

Environmental Management System

Vale Recycling Ltd.

**Tunnel Yard
Off Alps Quarry Road
Wenvoe
Vale of Glamorgan
CF5 6EP**

January 2022

Schedule of Revisions

This Environmental Management System is a live document which, consequently, requires periodic revision, the Schedule of Revisions below will be updated and reissued with each revision, to ensure that the reader has a reference advising him/her that the section they are referring to is the most up to date.

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1 INTRODUCTION

1.1 Background

Vale Recycling Ltd. has prepared an Environmental Management System for the operations associated with the treatment of waste to produce soil, soil substitutes and aggregate at its Wenvoe site.

1.2 The Site

The site is situated just off the access road to Wenvoe Quarry and lies approximately 1km South-East of Culverhouse Cross, the nearest domestic dwellings are located approximately 300m to the East and the site is accessed via Port Road A4050, which leads to Barry town.

The site is approximately half an acre in size and the area occupied by the Permit, has been highlighted by a green line in Appendix 1, the site layout drawing. There are a number of commercial premises within and beyond the curtilage of the site, the largest being the Vale of Glamorgan's Council offices and depot next door.

The site is operated in accordance with an Environmental Permit Ref. EPR/BB3991HN (the Permit) for the treatment of waste to produce soil, soil substitutes and aggregate. The Permit was issued by Natural Resources Wales (NRW) on 1st December 2020.

2 SITE OPERATING PROCEDURES

2.1 Site Infrastructure

The waste management operations include the acceptance, secure storage, sorting, separation, screening, crushing and blending of waste for recovery as a soil, soil substitute. The operations are carried out in accordance with the WRAP 'Quality Protocol' for the Production of Aggregates from Inert Waste, 2013', which identifies that the majority of treated materials will be considered products, having met the 'End of Waste Criteria' prior to being exported off site.

The site layout consists of an office at the entrance and an access road leading to the operational process area where off-loading, sorting, screening and crushing is carried out prior to being stored in the designated areas. Operations are undertaken in two defined areas; initial off-loading and treatment of predominantly stone and hardcore is on made ground outside the front of the building whilst soil treatment and storage is on an impermeable pavement of concrete with open building providing shelter from rain.

All site operations are secured within the sites perimeter fencing and gates, which will be kept locked to prevent unauthorised access during non-operational hours. No fuel storage tanks are located within the Permitted area and no substances or storage facilities including liquids, powders etc. that could be harmful to the environment are stored within the Permitted boundary. In general fuel will be brought to site as required in small drums, in the event of hired-in contractors for crushing and screening activities it is expected that a mobile fuel bowser will be used within the Permit boundary to re-fuel machinery. The mobile bowser will operate as per the refuelling procedure and in the event of a spillage the emergency spillage procedure will be implemented, refer to Appendix 2. Only operations specified in site's planning consents and the Permit will be carried out on site unless agreed otherwise with the Regulatory Bodies.

2.2 Waste Acceptance

The main requirement for controlling wastes received at the site is to ensure that the conditions of the Permit are met; therefore, all waste deliveries to site will stop at the site office for verification and compliance checks before acceptance. All waste received shall be in accordance with the legal requirements including but not limited to the Environmental Permitting and Duty of Care Regulations.

It is currently intended that the site will operate utilising materials brought in only by companies within the same group as Vale Recycling; therefore, no external customers are encouraged at this time, consequently the waste acceptance process is easier to administer. Following vehicle reception at site loads will be directed to the operational area for unloading where they will be subject to further visual inspection once deposited to ensure compliance with the Permit and the pre-acceptance checks, the vehicle will then be directed to exit the site.

The permitted wastes listed in Table 1 are acceptable under the conditions of the permit and the maximum annual tonnage to be treated on site will not exceed 75,000 tonnes.

Table 1 Permitted Waste

Waste Code	Description
01	wastes resulting from exploration, mining, quarrying and physical and chemical treatment of minerals
01 04	Wastes from physical and chemical processing of non-metalliferous minerals
01 04 08	Waste gravel and crushed rocks other than those mentioned 01 04 07
01 04 09	Waste sand and clays
02	wastes from agriculture, horticulture, aquaculture, forestry, hunting and fishing, food preparation and processing
02 02	Wastes from preparation and processing of meat, fish and other foods of animal origin
02 02 02	Shellfish shells from which the soft tissue or flesh has been removed only
03	wastes from wood processing and the production of panels and furniture, pulp, paper and cardboard
03 01	Wastes from wood processing and the production of panels and furniture
03 01 01	Waste bark and cork
03 03	Wastes from pulp, paper and cardboard production and processing
03 03 01	Waste bark and wood
10	wastes from thermal processes
10 01	Wastes from power stations and other combustion plants
10 01 01	Bottom ash and slag only
10 01 02	Pulverised fuel ash only
10 01 05	Gypsum (solid) only
10 01 15	Bottom ash and slag only from co-incineration other than those mentioned in 10 01 14
10 11	Wastes from manufacture of glass and glass products
10 11 12	Clean glass other than those mentioned in 10 11 11
10 12	Wastes from manufacture of ceramic goods, bricks, tiles and construction products
10 12 08	Waste ceramics, bricks, tiles and construction products (after thermal processing)
10 13	Wastes from manufacture of cement, lime and plaster and articles and products made from them
10 13 14	Waste concrete only
15	Waste packaging
15 01	Packaging
15 01 07	Clean glass only
17	Construction and demolition wastes (including excavated soil from contaminated sites)
17 01	Concrete, bricks, tiles and ceramics
17 01 01	concrete
17 01 02	Bricks
17 01 03	Tiles and ceramics
17 01 07	Mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06

Table 1 Permitted Waste Cont'd

17 02	Wood, glass and plastic
17 02 02	Clean glass only
17 03	Bituminous mixtures, coal tar and tarred products
17 03 02	Road base and road planings (other than those containing tar) only
17 05	Soils (excluding soils from excavated sites), stones and dredgings
17 05 04	Soils and stones including chalk other than those mentioned in 17 05 03
17 05 06	Dredging spoil other than those mentioned in 17 05 05
17 05 08	Track ballast other than those mentioned in 17 05 07
17 08	Gypsum based construction material
17 08 02	Gypsum only other than that mentioned in 17 08 01
19	Wastes from waste management facilities, off-site waste water treatment plants and preparation of water intended for human consumption/industrial waste
19 05	Wastes from aerobic treatment of solid wastes
19 05 03	Off-specification compost (compost from source segregated biodegradable waste only)
19 08	Waste from waste water treatment plants not otherwise specified
19 08 02	Washed sewage grit (waste from desanding) only
19 08 99	Stone filter media if free from sewage contamination only
19 09	Wastes from the preparation of water intended for human consumption or water for industrial use
19 09 02	sludges from water clarification
19 12	Wastes from the mechanical treatment of waste (for example sorting, crushing, compacting, pelletising) not otherwise specified
19 12 05	Clean glass only
19 12 09	Minerals (for example sand, stones)
19 12 12	Soil substitutes other than that containing dangerous substances only
19 13	Wastes from soil and groundwater
19 13 02	Solid wastes from soil remediation other than those mentioned in 19 13 01
19 13 04	Sludges from soil remediation other than those mentioned in 19 13 03
20	municipal wastes (household waste and similar commercial, industrial and institutional wastes) including separately collected fractions
20 01	Separately collected fractions
20 01 02	Clean glass only
20 02	Garden and park wastes (including cemetery waste)
02 02 02	Soils and stones

2.3 Non-Conforming Waste

Any loads arriving at site containing significant quantity of non-conforming material will either be rejected at the site office prior to unloading or within the operational area after unloading, however, in the event vehicles deposit large amounts non-conforming material, they will be re-loaded and directed off site after informing the NRW.

Material rejected from the site will be issued with a record stating why, when and from which contract the waste was produced, in addition the 'Record of non-conformance', Appendix 3 will be completed and the record will be held on site. Small amounts of non-conforming material present in loads will be removed by hand or machine and temporarily stored; quarantined material will be removed from site to a suitably permitted facility.

3 SITE RECORDS & ADMINISTRATION

3.1 Site Records

The site records will be maintained and kept secure from loss, damage and deterioration in the site office and the head office; records including dates, waste types, quantities, sources/facility and the waste carriers licence of all loads entering and leaving the site will be recorded and Waste Returns will be produced from these records.

A copy of the Permit will be easily accessible by staff members and/or contractors on site and any unsupervised contractors and/or other personnel will be briefed via a site induction. Any complaints received at the site will be recorded on the 'Complaints Record' sheet, Appendix 5.

3.2 Maintenance

All equipment and infrastructure on site will be inspected, serviced and maintained as per manufacturer guidance, the NRW will be informed in the event of any malfunction, breakdown or failure of plant or equipment, accident, or fugitive emission which has caused, or is causing or may cause significant pollution and cause any significant adverse environmental and health effects. Furthermore any unscheduled maintenance required will be carried out as soon as is practicable to ensure continued running of the facility and will be recorded accordingly.

Visual site inspections for litter, adequacy of security fencing and mud accumulating on site or beyond the site boundary will be undertaken daily, more thorough inspections will be carried out and recorded on a routine basis and will include a review of:

- Site road and Operational Area
- Storage Areas
- Drainage System
- Litter
- Mud / Dirt / Dust
- Vermin and Insects
- Fire (e.g. Inspection of Fire Fighting Equipment etc.)
- Security

All maintenance works required are recorded.

3.3 Environmental Accidents and Incidents

In the event of an environmental accident or incident on site the 'Environmental Accident and Incident Record', refer to Appendix 9, will be completed and filed on site.

3.4 Training

The site attendants will be trained and instructed in the procedures required to operate the site and will be aware of the waste types accepted at the site as well as relevant Permit and legislation as required. The site will be manned and supervised at all times during operational hours.

3.5 Site Diary

A site diary consisting of accurate and complete reporting and record keeping will be maintained at the site office at all times and will be made available for inspection by the NRW upon request.

3.6 Audits

It is noted that this Management System is required to be:

- continually improving
- assessing prevention of pollution incidents
- in accordance with the latest regulatory guidance
- assessing environmental objectives independent of the Permit

To assess the bullet points above the operator will undertake internal annual audits of the Management System, environmental performance, objective and targets and future planned improvements.

APPENDICIES:

Appendix 1	Site Location Plan
Appendix 2	Refueling and Emergency Spillage Procedure
Appendix 3	Record of Non-Conformance
Appendix 4	Complaints Record Form
Appendix 5	Environmental Accident and Incident Record

APPENDIX 1:

Site Location Plan

Vale Recycling Ltd.

**Tunnel Yard, Off Alps Quarry Road, Wenvoe,
Vale of Glamorgan CF5 6EP**



Scale 1:5000 [approx. at A4]

N.B. The green line denotes the Permitted Boundary.

APPENDIX 2:

Refueling and Emergency Spillage Procedure

APPENDIX 2 REFUELLING AND EMERGENCY SPILLAGE PROCEDURE

1 INTRODUCTION

Risk of environmental pollution incidents from recycling operations to the site and surrounding area, are considered to be most likely in the form of suspended solids from the inert waste processing area and fuel in the event of a spillage from the mobile fuel bowser, or malfunctions with the processing equipment. No fuels or oils are stored within the Permitted area.

Surface water run-off potentially coming into contact with the inert waste will be directed to the onsite drainage and bunds surrounding the facility will reduce the possibility of surface water run-off exiting the site.

To reduce the risk of environmental pollution with regards to potential spillages of fuels and oils etc., the companies refuelling procedure will be adhered to at all times and all plant will be operated in accordance with manufacturers guidelines and will be routinely inspected and maintained. In the unlikely event that a fuel spillage does occur then the Emergency Spillage Procedure will be implemented.

2 REFUELLING PROCEDURE

2.1 Aim

Control the risk of pollution that has the potential to arise from the delivery of fuel to machinery on site.

2.2 Steps to Follow

Personnel carrying out re-fuelling must remain with the item of plant at all times whilst observing the operation.

The fuel tank on the item of plant must be checked in order to determine the amount of fuel required.

The fuel nozzle is secured by lock. Before use the fuel nozzle and the hose must be checked for leaks or damage. If any are located the site supervisor must be informed and they will arrange for remedial action.

The fuel nozzle must be kept upright between the fuel tank & mobile bowser to avoid any splashes / leaks.

Although an automatic cut-off is fitted to the fuel nozzle, do not rely on it totally to prevent any splashes.

Any spillage's must be cleared up using absorbent material, following the Emergency Fuel Spillage Procedure below.

3 EMERGENCY SPILLAGE PROCEDURE

3.1 Aim

Ensure any fuel spillages are contained within an area and cause minimal environmental impact.

3.2 Steps to Follow

SMALL FUEL SPILL

Small fuel spills can be caused by splashes or a spill of fuel whilst filling an item of plant or machinery, the volumes involved are small and are confined to a small area.

In the event of a small spill, the affected area needs to be covered with absorbent granules from a spill kit.

The absorbent material should be allowed to cover the spill for a sufficient amount of time to allow it to soak up the fuel contamination.

Once the absorbent material has soaked up the spill it should be removed to the quarantine area for non-conforming waste, from there the waste should be exported off-site to an appropriate facility permitted to accept the waste types and all relevant documentation should be held on site.

Report to the Site Manager any materials that have been used and need replacing.

LARGE FUEL SPILL

In the event of a major spillage of diesel, oil or lubricants, the essential action to be taken is to prevent the spillage migrating to a sensitive place and/or receptor where it could cause contamination.

This can be done by:

- Diverting the spillage away from such an area;
- Bunding the spill using socks / sand / soil; and
- Placing absorbent materials on the spillage.

If the spillage is major (e.g. damaged bund wall), it is essential that instant action is taken, using the emergency spill-kits.

If possible you should try to prevent any further spillage from the source e.g. by turning off the diesel pump, turning off a valve or blocking a hole in the fuel tank.

The spill should be reported as soon as reasonably possible to the Site Manager and Natural Resources Wales (NRW).

Use the absorbent mats & pillows to clear up the spillage and seek specialist advice from appropriate contractors (refer to www.spillonline.org for an Accredited Spill Contractor) and/or the NRW.

Once the absorbent material has soaked up the spill it should be removed and quarantined, from there the waste should be exported off-site to an appropriate facility permitted to accept the waste types and all relevant documentation should be held on site.

Report to the Site Manager any materials that have been used and need replacing.

3.3 Consequences of Not Following Procedures:

If a spill occurs and company procedures are not followed then the site runs the risk of causing pollution to the surrounding land and watercourses, this may result in action being taken against the Site Operator/Permit Holder!

Trade name	State	UN number	Location	Type of containment	Relevant health and environmental properties
Diesel	Liquid	1202	Transported via a mobile bowser	Mobile bowser	H226 - Flammable liquid and vapour. H304 - May be fatal if swallowed and enters airways. H315 - Causes skin irritation. H332 - Harmful if inhaled. H351 - Suspected of causing cancer. H373 - May cause damage to organs through prolonged or repeated exposure. H411 - Toxic to aquatic life with long lasting effects. R20 - Harmful by inhalation. R38 - Irritating to skin. R40 - Limited evidence of a carcinogenic effect. R51 - Toxic to aquatic organisms. R53 - May cause long-term adverse effects in the aquatic environment. R65 - Harmful: may cause lung damage if swallowed. (EU, 1967)

APPENDIX 3:

Record of Non-Conformance

Record of Non-Conformance

Date and time non-conformance identified	
What happened, what was it about and what permit condition does it relate to?	
What caused it?	
What have you done to make sure that it does not happen again?	
Have you reviewed the EMS and rolled out any changes to operations and procedures? Include dates.	
Was there any significant pollution – e.g.: oil entering a surface water drain. If so what?	
If there was then you must notify the NRW on 0800 807060 ASAP. Have you done so?	Yes/No/not applicable Time: Date: NRW Incident number:
Please print your name and sign:	

APPENDIX 4:

Complaints Record Form

Complaints Record Form

Who made the complaint? Name:	
Address	
Phone No.	
Date and time they made the complaint	
What happened, what was it about?	
Was anyone else aware of this – other neighbours or your staff? If so who?	
Assuming the complaint relates to your site, what was the problem, what went wrong? If you can't find the source of the problem you should contact a suitably qualified person to do so and record who they were and what the problem was.	
What have you done to make sure that it does not happen again?	
Was there any significant pollution – for example: excessive odour which can be smelt off site or spillage of untreated sewage onto the ground into a drain or a watercourse? If so the NRW must be informed.	
If there was then you must notify the NRW on 0800 807060 ASAP. Have you done so?	Yes/No/not applicable At what time did you phone?
You must also write or send an email to confirm this to the local office (see your accident management plan for the address). Have you done so?	Yes/No/not applicable Time: Date: NRW incident number:
Please print your name and sign:	

APPENDIX 5:

Environmental Accident and Incident Record

Environmental Accident and Incident Record

Environmental Accident and Incident Record	
Date and time of the incident	
What happened, what was it about?	
Was anyone else aware of this – other witnesses? If so who?	
What caused it?	
What action did you take to fix the problem? Were external agencies involved?	
What have you done to make sure that it does not happen again?	
If there was then you must notify Natural Resources Wales on 0800 807060 (open 24hours/day) Have you done so?	Yes/No/not applicable Time: Date: EA Incident number:
Please print name and sign:	