discharge points of the plant will be stored in sealed containers or bags
- Continuous monitoring by staff throughout the day

#### **SITE B**

- 2.5m litter netting along west, north and east boundaries of the site
- Mechanical treatment of plastic will be undertaken inside a covered area
- The storage of plastic will take place within a bay and below the height of the bay
- Two no. litter picks throughout each 12-hour shift including full inspections on and off site
- Use of a Bobcat Skidsteer with sweep attachment use twice a day to collect any small debris
- All waste arising from discharge points of the plant will be stored in sealed containers or bags

4.7.2 When staff carry out inspections for litter on and off site they will collect the litter and place it in a skip for recovery before the end of the working day. Regular checks including four over a 24-hour period of the areas immediately beyond the site boundary will be carried out by site operatives.

4.7.3 All vehicles which either deposit or remove light waste will be sheeted and checked to ensure no litter is being tracked off site.

## **4.8 Control of pests, birds and other scavengers**

- 4.8.1 As the site will be accepting plastic waste there is potential for the risk of pests. The site will reduce this by thorough daily inspections for the presence of pests and the results of the inspection noted in the site diary or site inspection form.
- 4.8.2 If any occurrences of pests are noted, a pest controller will be called to site to eradicate the problem within a suitable timescale agreed with NRW.

## **4.9 Control and monitoring of noise & vibration**

- 4.9.1 The location of the site in that it is >250m from any sensitive receptors with large industrial properties in between means noise associated with the proposed operations will not greatly increase the existing noise level in the surrounding area. The waste operations will be carried out always using the Best Practicable Means.
- 4.9.2 Reference should also be made to New Horizon Plastics Co Ltd's Noise & Vibration Management Plan (Document Ref. CAS-2570-I) which accompanies this application. This document details all mitigation measures and ensure the risk of noise and vibration is kept to a minimum.

## **4.10 Complaint's procedure**

- 4.10.1 All complaints are recorded using a form like NHP/RF/7. The form as a minimum will include a record of the complaint, particulars of the complainant and details of any action taken to alleviate the problem.

## **5 Emergency procedures and contingencies**

### **5.1 General**

- 5.1.1 In addition to obligations imposed by RIDDOR '13 (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) the permit holder will notify the NRW of any serious injuries to employees of New Horizon Plastics Co Ltd, other site users or members of the public arising as a result of operations on site. Minor injuries such as cuts and grazes etc. will be recorded in the accident book on site. Separate procedures will be used for different types of emergency. An emergency at the site is defined by the site management as follows:

*“Any incident which is likely to result in harm to human health or pollution of the environment or serious breach of permit conditions and serious detriment to the amenities of the locality.”*

- 5.1.2 For all emergency situations, the deposit of any further waste will be suspended where necessary to allow action to be taken safely. If necessary, staff and other users of the site will be evacuated to an area which is a safe distance away from the hazards. Staff handling the emergency will be provided with and trained to use the necessary PPE (personal protective equipment) unless the manager instructs them that the hazard is too severe and outside help is needed from the emergency services or specialist waste contractors. A visitor's book will be kept to check who is on site at all times.

## 5.2 Fire

- 5.2.1 The site will have an NRW approved FPMP (Document Ref. CAS-2570-B) which all staff are required to be familiar with and know of its location i.e. in the site office.
- 5.2.2 For quick reference, the following actions will be taken when fire is detected or suspected (Site operatives):
- a) DON'T PANIC
  - b) RAISE THE ALARM (IF NOT DONE SO ALREADY)
  - c) NOTIFY THE SITE MANAGER (IF SAFE TO DO SO)
  - d) **DO NOT TRY TO TACKLE THE FIRE YOURSELF UNLESS YOU ARE TRAINED IN DOING SO AND YOU ARE SURE OF THE NATURE OF THE FIRE**
  - e) LEAVE THE USING THE MAIN ACCESS GATES AS QUICKLY AND AS ORDERLY AS POSSIBLE
  - f) ASSEMBLE AT THE SPECIFIED FIRE ASSEMBLY POINT WHICH IS LOCATED BY THE SITE ACCESS GATES.
  - g) THE SITE MANAGER OR DELEGATED OPERATIVE WILL BE IN CHARGE OF CALLING THE EMERGENCY SERVICES ON A999" AND ENSURING THAT ALL PERSONS WHO WERE WORKING ON THE SITE OR WHO SIGNED IN TO THE VISITOR'S BOOK ARE ASSEMBLED SAFELY
  - h) INFORM ALL NEIGHBOURING PREMISES WHO ARE LIKELY TO BE AFFECTED
  - i) INFORM THE NATURAL RESOURCES WALES
  - j) DO NOT RETURN TO THE SITE UNTIL YOU HAVE BEEN GIVEN THE ALL CLEAR BY THE EMERGENCY SERVICES AND THE SITE MANAGER

## 5.3 Spillages

- 5.3.1 All fuel stored on site is bunded to contain any fuel leaks. If oil and vehicle maintenance chemicals are kept on site these will be stored securely. If any spills occur a spill containment kit (absorbent pads, booms or granules) will be used to prevent further spillage and the contaminated absorbents placed in a skip for disposal to a suitably permitted landfill. No chemical leaks are expected in the waste handling area but should they occur

the procedures outlined in Section 5.4 will apply. Any wastes which would be classified as having the potential to cause polluting runoff are stored within the concrete area which is a sealed drainage system.

## **5.4 Drums**

5.4.1 The deposit of drummed waste will not be allowed at the site. If a drum is concealed and is not observed until the waste is deposited in the waste transfer area then the following procedure will apply:

- a) The staff member will visually check the condition of the drum from a safe distance, noting any labels referring to the possible contents or hazards.
- b) The site manager will be contacted to verify the observations and to decide on further action.
- c) The producer of the waste and the Natural Resources Wales will be contacted for advice and further information if necessary and both will be informed that a breach of the Duty of Care and site permit conditions has occurred as the result of the unauthorised deposit.
- d) No further waste will be deposited until the emergency has been dealt with.
- e) All spillages will be cleared using a spill containment kit and all contaminated absorbents placed in a skip for disposal to a suitably permitted waste management site.
- f) If the deposit results in serious reactions with other waste or harmful emissions or the drum contents cannot be identified, then the emergency services and/or specialist waste contractors will be brought in to assist. If necessary, staff will be evacuated from the site or to a safe area within the site and all occupants of neighbouring properties will be informed.

## **5.5 Adverse reactions**

5.5.1 No wastes are accepted which will react to present such a hazard. If unauthorised waste is found in a load and does present such a hazard the same procedures as for the deposit of drums (above) shall apply.

## 5.6 **Staff shortages**

- 5.6.1 In the event of unforeseen staff shortages arising from illness, suspension or no shows, the operator will make a judgement whether to reduce the number of incoming loads and divert material to an alternative site. The operator will then seek further employment within a timely manner to ensure the site can continue to operate at its required capacity.

## 5.7 **Adverse weather conditions**

- 5.7.1 **High winds** – In the event of high winds, the frequency of litter checks will increase to reduce the likelihood of complaints. If litter is still escaping off site in the event of more frequent checks, the site will be forced to stop operating and ensure all light waste is contained on site i.e. in skips until conditions improve.
- 5.7.2 **Poor visibility** - The site will not operate in conditions of poor visibility such as dense fog to reduce the risk of vehicle collision.
- 5.7.3 **Droughts / warm weather** – There are procedures set out in the operator's FPMP which detail stock rotation procedures and how waste will be monitored during these events.
- 5.7.4 **Long periods of rainfall or flood events** – Due to the site's hardstanding surface there is risk of pooling water and litter being tracked off site. During these conditions, all vehicles will undergo a more stringent check and vehicle chassis will be inspected to ensure they do not carry litter off site. If this isn't suitable, the operator would source an additional road sweeper until weather conditions improve. The site is situated in an area that is at a low risk of flooding and benefits from flood defences.
- 5.7.5 The operator will set up a notification alert with the Met Office to receive prior notifications of the above unforeseen adverse weather conditions to ensure mitigation can be put in place prior to the event. The site may be forced to close during events which could cause a significant risk to staff, human health or the environment.

## **5.8      Closure of destination sites**

- 5.8.1      In the event of destination site closures or seasonal demands for wastes leading to a longer storage duration, the operator can divert incoming waste and send stored waste to one of alternative sites or use the NRW's public register for alternative sites who could take this material and then contact the destination site. The operator has more than one contract set up for outlets of material to plan for this event.

## **5.9      Operational failure**

- 5.9.1      The manager will be contacted by staff in the event of any operational failure such as the breakdown of plant, systems or equipment and will decide whether operations are to continue or be suspended prior to corrective action being taken. Serious operational failures, which result in the closure of the site, will be recorded in the site diary.

## **5.10     Bomb scare**

- 5.10.1     In the unlikely event of a bomb scare, the site will be evacuated and the police contacted. The police will then assume control of the site until the threat has been verified or the device defused and removed. NRW will be kept informed of the events on site.

## **6 Training for site staff**

### **6.1 Training needs assessment**

- 6.1.1 All new and existing site staff are subject to a specific training regime based on their responsibilities at the site to ensure all operations are carried out without harm to the environment or amenity of the surrounding area. Training in all aspects of the site and waste operations at the site with regard to the individual responsibilities of the site staff will help to prevent incidents occurring which may have an adverse impact on the environment and/or the employees and their co-workers.
- 6.1.2 An employee training record will be available at the site detailing information similar to NHP/RF/6 in Appendix II and shall provide a comprehensive checklist for the training needs of all new site staff and also serves as a training review for existing site staff which will be carried out annually or a period set at the operator's preference.

### **6.2 Site rules and infrastructure training**

- 6.2.1 This information is provided to all employees, visitors and contractors with a full understanding of the site's conditions of use, which is communicated and documented at induction for all staff with specific induction for visitors and contractors.
- 6.2.2 Competency should be demonstrated within this field to ensure the employee is fully aware of the site's surroundings and operations to ensure their safety and compliance with specific operating conditions at the site.

### **6.3 Emergency procedures training**

- 6.3.1 All employees are required to be familiar with the Environmental Controls in Section 4.0 and the Emergency Procedures as detailed in the Section 5.0.

- 6.3.2 In addition to normal operating conditions as specified in the site rules, employees must also be trained in dealing with eventualities which may occur outside the scope of normal operating conditions, so they are aware of how to deal with these situations in advance of an occurrence.

## **6.4 Fire safety / firefighting training**

- 6.4.1 Management must provide all employees with appropriate fire safety training with regard to their individual responsibilities.
- 6.4.2 Emergency procedures detailing what measures employees should adopt should a fire occur at the site are detailed in Section 5.2 and are covered by the 'emergency procedures' training (see Section 6.3).
- 6.4.3 Regular fire drills are undertaken by site management to ensure proper procedures are followed by employees in the unlikely event that a fire incident occurs. These will be unannounced drills and will not form part of the induction or review training as specified in Section 6.1.

## **6.5 Recognition of waste types training**

- 6.5.1 All employees are given induction training and subsequent regular training to identify those waste types which are permitted for acceptance at the site under the site's EP and those wastes which are not. This will include specific training to identify those common wastes which may be found following deposit and are not permitted at the site and will also include more obscure wastes and how to handle these wastes safely. All employees are advised that they should refer any unrecognisable or unknown wastes to senior management, who should, in turn, follow procedures outlined in the EMS and/or contact the NRW to agree a suitable method for removal.
- 6.5.2 Training is provided to all site users who handle waste on site and those in charge of administration and reporting. In-depth training will also be provided to drivers responsible

for collecting wastes from the site of production in accordance with Section 3.0. They will be trained to identify any wastes not covered by the EP for the site and inform the producer that an alternative facility must be sought for any non-compliant wastes.

## **6.6 Storage areas / limits training**

- 6.6.1 Those employees who carry out their responsibilities at the site and those in senior posts must be trained to identify appropriate waste storage areas to ensure that waste storage operations comply with the requirements of the EP for the site.
- 6.6.2 Employees in these roles must also be trained to recognize storage limits to ensure that they are in accordance with those specified in Section 1.6

## **6.7 Vehicle / plant preventative maintenance training**

- 6.7.1 This training is provided specifically for the vehicle and plant operators in order to ensure that all plant and machinery is checked regularly to prevent any occurrences which may lead to any adverse impacts on the environment or human health.
- 6.7.2 Training will be in accordance with Section 3.5 of this document and will be based on the preventative maintenance schedule supplied by the plant/equipment manufacturer.
- 6.7.3 The same training will be provided to senior management enabling a dual-level maintenance programme.

## **6.8 Duty of care training**

- 6.8.1 All employees dealing with consignments of waste are trained in the completion of Duty of Care Waste Transfer Notes and the appropriate auditing of destination sites and/or contractors to ensure compliance.

## **6.9 Plant operation training**

- 6.9.1 Any employees who are required to operate loading or treatment plant for the movement or processing of waste will be required to undertake the necessary qualifications for the operation of the specific item of plant in question. This will be required prior to operating the plant and will be obtained through necessary external certification programmes.
- 6.9.2 Regardless of general plant operation certification, all operatives will be fully inducted in the operation of the specific make and/or model of plant used on site.

## **6.10 Permit / management System**

- 6.10.1 All employees will be inducted into the operating conditions as prescribed in the EP for the site. Whilst much of the above training will provide specific guidance on many aspects of these documents, all employees will be made aware of the location of the EP and EMS in the site office. All managerial positions will be made fully aware of the site's operating conditions.

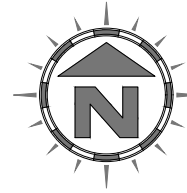
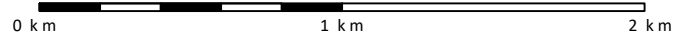
## **6.11 Training for contractors**

- 6.11.1 General site training will be provided to any contractors who are working on the site on a temporary basis as described in Sections 6.2, 6.3 and 6.4 above.
- 6.11.2 Additional training will be provided to contractors in their area of expertise. If they are dealing with specific items of plant/equipment/machinery, site operating conditions and a general understanding of the EP conditions will be provided to prevent any adverse impacts on the environment.

# **Appendix I**

## **Drawings**

Scale Bar (1:25,000)



#### NOTES

Drawing for indication only. Reproduced with the permission of the controller of H.M.S.O. Crown copyright licence No. 100022432. This drawing is copyright and property of Oaktree Environmental Ltd.

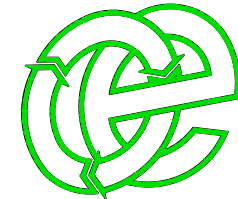
#### REVISION HISTORY

Rev	Date	Init	Description
-	11.05.21	CP	Initial Drawing

#### KEY:

— Permit boundary

**Oaktree Environmental Ltd**  
Waste, Planning and Environmental Consultants



**DRAWING TITLE**  
SITE LOCATION MAP

**CLIENT**  
New Horizons Plastic Co Ltd

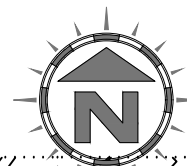
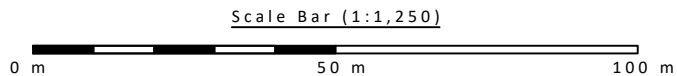
**PROJECT/SITE**  
Unit 27 & The Former Scrapyard, Castle Park  
Industrial Estate, Flint CH6 5XA

<b>SCALE @ A4</b>	<b>JOB NO</b>	<b>CLIENT NO</b>
1:25,000	008	2570

<b>DRAWING NUMBER</b>	<b>REV</b>	<b>STATUS</b>
CAS/2570/01	-	Issued

<b>DRAWN</b>	<b>CHECKED</b>	<b>DATE</b>
CP	--	11.05.21

Lime House, Road Two, Winsford, Cheshire, CW7 3QZ  
t: 01606 558833 | e: sales@oaktree-environmental.co.uk




#### NOTES

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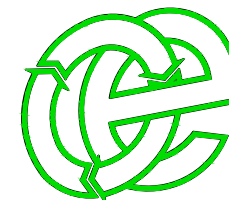
#### REVISION HISTORY

Rev	Date	Init:	Description:
-	21.11.19	CP	Initial Drawing
A	11.05.21	CP	Updated additional area

#### KEY:

 Permit boundary

**Oaktree Environmental Ltd**  
Waste, Planning and Environmental Consultants



**DRAWING TITLE**  
PERMIT BOUNDARY PLAN

**CLIENT**  
New Horizons Plastic Co Ltd

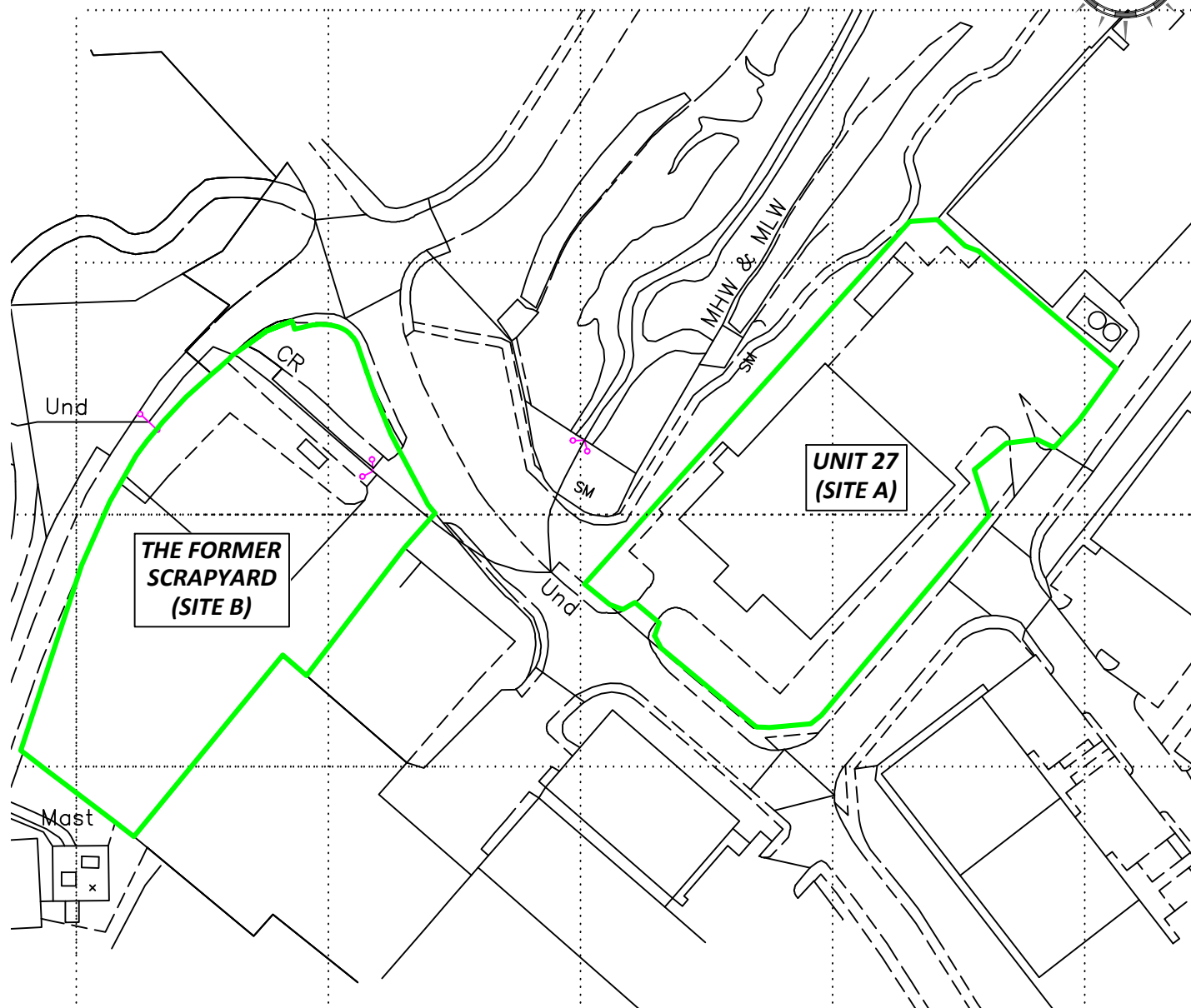
**PROJECT/SITE**  
Unit 27 & The Former Scrapyard, Castle Park Industrial Estate, Flint CH6 5XA

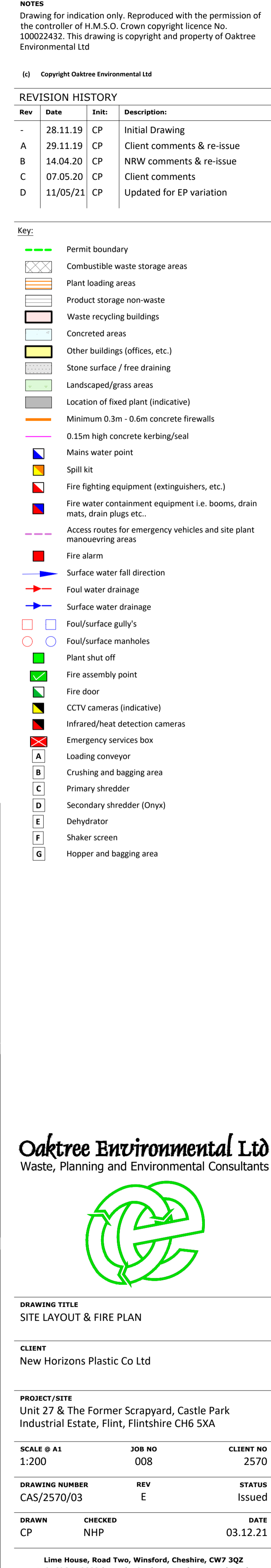
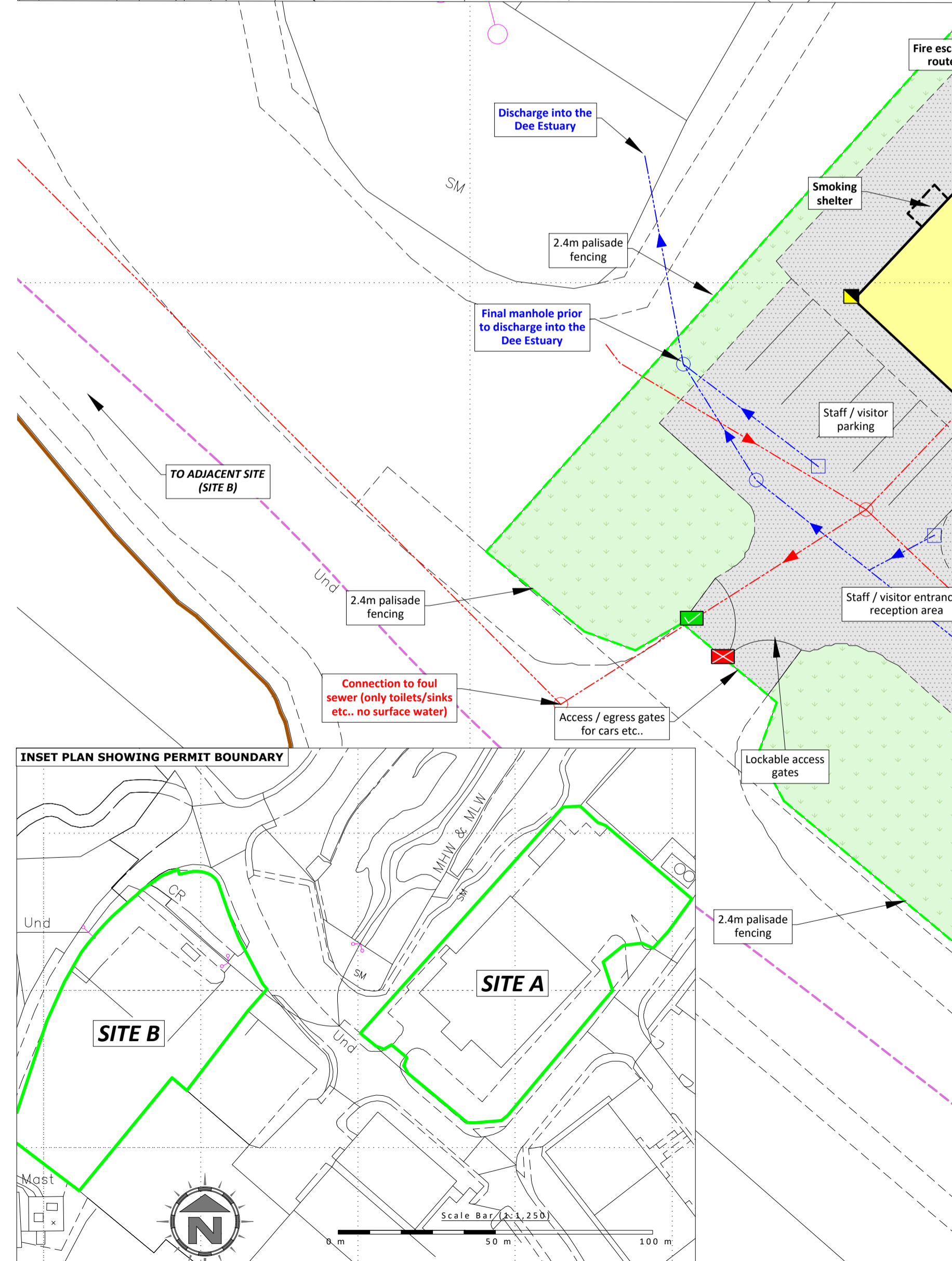
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1:1,250	008	2570

<b>DRAWING NUMBER</b>	<b>REV</b>	<b>STATUS</b>
CAS/2570/02	A	Issued

<b>DRAWN</b>	<b>CHECKED</b>	<b>DATE</b>
CP	--	11.05.21

Lime House, Road Two, Winsford, Cheshire, CW7 3QZ  
t: 01606 558833 | e: sales@oaktree-environmental.co.uk





# **Appendix II**

## **Record Keeping Forms**

**NEW HORIZON PLASTICS CO LTD**  
**REJECTED WASTE - RECORD FORM NHP/RF/2**

<b>DATE</b>	
<b>TIME</b>	
<b>WASTE DESCRIPTION</b>	
<b>QUANTITY OF WASTE</b>	
<b>PRODUCER/HOLDER'S NAME, ADDRESS &amp; TELEPHONE No.</b>	
<b>NAME OF CARRIER</b>	
<b>VEHICLE REGISTRATION</b>	
<b>CARRIER REG. No.</b>	
<b>REASON FOR REJECTION OF WASTE</b>	
<b>ACTION TAKEN</b>	

<b>NEW HORIZON PLASTICS CO LTD</b> <b>SITE INSPECTION FORM – NHP/RF/4</b>									
<b>WEEK STARTING</b>									
<b>TYPE OF INSPECTION</b>		<b>FREQ</b>	<b>DAY</b>						
			<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>	<b>S</b>	<b>S</b>
SITE ENTRANCE/NOTICE BOARD		WEEKLY							
SECURITY - GATES		WEEKLY							
SECURITY - FENCING		WEEKLY							
SITE ROADS (CLEAR FROM HAZARDS)		DAILY							
IMPERMEABLE CONCRETE AREAS		DAILY							
BUND AROUND CONCRETE PAD (INTEGRITY)		DAILY							
DRAIN (FUNCTIONING)		DAILY							
HOLDING TANK / SUMP / INTERCEPTOR		WEEKLY							
WASTE CONTAINERS		DAILY							
WASTE STORAGE LIMITS	PLASTICS	WEEKLY							
WASTE STORAGE LIMITS	TYRES	WEEKLY							
WASTE STORAGE LIMITS	OTHER	WEEKLY							
REJECTED WASTE TYPES / STORAGE		WEEKLY							
NOISE LEVELS		DAILY							
FIRES (ANY INCIDENTS REPORTED)		DAILY							
NO SMOKING SIGNS IN PLACE		MONTHLY							
SPILLAGES & ABSORBENTS		DAILY							
FUEL TANK/BUND INTEGRITY		WEEKLY							
LITTER		DAILY							
DUST		DAILY							
ODOUR		DAILY							
VERMIN		DAILY							
RECORDS		WEEKLY							
COMPLAINTS RECEIVED		AS REQUIRED							
OTHER (SEE NOTES BELOW)		AS REQUIRED							
INSPECTION CARRIED OUT BY									
		<b>NOTES/ACTION (CONTINUE ON A SEPARATE SHEET IF NECESSARY):</b>							
<b>CHECKED BY</b>					<b>SIGNATURE</b>				
<b>POSITION</b>					<b>DATE</b>				
<i>Sheet</i>					<i>of</i>				

## NEW HORIZON PLASTICS CO LTD - EMPLOYEE TRAINING NEEDS ASSESSMENT / REVIEW

EMPLOYEE NAME				DATE COMPLETED			
POSITION				REVIEW DUE			
TRAINER				OUTCOME	PASSED		
POSITION					FURTHER TRAINING REQUIRED		
CARRIED OUT /SIGN OFF >	Y/N	SIGNED BY EMPLOYEE	SIGNED BY TRAINER		Y/N	SIGNED BY EMPLOYEE	SIGNED BY TRAINER
ENVIRONMENTAL PERMIT				FIRE PREVENTION & MITIGATION PLAN			
MANAGEMENT SYSTEM				FIRE SAFETY			
SITE RULES				EMERGENCY PROCEDURES			
RECORD KEEPING / TRANSFER NOTES				STORAGE /PILE SIZE LIMITS			
RECOGNITION OF WASTE TYPES				STORAGE DURATION			
SECURITY				FIRE DETECTION			
VEHICLE CHECKS				FIRE ALARMS			
PLANT OPERATION				FIRE FIGHTING EQUIPMENT			
PLANT CHECKS				FIRE WATER CONTAINMENT MEASURES			
AMENITY - LITTER, ODOUR, PESTS etc.				SPILL CLEARANCE			
NOTES AND ACTIONS:							

**NEW HORIZON PLASTICS CO LTD**  
**COMPLAINTS REPORT FORM (NHP/RF/6)**

<b>Date Recorded:</b>	<b>Reference Number:</b>
Name and address of caller	
Telephone number of caller	
Time and Date of call	
Nature of complaint (noise, odour, dust, other) (date, time, duration)	
Weather at the time of complaint (rain, snow, fog, etc.)	
Wind (strength, direction)	
Any other complaints relating to this report	
Any other relevant information	
Potential reasons for complaint	
The operations being carried out on site at the time of the complaint	
<b>Follow Up</b>	
Actions taken	
Date of call back to complainant	
Summary of call back conversation	
<b>Recommendations</b>	
Change in procedures	
Changes to Environmental Management System (EMS)	
Date changes implemented	
<b>Form completed by</b>	
<b>Signed</b>	
<b>Date completed</b>	

## **COMPLAINT RECORDING PROCEDURE:**

Any complaints received will be recorded on form NHP/RF/7. This form will normally be completed, signed and dated by the Site Manager; if they are not available the Office Manager will complete the form.

- 1) The name, address and telephone number of the caller will be requested.
- 2) Each complaint will be given a reference number.
- 3) The caller will be asked to give details of:
  - a) the nature of the complaint;
  - b) the time;
  - c) how long it lasted;
  - d) how often it occurs;
  - e) Is this the first time the problem has been noticed; and
  - f) what prompted them to complain.
- 4) The person completing the form will then, if possible, make a note of:
  - a) the weather conditions at the time of the problem (rain, snow, fog etc.);
  - b) strength and direction of the wind; and
  - c) the activity or activities taken place on the site at the time the noise was detected, particularly anything unusual.
- 5) The reason for the complaint will be investigated and a note of the findings added to the report.
- 6) The caller will then be contacted with an explanation of the source of the complaint if identified and the action taken to prevent a recurrence of the problem in future.
- 7) If the caller is unhappy about the outcome or unwilling to identify themselves the caller will be invited to contact the NRW and or the Local Authority.

Note: Following any complaint the relevant management plan(s) will be reviewed to ensure appropriate actions are in place to counter any problems.

## **Appendix III**

# **Copy of Issued Environmental Permit**

# Permit with introductory note

The Environmental Permitting (England & Wales) Regulations 2016

---

New Horizon Plastics Co Ltd

New Horizon Plastics Co Ltd

Unit 27

Gelicity House

Castle Park Industrial Estate

Flint

Flintshire

CH6 5XA

Permit number

EPR/BB3697ZN

# **New Horizon Plastics Co Ltd**

## **Permit number EPR/BB3697ZN**

### **Introductory note**

#### **This introductory note does not form a part of the permit**

The main features of the permit are as follows.

This is a Tier 3 bespoke permit for a non-hazardous physical treatment facility.

Treatment operations are limited to manual and/or mechanical sorting and/or separation, compaction, screening, crushing, drying using dehydrator, washing, shredding, granulation, baling, and bulking up of permitted waste for the purpose of recovery.

Permitted waste types are non-hazardous plastic wastes only.

The maximum quantity of waste accepted and processed on site shall not exceed 150,000 tonnes per year.

This permit does not allow any point source emission into surface waters or groundwater except:

- clean, rainfall dependant drainage from areas of the site not used in connection with the storage and/or treatment of waste, and
- integral discharge(s) from the permitted activity from the outside areas of the site used in connection with the storage of waste in accordance with the limits set out in Table S1.1.

There are to be no emissions to surface and/or groundwater from the buildings on site.

All emissions from the activity which are not controlled via actual emission limits, are controlled through the 'emission of substances not controlled by emission limits condition' and any all relevant process requirements set out in Tables S1.1 and S1.2.

The burning of any wastes, either in the open, inside buildings or in any form of incinerator is not permitted.

The status log of the permit sets out the permitting history, including any changes to the permit reference number.

<b>Status log of the permit</b>		
<b>Description</b>	<b>Date</b>	<b>Comments</b>
Application EPR/BB3697ZN/A001	Duly made 24/12/19	Application for a non-hazardous physical treatment facility for the sorting, storage and treatment of predominantly plastic waste.
Additional information received in response to Schedule 5 notice	14/04/20	Consisting of Schedule 5 notice response (PAN-008175 Schedule 5 Notice_CP_COMMENTS) and updated: <ul style="list-style-type: none"> <li>- Environment Management System (CAS-2570-A_EMS_v1.2)</li> <li>- Fire Prevention and Mitigation Plan (CAS-2570-B_FPP_v1-2)</li> <li>- Non-Technical Summary (CAS-2570-C_NTS_v1.1)</li> <li>- Environmental Risk Assessment (CAS-2570-D_ERA_v1.1)</li> <li>- WAMITAB Certificates (CAS-2570-F_WAMITAB_v1.1)</li> </ul>
	27/04/20	Consisting of further clarification (within email) and updated Environmental Risk Assessment (CAS-2570-D_ERA_v1.2)
	28/04/20	Consisting of further information with regards to site drainage.
	07/05/20	Consisting of Schedule 5 notice response (PAN-008175 Schedule 5 Notice 2_CP_Comments) and updated: <ul style="list-style-type: none"> <li>- Environment Management System (CAS-2570-A_EMS_v1.3)</li> <li>- Fire Prevention and Mitigation Plan (CAS-2570-B_FPP_v1-3)</li> <li>- Environmental Risk Assessment (CAS-2570-D_ERA_v1.3)</li> <li>- Separate site plan (CAS-2570-03_SLFP_(C)_A2)</li> </ul>
Permit determined EPR/BB3697ZN	02/06/20	Permit issued to New Horizon Plastics Co Ltd

End of introductory note

# Permit

The Environmental Permitting (England and Wales) Regulations 2016

**Permit number**  
**EPR/BB3697ZN**

The Natural Resources Body for Wales (“Natural Resources Wales”) authorises, under regulation 13 of the Environmental Permitting (England and Wales) Regulations 2016

**New Horizon Plastics Co Ltd** (“the operator”),

whose registered office is

**91 Soho Hill**  
**Birmingham**  
**United Kingdom**  
**B19 1AY**

company registration number **11777585**

to operate waste operations at

**New Horizon Plastics Co Ltd**  
**Unit 27**  
**Gelocity House**  
**Castle Park Industrial Estate**  
**Flint**  
**Flintshire**  
**CH6 5XA**

to the extent authorised by and subject to the conditions of this permit.

Name	Date
<b>Huw Davies</b>	<b>02/06/2020</b>

Authorised on behalf of Natural Resources Wales

# Conditions

## 1 Management

### 1.1 General management

- 1.1.1 The operator shall manage and operate the activities:
- (a) in accordance with a written management system that identifies and minimises risks of pollution, including those arising from operations, maintenance, accidents, incidents, non-conformances, closure and those drawn to the attention of the operator as a result of complaints; and
  - (b) using sufficient competent persons and resources.
- 1.1.2 Records demonstrating compliance with condition 1.1.1 shall be maintained.
- 1.1.3 Any person having duties that are or may be affected by the matters set out in this permit shall have convenient access to a copy of it kept at or near the place where those duties are carried out.
- 1.1.4 The operator shall comply with the requirements of an approved competence scheme.

### 1.2 Avoidance, recovery and disposal of wastes produced by the activities

- 1.2.1 The operator shall take appropriate measures to ensure that:
- (a) the waste hierarchy referred to in Article 4 of the Waste Framework Directive is applied to the generation of waste by the activities; and
  - (b) any waste generated by the activities is treated in accordance with the waste hierarchy referred to in Article 4 of the Waste Framework Directive; and
  - (c) where disposal is necessary, this is undertaken in a manner which minimises its impact on the environment.
- 1.2.2 The operator shall review and record at least every four years whether changes to those measures should be made and take any further appropriate measures identified by a review.

## 2 Operations

### 2.1 Permitted activities

- 2.1.1 The operator is only authorised to carry out the activities specified in schedule 1 table S1.1 (the “activities”).

### 2.2 The site

- 2.2.1 The activities shall not extend beyond the site, being the land shown edged in green on the site plan at schedule 7 to this permit.

## **2.3 Operating techniques**

- 2.3.1 (a) The activities shall, subject to the conditions of this permit, be operated using the techniques and in the manner described in the documentation specified in schedule 1, table S1.2, unless otherwise agreed in writing by Natural Resources Wales.
- (b) If notified by Natural Resources Wales that the activities are giving rise to pollution, the operator shall submit to Natural Resources Wales for approval within the period specified, a revision of any plan or other documentation ("plan") specified in schedule 1, table S1.2 or otherwise required under this permit which identifies and minimises the risks of pollution relevant to that plan, and shall implement the approved revised plan in place of the original from the date of approval, unless otherwise agreed in writing by Natural Resources Wales.
- 2.3.2 Waste shall only be accepted if:
- (a) it is of a type and quantity listed in schedule 2 table(s) S2.1 [, S2.2 etc.]; and
- (b) it conforms to the description in the documentation supplied by the producer and holder.

## **3 Emissions and monitoring**

### **3.1 Emissions of substances not controlled by emission limits**

- 3.1.1 Emissions of substances not controlled by emission limits (excluding odour) shall not cause pollution. The operator shall not be taken to have breached this condition if appropriate measures, including, but not limited to, those specified in any approved emissions management plan, have been taken to prevent or where that is not practicable, to minimise, those emissions.
- 3.1.2 The operator shall:
- (a) if notified by Natural Resources Wales that the activities are giving rise to pollution, submit to Natural Resources Wales for approval within the period specified, an emissions management plan which identifies and minimises the risks of pollution from emissions of substances not controlled by emission limits;
- (b) implement the approved emissions management plan, from the date of approval, unless otherwise agreed in writing by Natural Resources Wales.

### **3.2 Odour**

- 3.2.1 Emissions from the activities shall be free from odour at levels likely to cause pollution outside the site, as perceived by an authorised officer of Natural Resources Wales, unless the operator has used appropriate measures, including, but not limited to, those specified in any approved odour management plan, to prevent or where that is not practicable to minimise the odour.
- 3.2.2 The operator shall:
- (a) if notified by Natural Resources Wales that the activities are giving rise to pollution outside the site due to odour, submit to Natural Resources Wales for approval within the period specified, an odour management plan which identifies and minimises the risks of pollution from odour;

- (b) implement the approved odour management plan, from the date of approval, unless otherwise agreed in writing by Natural Resources Wales.

### **3.3 Noise and vibration**

3.3.1 Emissions from the activities shall be free from noise and vibration at levels likely to cause pollution outside the site, as perceived by an authorised officer of Natural Resources Wales, unless the operator has used appropriate measures, including, but not limited to, those specified in any approved noise and vibration management plan to prevent or where that is not practicable to minimise the noise and vibration.

3.3.2 The operator shall:

- (a) if notified by Natural Resources Wales that the activities are giving rise to pollution outside the site due to noise and vibration, submit to Natural Resources Wales for approval within the period specified, a noise and vibration management plan which identifies and minimises the risks of pollution from noise and vibration;
- (b) implement the approved noise and vibration management plan, from the date of approval, unless otherwise agreed in writing by Natural Resources Wales.

### **3.4 Pests**

3.4.1 The activities shall not give rise to the presence of pests which are likely to cause pollution, hazard or annoyance outside the boundary of the site. The operator shall not be taken to have breached this condition if appropriate measures, including, but not limited to, those specified in any approved pests management plan, have been taken to prevent or where that is not practicable, to minimise the presence of pests on the site.

3.4.2 The operator shall:

- (a) if notified by Natural Resources Wales, submit to Natural Resources Wales for approval within the period specified, a pests management plan which identifies and minimises risks of pollution, hazard or annoyance from pests;
- (b) implement the pests management plan, from the date of approval, unless otherwise agreed in writing by Natural resources Wales.

### **3.5 Fire**

3.5.1 The operator shall manage and operate the activities in accordance with a written fire prevention plan using the current, relevant fire prevention and mitigation plan guidance.

3.5.2 The operator shall:

- (a) if notified by Natural Resources Wales that the activities could cause a fire risk, submit to Natural Resources Wales a fire prevention and mitigation plan which identifies and minimises the risks of fire;
- (b) Operate the activity in accordance with the fire prevention and mitigation plan, from the date of submission, unless otherwise agreed in writing by Natural Resources Wales.

## **4 Information**

### **4.1 Records**

4.1.1 All records required to be made by this permit shall:

- (a) be legible;

- (b) be made as soon as reasonably practicable;
  - (c) if amended, be amended in such a way that the original and any subsequent amendments remain legible, or are capable of retrieval; and
  - (d) be retained, unless otherwise agreed in writing by Natural Resources Wales, for at least 6 years from the date when the records were made, or in the case of the following records until permit surrender:
    - (i) off-site environmental effects; and
    - (ii) matters which affect the condition of the land and groundwater.
- 4.1.2 The operator shall keep on site all records, plans and the management system required to be maintained by this permit, unless otherwise agreed in writing by Natural Resources Wales.

## **4.2 Reporting**

- 4.2.1 The operator shall send all reports and notifications required by the permit to Natural Resources Wales using the contact details supplied in writing by Natural Resources Wales.
- 4.2.2 Within one month of the end of each quarter, the operator shall submit to Natural Resources Wales using the form made available for the purpose, the information specified on the form relating to the site and the waste accepted and removed from it during the previous quarter.

## **4.3 Notifications**

- 4.3.1 Natural Resources Wales shall be notified without delay following the detection of:
- (a) any malfunction, breakdown or failure of equipment or techniques, accident, or emission of a substance not controlled by an emission limit which has caused, is causing or may cause significant pollution;
  - (b) the breach of a limit specified in the permit; or
  - (c) any significant adverse environmental effects.
- 4.3.2 Any information provided under condition 4.3.1 shall be confirmed by sending the information listed in schedule 5 to this permit within the time period specified in that schedule.
- 4.3.3 Where Natural Resources Wales has requested in writing that it shall be notified when the operator is to undertake monitoring and/or spot sampling, the operator shall inform Natural Resources Wales when the relevant monitoring and/or spot sampling is to take place. The operator shall provide this information to Natural Resources Wales at least 14 days before the date the monitoring is to be undertaken.
- 4.3.4 Natural Resources Wales shall be notified within 14 days of the occurrence of the following matters, except where such disclosure is prohibited by Stock Exchange rules:

Where the operator is a registered company:

- (a) any change in the operator's trading name, registered name or registered office address; and
- (b) any steps taken with a view to the operator going into administration, entering into a company voluntary arrangement or being wound up.

Where the operator is a corporate body other than a registered company:

- (a) any change in the operator's name or address; and
- (b) any steps taken with a view to the dissolution of the operator.

In any other case:

- (a) the death of any of the named operators (where the operator consists of more than one named individual);
- (b) any change in the operator's name(s) or address(es); and
- (c) any steps taken with a view to the operator, or any one of them, going into bankruptcy, entering into a composition or arrangement with creditors, or, in the case of them being in a partnership, dissolving the partnership.

4.3.5 Where the operator proposes to make a change in the nature or functioning, or an extension of the activities, which may have consequences for the environment and the change is not otherwise the subject of an application for approval under the Regulations or this permit:

- (a) Natural Resources Wales shall be notified at least 14 days before making the change; and
- (b) the notification shall contain a description of the proposed change in operation.

## **4.4 Interpretation**

4.4.1 In this permit the expressions listed in schedule 6 shall have the meaning given in that schedule.

4.4.2 In this permit references to reports and notifications mean written reports and notifications, except where reference is made to notification being made "without delay", in which case it may be provided by telephone.

# Schedule 1 - Operations

Table S1.1 activities		
Activity reference	Description of activities for waste operations	Limits of activities
A1: non-hazardous physical treatment facility	<p><b>R12:</b> Exchange of waste for submission to any of the operations numbered R1 to R11</p> <p><b>R13:</b> Storage of waste pending any of the operations numbered R1 to R12 (excluding temporary storage, pending collection, on the site where the waste is produced)</p> <p><b>R3:</b> Recycling/reclamation of organic substances which are not used as solvents (including composting and other biological transformation processes)</p> <p><b>R4:</b> Recycling/reclamation of metals and metal compounds</p> <p><b>R5:</b> Recycling/reclamation of other inorganic materials</p>	<p>All waste must be stored and treated on an impermeable surface with sealed drainage to surface water via a full retention separator.</p> <p>Treatment operations shall be limited to manual and/or mechanical:</p> <ul style="list-style-type: none"> <li>- sorting and/or separation</li> <li>- compaction</li> <li>- screening</li> <li>- crushing</li> <li>- drying using dehydrator</li> <li>- washing</li> <li>- shredding</li> <li>- granulation</li> <li>- baling</li> <li>- bulking up</li> </ul> <p>of permitted waste for the purpose of recovery.</p> <p>Waste types as specified in Table S2.1.</p>
	Discharge of integral site drainage (process effluent) from the emission points indicated on the plan in Schedule 7.	<p>Drainage consisting solely of:</p> <ul style="list-style-type: none"> <li>- clean, rainfall dependant drainage from areas of the site not used in connection with the storage and/or treatment of waste</li> <li>- run-off from the impermeable surface from external areas of the site used to store waste to surface water via a full retention separator.</li> </ul> <p>No visible oil or grease shall be present in the discharge.</p> <p>There shall be no discharge from the buildings on site used to store and/or treat waste.</p>

**Table S1.2 Operating techniques**

<b>Description</b>	<b>Parts</b>	<b>Date Received</b>
Technical Guidance Document: 'How to comply with your environmental permit'	All relevant sections	N/A
Sector Guidance Note IPPC S5.06: Guidance for the Recovery and Disposal of Hazardous and Non-Hazardous Waste	All relevant sections	N/A
Fire prevention and mitigation plan guidance - Waste	All relevant sections	N/A
Response to Schedule 5 Notice dated 30/04/20	Environment Management System (CAS-2570-A_EMS_v1.3) Sections: <ul style="list-style-type: none"> <li>- 2.9 Drainage</li> <li>- 3.2 Checking in &amp; inspection of loads</li> <li>- 3.4 Waste deposit</li> <li>- 3.5 Waste treatment (Plastic Processing)</li> <li>- 3.6 Waste removal &amp; export</li> <li>- 4.1 Breakdowns and spillages</li> <li>- 4.6 Odour control</li> <li>- 4.7 Litter control</li> <li>- 4.8 Control of pests, birds and other scavengers</li> <li>- 4.9 Control and monitoring of noise &amp; vibration</li> </ul>	07/05/20
	Fire Prevention and Mitigation Plan (CAS-2570-B_FPP_v1-3) Sections: <ul style="list-style-type: none"> <li>- All</li> </ul>	
	Environmental Risk Assessment (CAS-2570-D_ERA_v1.3) Sections: Appendix I Risk Assessment Tables: <ul style="list-style-type: none"> <li>- Litter</li> <li>- Noise/ Vibration</li> <li>- Hydrocarbons</li> <li>- Contamination of Surface / Ground Waters</li> <li>- Pollution of SSSI, SAC, SPA and Ramsar</li> </ul>	

## Schedule 2 - Waste types, raw materials and fuels

<b>Table S2.1 Permitted waste types and quantities for non-hazardous physical treatment facility</b>	
<b>Maximum quantity</b>	The maximum quantity of waste to be accepted on site shall not exceed 150,000 tonnes per year.
<b>Exclusions</b>	Notwithstanding the waste types set out in this table, wastes having any of the following characteristics shall not be accepted: <ul style="list-style-type: none"> <li>• consisting solely or mainly of dusts, powders or loose fibres</li> <li>• sludges</li> <li>• odorous or odour producing</li> <li>• hazardous wastes</li> <li>• waste contained in drums</li> </ul>
<b>Waste code</b>	<b>Description</b>
<b>02</b>	<b>WASTES FROM AGRICULTURE, HORTICULTURE, AQUACULTURE, FORESTRY, HUNTING AND FISHING, FOOD PREPARATION AND PROCESSING</b>
<b>02 01</b>	<b>wastes from agriculture, horticulture, aquaculture, forestry, hunting and fishing</b>
02 01 04	waste plastics (except packaging)
<b>07</b>	<b>WASTES FROM ORGANIC CHEMICAL PROCESSES</b>
<b>07 02</b>	<b>wastes from the MFSU of plastics, synthetic rubber and man-made fibres</b>
07 02 13	waste plastic
<b>15</b>	<b>WASTE PACKAGING, ABSORBENTS, WIPING CLOTHS, FILTER MATERIALS AND PROTECTIVE CLOTHING NOT OTHERWISE SPECIFIED</b>
<b>15 01</b>	<b>packaging (including separately collected municipal packaging waste)</b>
15 01 02	plastic packaging
15 01 05	composite packaging
15 01 06	mixed packaging
<b>16</b>	<b>WASTES NOT OTHERWISE SPECIFIED IN THE LIST</b>
<b>16 01</b>	<b>end-of-life vehicles from different means of transport (including off-road machinery) and wastes from dismantling of end-of-life vehicles and vehicle maintenance (except 13, 14, 16 06 and 16 08)</b>
16 01 19	plastic
<b>17</b>	<b>CONSTRUCTION AND DEMOLITION WASTES (INCLUDING EXCAVATED SOIL FROM CONTAMINATED SITES)</b>
<b>17 02</b>	<b>wood, glass and plastic</b>
17 02 03	plastic
<b>19</b>	<b>WASTES FROM WASTE MANAGEMENT FACILITIES, OFF-SITE WASTE WATER TREATMENT PLANTS AND THE PREPARATION OF WATER INTENDED FOR HUMAN CONSUMPTION AND WATER FOR INDUSTRIAL USE</b>
<b>19 12</b>	<b>wastes from the mechanical treatment of waste (for example sorting, crushing, compacting, pelletising) not otherwise specified</b>
19 12 04	plastic and rubber (consisting of plastics only)
<b>20</b>	<b>MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPARATELY COLLECTED FRACTIONS</b>
<b>20 01</b>	<b>separately collected fractions (except 15 01)</b>
20 01 39	plastics

## **Schedule 3 – Emissions and monitoring**

There are no emission limits or associated monitoring requirements.

## **Schedule 4 - Reporting**

There is no reporting under this schedule.

## Schedule 5 - Notification

These pages outline the information that the operator must provide.

Units of measurement used in information supplied under Part A and B requirements shall be appropriate to the circumstances of the emission. Where appropriate, a comparison should be made of actual emissions and authorised emission limits.

If any information is considered commercially confidential, it should be separated from non-confidential information, supplied on a separate sheet and accompanied by an application for commercial confidentiality under the provisions of the EP Regulations.

### Part A

Permit Number	
Name of operator	
Location of Facility	
Time and date of the detection	

<b>(a) Notification requirements for any malfunction, breakdown or failure of equipment or techniques, accident, or emission of a substance not controlled by an emission limit which has caused, is causing or may cause significant pollution</b>
---

<b>To be notified within 24 hours of detection</b>
--

Date and time of the event	
Reference or description of the location of the event	
Description of where any release into the environment took place	
Substances(s) potentially released	
Best estimate of the quantity or rate of release of substances	
Measures taken, or intended to be taken, to stop any emission	
Description of the failure or accident.	

<b>(b) Notification requirements for the breach of a limit</b>
--

<b>To be notified within 24 hours of detection unless otherwise specified below</b>
---

Emission point reference/ source	
Parameter(s)	
Limit	
Measured value and uncertainty	
Date and time of monitoring	
Measures taken, or intended to be taken, to stop the emission	

Time periods for notification following detection of a breach of a limit	
Parameter	Notification period

(c) Notification requirements for the detection of any significant adverse environmental effect	
To be notified within 24 hours of detection	
Description of where the effect on the environment was detected	
Substances(s) detected	
Concentrations of substances detected	
Date of monitoring/sampling	

## Part B - to be submitted as soon as practicable

Any more accurate information on the matters for notification under Part A.	
Measures taken, or intended to be taken, to prevent a recurrence of the incident	
Measures taken, or intended to be taken, to rectify, limit or prevent any pollution of the environment which has been or may be caused by the emission	
The dates of any unauthorised emissions from the facility in the preceding 24 months.	

<b>Name*</b>	
<b>Post</b>	
<b>Signature</b>	
<b>Date</b>	

\* authorised to sign on behalf of the operator

## Schedule 6 - Interpretation

*“accident”* means an accident that may result in pollution.

*“Annex II”* means Annex II to Directive 2008/98/EC of the European Parliament and of the Council on waste.

*“application”* means the application for this permit, together with any additional information supplied by the operator as part of the application and any response to a notice served under Schedule 5 to the EP Regulations.

*“authorised officer”* means any person authorised by Natural Resources Wales under section 108(1) of The Environment Act 1995 to exercise, in accordance with the terms of any such authorisation, any power specified in section 108(4) of that Act.

*“building”* means a construction that has the objective of providing sheltering cover and minimising emissions of noise, particulate matter, odour and litter.

*“emissions to land”* includes emissions to groundwater.

*“emissions of substances not controlled by emission limits”* means emissions of substances to air, water or land from the activities, either from the emission points specified in schedule 3 or from other localised or diffuse sources, which are not controlled by an emission or background concentration limit.

*“EP Regulations”* means The Environmental Permitting (England and Wales) Regulations SI 2016 No.1154 and words and expressions used in this permit which are also used in the Regulations have the same meanings as in those Regulations.

*“groundwater”* means all water, which is below the surface of the ground in the saturation zone and in direct contact with the ground or subsoil.

*“groundwater protection zones 1 and 2”* have the meaning given in the document titled Groundwater Protection: Policy and Practice" published by the Environment Agency in 2006.

*“hazardous property”* has the meaning in Annex III of the Waste Framework Directive.

*“hazardous substance”* means a substance classified as hazardous as a consequence of fulfilling the criteria laid down in parts 2 to 5 of Annex I to Regulation (EC) No 1272/2008.

*“hazardous waste”* has the meaning given in the Hazardous Waste (Wales) Regulations 2005 (as amended).

*“impermeable surface”* means a surface or pavement constructed and maintained to a standard sufficient to prevent the transmission of liquids beyond the surface.

*“Pests”* means Birds, Vermin and Insects.

*“quarter”* means a calendar year quarter commencing on 1 January, 1 April, 1 July or 1 October.

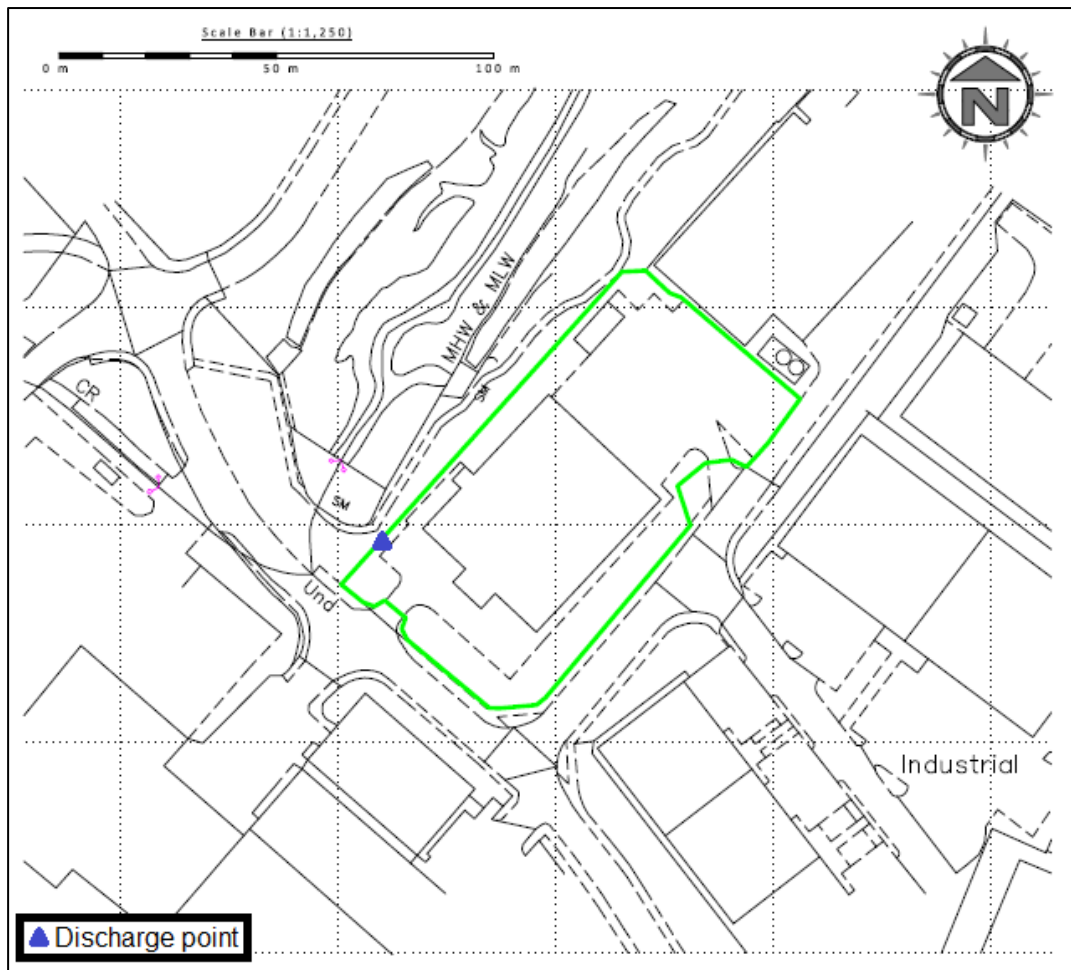
*“R”* means a recovery operation provided for in Annex II to Directive 2008/98/EC of the European Parliament and of the Council on waste.

*“Waste code”* means the six digit code referable to a type of waste in accordance with the list of wastes established by Commission Decision 2000/532/EC as amended from time to time (the ‘List of Wastes Decision’) and in relation to hazardous waste, includes the asterisk.

*“Waste Framework Directive” or “WFD”* means Waste Framework Directive 2008/98/EC of the European Parliament and of the Council on waste.

*“year”* means calendar year ending 31 December.

## Schedule 7 - Site plan



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END OF PERMIT

## **Appendix IV**

# **Health & Safety – Conditions of Site Use**

### **HEALTH AND SAFETY - CONDITIONS OF SITE USE**

The following guidelines apply to all site personnel, contractors and visitors using the site (where applicable).

- 1) The site is covered by the Health and Safety at Work Act 1974 and its associated regulations and all users must abide by any relevant provisions. Any person found to be in contravention of the requirements of this Health and Safety Statement will be asked to leave the site.
- 2) All visitors and contractors must sign the visitor's book upon entry to and exit from the site. All vehicle drivers must report to the office and await instruction from the site manager/deputy before proceeding to deposit waste at the site.
- 3) All accidents, diseases, injuries or dangerous occurrences shall be reported to the site manager. All instructions issued by the site manager in respect of health and safety at the site must be followed by all site users.
- 4) A first aid box (including eye-wash bottles) is kept in the site office. If you are injured on site please alert a member of staff/trained first-aider for assistance.
- 5) All persons must wear the appropriate PPE on site including high visibility jackets and hard hat.
- 6) Safety boots must be worn by all persons in the waste sorting/storage areas.
- 7) Protective gloves must be worn for any operations which present a hazard of puncture to or laceration of the skin or for any manual handling work carried out on site.
- 8) Ear defenders, safety helmets (hard hats) and eye protection will be issued when deemed necessary and must be worn by all employees and contractors where required by the site manager or other site representatives.
- 9) Fire extinguishers are kept on site to deal with any fires - fires shall only be dealt with by employees of New Horizon Plastics Co Ltd unless alternative instructions are given by the site manager. Access to fire exits and firefighting equipment must be kept clear at all times. When the fire alarm sounds please follow instructions and leave the site in an orderly fashion.
- 10) Persons who are suspected to be under the influence of drugs or alcohol will be removed from the site.
- 11) Smoking is not permitted on the site.
- 12) Observe and follow all traffic directions and traffic/safety signs.
- 13) Drivers must comply with all safety instructions given by the site manager or appointed deputy.
- 14) All drivers are responsible for ensuring that their vehicle is safely loaded. Unsafe loads will not be accepted at the site and will not be allowed to leave the site until they have been made safe.
- 15) Drivers waiting to tip at the recycling centre shall follow the instructions of the operator and shall only tip in the designated area, unless advised otherwise. No tipping shall take place over sorted stockpiles.
- 16) Drivers must remain in the cab or stand well clear of the vehicle during loading or tipping. Once the vehicle has been loaded it must be securely sheeted (if necessary) before leaving the site. When sheeting and unsheeting the vehicle ensure that the engine is switched off, the ignition key removed and the parking brake is on. Do not gain access using the mudguards and wheels. Ensure that your ropes, hooks and sheets are in good condition.
- 17) Never travel with the vehicle body raised. Ensure you know the maximum height of the raised body of your vehicle.

### **Declaration: To be completed by site users**

I have read and understand the conditions of use for this site and agree to comply with them at all times. I accept that neither New Horizon Plastics Co Ltd nor their employees shall be liable for any loss or injury arising from my non-compliance with the above conditions.

Signed.....

Print name.....

Company/Organisation.....

Date.....

*Note: these conditions are included in the EMS for information only and may be revised regularly as part of the site health and safety policy.*