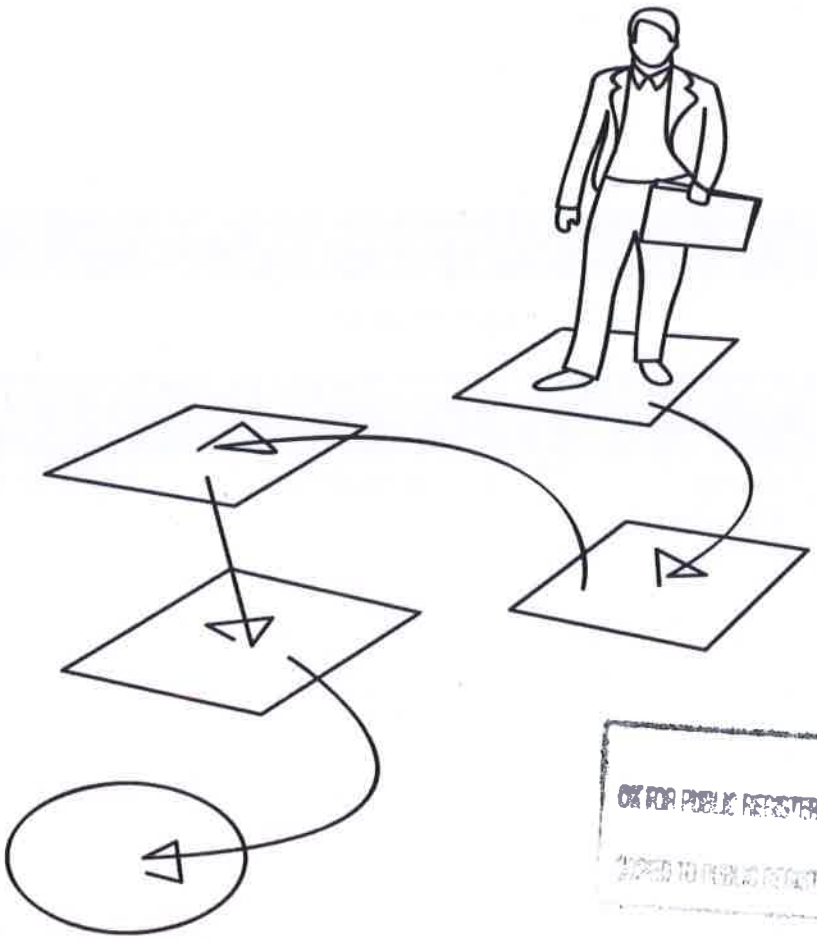
Local Operating Instruction

Onshore Waste Management Procedure

Ref: H-100-BG-006



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		Amendment Records				
Rev.	**Date**	**Details of Revision**	**Prepared**	**Checked**	**Reviewed**	**Approved**
2e	28/04/08	Revised to include Offshore waste management and organisational changes.				FMcE
3	Jul 2010	Revised to reference Petroleum HSE Mgmt System				FMc
4	Oct 2011	Revised to include Audit checklist and general update				RP
5	Nov 12	Updated to contain role and responsibilities of POA onshore planner / scheduler				RP
6	Jan 2014	Separate the existing Waste Management Procedure for offshore and onshore sites				RP
7	May 2014	Procedure converted to eni format				RP

Contents

1. Purpose and Objectives

This procedure describes waste management at the eni LBOC onshore operations and ensures that suitable controls are in place for all personnel involved in the management, collection and transportation of waste materials generated. The objectives of this procedure are to:

- Provide a context of guidance in waste management good practices, including legislative framework, minimisation, segregation, storage and onward transfer.
- Provide guidance on waste transfer paperwork.

2. Scope

This procedure applies to eni LBOC Onshore operations locations, including:

- Llaneurgain House
- Point of Ayr Terminal, Gas Reception Facility, Units 1-3
- Heysham Supply Base
- Any contractors and third parties working within the LB area (onshore)

This procedure establishes a generic system for the management of waste produced at each site. Locally developed site specific work orders, practices and instructions augment this procedure.

2.1 Waste

The term waste encompasses all items and materials of no further use at eni LBOC onshore sites. The legal definition of waste is "any substance or object which the producer or the person in possession of discards or intends or is required to discard".

3. Responsibilities

HSE Team

To ensure that this procedure remains applicable, it is the responsibility of the HSE Team (HSE Manager and Environmental Engineer) to review this procedure, every two years or whenever there is a significant change in circumstances that may affect waste management.

The HSE Team shall provide support, as required, to the site/installation manager in carrying out their roles within this procedure and provide guidance where there may be areas of doubt or concern with regard to legal or other issues relating to waste management.

Responsible People

It is the responsibility of the site manager at each location to ensure the day to day requirements of this procedure are fulfilled. This involves communicating, where appropriate, the requirements of the procedure to contractor representatives and/or personnel working on site. The site manager shall provide support and advice on issues of concern relating to waste management at eni LBOC and contractor staff. Where an issue is not resolvable by the site, this shall be referred to the HSE Team.

In conjunction with other tasks, the HSE Specialist shall regularly check that the waste receptacles are being correctly utilised and identify any problems such as inappropriate mixing of wastes. Where problems exist these shall be rectified immediately where possible. Repeated problems shall be raised with the HSE Team. Serious problems, for example, leaks of waste hazardous liquids, shall be reported as environmental incidents through the Accident and Incident reporting procedure (eniH-000-LG-007). Appendix 1 provides a Waste Inspection Form for onshore facilities.

To promote good communication and to coordinate waste management initiatives, eni LBOC representatives responsible for waste management shall be in contact with personnel from the preferred waste management operator to view and keep abreast of the processes involved in disposing of the Company's waste products.

The relevant eni LBOC site manager is under a 'Duty of Care' to ensure that any waste generated at this site is managed properly through to its final disposal.

Onshore POA Planner / Scheduler

To collate and record all hazardous and non-hazardous waste movements from site and ensure all the required documentation including waste authorizations sheets, hazardous waste consignment and transfer notes along with the waste specification declaration sheets and to ensure correct labelling and EWC codes are identified and in place for all waste, MSDS documentation is available and submitted to preferred waste management contractor/s. Ensure POA site registration is current and displayed at site and the preferred waste management operator's license is current and displayed at site. On receipt of the quarterly hazardous waste returns compare the report with our onsite documentation to ensure duty of care.

Contractor Personnel

It is the responsibility of all contractor personnel to follow this procedure unless contractual arrangements with eni LBOC officially state otherwise. Where contractor waste management procedures are to be used instead of eni LBOC's they shall be subject to review by the contract owner and HSE Team prior to contract award.

All Staff

It is the responsibility of all staff (including contractors) to follow this procedure. On a day to day basis, this shall involve using waste receptacles correctly and ensuring that the waste they generate is correctly and safely stored ready for collection and disposal. Site local procedures and instructions provide further guidance on the handling of particular waste types.

It is the responsibility of all staff to raise the awareness of the site/installation manager or HSE Specialist to ways in which wastes may be either (in order of preference): eliminated, reduced, re-used or recycled.

4. References and Performance Standards

The Performance Standards for this procedure are:

- Verification by internal audit that the eni LBOC Duty of Care Responsibilities are fully met.
- eni LBOC site waste reduction initiatives as part of operations management programmes.
- Annual Pollution Inventory return to NRW plus internal reporting for business requirements

5. Legal Requirement

A variety of waste management legislation and guidance applies to onshore. Key legislation, supporting legislation and guidance for each stage of the waste management process is referenced at the Oil & Gas UK website (www.oilandgasuk.co.uk). At this site, there is a summary of onshore legislation, guidance, details of consents required, performance standards, reporting requirements and consequences of non-compliance.

The following sections are addressed in this procedure:

- Waste minimization
    - Environmental Protection Act 1990 (Section 49);
    - Waste Minimisation Act 1998;
    - Producer Responsibility Obligations (Packaging Waste) Regulations 2007, The Producer Responsibility Obligations (Packaging Waste) (Amendment) Regulations 2008 and The Producer Responsibility Obligations (Packaging Waste) (Amendment) Regulations 2010;

- The Producer Responsibility Obligations (Packaging Waste) (Amendment No. 2) Regulations 2008;
- Site Waste Management Plans Regulations 2008;

- Transfer of Controlled wastes
  - Environment Protection Act 1990 (EPA 90);
  - Control of Pollution (Amendment) Act 1989 (as amended) and Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations;
  - Controlled Waste (England and Wales) Regulations 2012 and Controlled Waste (England and Wales) Regulations 2012 (as amended);
- Transfer of Hazardous wastes
  - Environment Protection Act 1990 (EPA 90);
  - Control of Pollution (Amendment) Act 1989 (as amended) and Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations;
  - Controlled Waste (England and Wales) Regulations 2012 and Controlled Waste (England and Wales) Regulations 2012 (as amended);
  - Hazardous Waste (England and Wales) Regulations 2005
- Waste disposal
  - Directive 2008/98/EC on Waste
  - The Waste (England and Wales) Regulations 2011
  - Environment Protection Act 1990 (EPA 90) (Duty of Care)
  - Environmental Permitting (England and Wales) Regulations 2007 and The Environmental Permitting (England and Wales) (Amendment) Regulations 2009
  - Controlled Waste (England and Wales) Regulations 2012
  - Hazardous Waste (England and Wales) Regulations 2005 and Hazardous Waste (England and Wales) (Amendment) Regulations 2009

The thrust of recent legislation is to increase reuse and recycling and to reduce waste disposal in landfill. Hazardous waste is no longer permitted to go to landfill without primary treatment. The number of Hazardous waste landfill sites has been severely reduced and cost of landfill substantially increased.

6. Definitions and Abbreviations

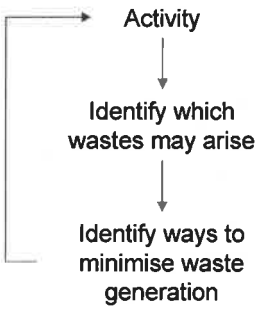
CWSA	Chemical and Waste Storage Area
DEFRA	Department for Environment, Food and Rural Affairs
DECC	Department for Energy and Climate Change (formerly DTI)
EA	Environment Agency
eni LBOC	eni Liverpool Bay Operating Company Limited
NRW	Natural Resources Wales
EEMS	Environmental Emission and Monitoring System
HSE	Health, Safety, Environment and Community
IBC	Intermediate Bulk Containers
IMO	International Maritime Organisation
IPPC	Integrated Pollution Prevention and Control
LB	Liverpool Bay
NRW	Natural Resources Wales
POA	Point of Ayr Terminal

7. Main Procedure

This section provides a general procedure for the management of eni LBOC wastes at each site. Local procedures and site instructions may augment this procedure.

7.1 Waste Minimisation

Design, selection and procurement procedures should aim to eliminate or minimise wastes. When procuring goods: specify those which are energy and water efficient, non-polluting (or less polluting), durable, reusable, recyclable, made from recycled materials and not over-packaged. These environmentally preferred goods do not have to be more expensive. Items with the lowest purchase price may, in fact, cost more in the end.



Consider running costs, indirect costs (such as the paper wasted by inefficient printers and photocopiers), administrative costs (such as the health and safety requirements for more hazardous substances), and likely changes in legislation and disposal costs. Considering them is the best way of achieving value for money.

The thrust of the new European and UK waste and recycling legislation is intended to force more reuse and recycling and in so doing require original producers to design recyclability into their products.

A waste hierarchical approach to waste management is a system of applying best practice to the manage waste. The current waste hierarchy is:

- Waste Prevention – Try at best to not produce waste at all or reduce the volume of waste produced.
- Reuse - Seek to reuse the item within your organisation.
- Repair/Recycle - if broken, seek to repair the item before buying new, so saving money and avoiding wasting resources. Seek to recycle paper, printer and toner cartridges, bottles, cans, plastics and other items so that raw materials and energy are not wastefully used in producing new items. Many of them have a scrap value which earns income. Recycling also reduces the cost of waste disposal.
- Energy Recovery – Utilise waste streams to generate energy (Waste heat recovery unit)
- Disposal – Responsible disposal (landfill and incineration) if none of the above options are appropriate.

7.2 Waste collection, segregation and storage

At each site a variety of waste receptacles will be located at strategic points. In addition to waste storage these receptacles may be those used for carriage of the wastes offsite. Alternatively, the waste may be transferred to larger transfer containers or skips for transportation. Waste may be compacted prior to placement in the appropriate container. To minimise double handling, wherever possible waste shall be stored in the

containers in which it will be transported off-site. Where transfer for transportation is required, e.g. container for empty drums, consideration shall be given to ease of off-loading at the waste transfer station.

General principles that apply:

- All waste must be stored appropriately. This is usually in lidded bins or containers. If the containers are open they shall be netted prior to transportation.
- All collection receptacles will be labelled with the waste type. Transport containers will be labelled with the site name and waste type. Do not mix hazardous waste with non-hazardous waste.
- Respect the safety of others in the waste chain. Be certain that the waste is placed in the container could not present a hazard to the waste handler or receiver.
- Waste must be packaged to prevent leakage or other hazard whilst on site, in transit or in storage.
- The waste description accompanying the waste, (Transfer Note for onshore waste) must provide enough information to ensure safe handling and zero environmental impact handling of the waste at all stages of the disposal chain.
- Consider the risks someone else might face because of an inaccurate waste description.
- Consider the potential for odour emissions, particularly of mercaptan and hydrogen sulphide odours, as a result of waste transfer.

7.3 Hazardous Wastes and Containers

Liquid wastes

For regular liquid wastes removed from site, COSHH and MSDS information has been identified and provided to the waste carrier. If a 'one off' liquid waste is produced, a sample of the waste is sent to an UKAS registered laboratory for analysis and classification, before removal from site. Odour or the potential to cause odour shall be clearly stated. Un-used liquid chemicals should be transported off site/installation in original containers.

Pressurised containers (including aerosols)

DO NOT place pressurised or spent pressurised containers in a compactor as such waste presents an explosion risk. Return welding gas bottles in their proper quads. Disposable pressurised containers, even when empty, retain a residue that may be explosive or toxic. Store in a basket or skip that is clearly marked to show what they contained when in use. Do not mix

in with general waste; pressurised containers are classified as hazardous waste.

Waste paint tins
These are potentially flammable. Store paint tins separately with lids off to harden the paint residue. Clean and empty paint tins, or those that have had their lids removed and contain a hard residue. Dried paint does not constitute Hazardous Waste in most instances.

Fluorescent tubes
Fluorescent tubes are classified as Hazardous Waste. The original packaging may be retained and re-used to repack spent tubes. However, it is preferable to use purpose designed transport crates with securable lids; 'coffins'.

Fuel residues
Store fuel residues in appropriately labelled drums and treat as Hazardous Waste.

Paint and Oil contaminated rags
Rags soaked in paint, oil or solvents can ignite spontaneously. They shall be stored in metal drums with clip top lids.

Medical Wastes and Sharps
Soft medical wastes shall be double bagged and placed in dedicated container. All sharps shall be dropped into a sharps container.

Gas Cylinders
Empty gas cylinders shall be racked.

Batteries
Spent dry 'household' batteries, such as Ni-Cd, shall be placed in a separate container for storage and shipment. Do not crush. Lead acid batteries shall be stored separately to dry batteries. For POA, the following batteries are used at the facilities and are stored in separate containers.

- General Alkaline battery
- Personal Gas Monitor non-rechargeable battery
- Li-Ion battery
- Nickel Cadmiun and metal hydride (Ni-Mh).

Sulphur

The Sulphur is stored in the liquid Sulphur tank located adjacent to the Sulphur Recovery Unit. Depending on commercial viability, sulphur is either sold as a product to a contractor or taken off site as a waste (for POA only).

Solvent Contactor Washings
This waste includes washing vessels from shut-down. Washings will be collected in bunds or sumps according to the type of vessel washed (for POA only).

Spent Catalyst
Spent catalyst is obtained from the process related activity and any change out during shut-down. It is stored in sealed bags and stored in drums and then placed in the chemical and waste storage area for collection by Contractor (for POA only).

7.4 Non-Hazardous Wastes and Containers

Scrap metals
Ferrous and non-ferrous metals shall be stored in separate bins/skips. Lifting slings that are to be scrapped should be cut before disposal to maximise space and prevent re-use.

Empty drums
The legal definition of an empty drum is one that contains <1% residue. Any normally empty drum that has contained hazardous material may still contain harmful vapour or residues from the original contents and must therefore be treated as hazardous material. All empty drums should be capped or bunged and returned to original suppliers wherever possible.

Paper and Cardboard
Paper and card are segregated and stored in appropriate site dedicated containers.

Wood
Timber and wooden pallets are re-usable or recyclable. Timber shall be segregated and stored in appropriate site dedicated containers for recycling. Unwanted pallets shall be returned to suppliers / Supply Base.

Electrical Equipment
Electrical equipment and components can be recycled and should be stored separate from other waste types.

Canteen
Non-food canteen waste such as glass, paper and plastics are all recyclable and should be rinsed and placed in appropriate containers. Food wastes

should be bagged and placed in the general waste skip. Used cooking oil is placed in a metal container and stored in the CWSA until removed.

Glass
All glass can be recycled and should be stored in clip top drums to ensure containment.

Organic Materials
All organic materials (broken pallets/gardening activities) shall be stored at designated skips at each facility.

Mixed Construction/Masonry Plaster
This waste is obtained from various sources within and outside of the eni LBOC Operations. It is stored in designated skips.

7.5 Onshore Waste Collection, Segregation and Storage

Point of Ayr
A variety of waste collection, segregation and storage facilities are used at the Point of Ayr Terminal.

- **Liquids**

  Large volume hazardous liquid wastes are collected and segregated using dedicated sumps and bunds. Most of these collected liquids are pumped directly from the process facilities into sumps. Bunded areas which collect contaminated rainwater are emptied by pump and bowser and the collected contaminated rainwater stored in a holding tank. Sumps and tanks are periodically emptied by vacuum tanker.

  Clean water is batch discharged to the local water course after removal of trace oil by Tilted Plate Separator and Microtox testing to ensure it fully meets the discharge criteria stipulated by the EA or NRW.

  Waste chemicals and oils are stored in drums or other suitable containers at the specially designed Chemical and Waste Storage area, while awaiting collection and transfer. All containers shall be correctly and securely labelled to describe the contents. Stored waste chemicals shall not be mixed.

- **Solids**
  POA produces only small volumes of hazardous solid wastes, principally spent filters. These are to be double plastic bagged and stored in a dedicated lidded skip until collection and transfer. Other contaminated solid wastes shall be similarly bagged and stored in a suitable skip. Empty chemical drums shall be returned to suppliers.

Most Terminal solid waste is controlled waste, being general garbage, construction wastes and 'green' land management wastes. Regular emptying of garbage skips is under contract. There is also a land management waste skip which is changed out on request. Other site skips and containers hold segregated solid wastes such as batteries, spent fluorescent tubes, metals and timber.

Llaneurgain House

A variety of wastes are produced at Llaneurgain House (waste cooking oil, cardboard, aluminium cans, scrap metal, lamps, disposable batteries, IT and communications equipment, furniture, fittings, clinical waste, toner and ground maintenance waste). Most of these, such as paper, card, glass, print cartridges and plastic packaging can be recycled. General waste and kitchen wastes, are bagged, are placed in 1100 litre skips, which are emptied weekly by contracted waste carrier. Because of the relatively small volumes of segregated recyclable materials, some of these are combined with Point of Ayr waste streams to produce volumes that are of sufficient volume to be viable to collect.

Heysham

The Waste Contractor at Heysham has some new Waste Recycling initiatives to supplement the established ones already in place. These initiatives are in-line with the stringent requirements of the main Waste Contractor waste disposal procedures.

- **Waste Oils**

  Waste Oils, oils have been recycled for a number of years now in IMO tanks which are both expensive to hire and clean. We are now utilising EEC approved IBC's which ultimately has a commercial benefit to all as well as recycling the IBC`S to further use. Waste oil is collected by a dedicated tanker and is recycled and used as power station start up fuel.

- **Metals Recycling**

  All metals are segregated and recycled according to grade by the Metal Recycling company with the respective clients being reimbursed with financial proceeds.

- **Wood Recycling**

  All wooden products such as damaged pallets, redundant packing crates and dunnage are segregated and go to a local facility which shreds the timber removes nails and makes industrial woodchip for manufacture of chipboard, kitchen work tops and animal bedding.

- **Paper and Cardboard**

All paper and cardboard generated onshore and offshore is segregated at Heysham and compacted into bales which can be re-cycled reducing the need for landfill. This in-turn generates some income which offsets the cost of disposal.

- **Plastics**

  All plastic wrap and bottles are segregated and compacted into bales on-site. This again eliminates the cost of disposal and generates a commodity which can be re-cycled reducing the need for landfill.

- **Office Wastes**

  Following on from a successful campaign involving the on-site clients eni LBOC and the Peterson workforce there has now been an office recycling initiative implemented. All office bins have been removed and recycling bins are placed at strategic collection points around the offices. Wastes collected from the bins are processed through the on-site balers or direct to the transfer station for their correct recycling route.

- **Fluorescent Tubes**

  Fluorescent tubes returned from offshore are stored at Heysham until an economic quantity is available. The Lamp recycling company come to site with a portable crusher. This process recycles all types of lamps & bulbs through a single system, it is kinder to the environment as it uses less energy during the recycling process. The process is more cost effective, not only due to using less energy, but when used in conjunction with lamp crushers it brings about significant cost savings, compared to the old fashioned whole lamp systems.

8 Transfer of Wastes from Onshore Site to Disposal Site, Treatment and Disposal

Waste from any Liverpool Bay onshore site (Point of Ayr, Heysham Supply Base and Llaneurgain House) has to be classified as Controlled Waste (including Commercial waste) or Hazardous Waste prior to transfer and disposal. Hazardous waste is defined in the List of Waste Regulations 2005 and also in the European Waste Catalogue 2002.

Non-hazardous Waste is defined as waste not covered by the definition of hazardous waste. Waste transfer notes are required to be completed whenever waste is removed from the premise or site. Hazardous Wastes require a Consignment Note to be completed as described in Section 7.2.5 below.

Note: Under recent legislation, Hazardous wastes are required to be treated prior to landfill.

If appropriate, a sample of waste can be taken and sent to an UKAS registered laboratory for analysis and classification, before removal from site in order to determine if the waste has to be categorised as controlled or hazardous waste. The results of the analysis must accompany a request for waste removal.

Onshore sites shall maintain contracts for waste transfer and disposal services. The waste contractors, treatment and disposal methods may vary for wastes from different Liverpool Bay sites.

8.1 Waste Transfer Notes and Consignment Note Completion

Where the waste is considered to be hazardous, a Consignment Note must be completed. The Consignment Note includes a waste description, potential handling hazards and appropriate European Waste Code.

The following table provides a summary on the responsibilities for waste transfer notes, consignment notes, how long are the notes kept, waste licences for the disposal sites.

The waste producer must ensure proper and safe disposal of waste even after it has been passed to another party for disposal. The Duty of Care has no time limit and extends until the waste has either been disposed of or fully recovered.

Also, under the Duty of Care, the waste producer must ensure the proper and safe disposal of waste even after it has been passed on to the waste contractor, scrap merchant etc. The Duty of Care has no time limit and extends until the waste has either been disposed of or fully recovered.

Table 1 below shows the paperwork required for each site and the length of time for retaining copies.

Table 1 – Waste paperwork required for POA, Heysham and Northop

Sites	Waste Transfer Notes (WTN)		Consignment notes		Waste Transportation		Licences
	Responsible	**Record Duration**	**Responsible**	**Record Duration**	**Paperwork**	**Records Duration**	**Paperwork**
POA	Onshore Planner	WTN kept for 2 years	Onshore Planner	WTN kept for 3 years	Waste carrier registration/ certificate required to transport waste	Registration/ certificate can last up to 3 yrs.	Under the Duty of Care, Producers of waste can request to see the actual registrations held by the transporters and disposers of waste. eg Responsible person should request to view waste contractor transport licences for waste and the licence of the site to where the waste will be disposed /treated etc.
Heysham	Marine & Logistics Advisor		Marine & Logistics Advisor				
Northop	Facilities Supervisor		Facilities Supervisor				

9 Records

Copies of waste disposal site licences and waste carrier licences must be kept at those Liverpool Bay sites where the waste originates (copies of offshore waste licences are to be held at Heysham). The site licences of waste transfer stations should also be kept by the appropriate eni LBOC Liverpool Bay site.

Waste records are required to be maintained for each site. Waste records for onshore sites shall be maintained at each site. Waste records shall include Consignment and Dispatch notes, waste description, waste categorisation, European Waste Code, weight/volume (normally supplied by waste contractor from weighbridge data), treatment and disposal methods. Waste records shall be kept up-to-date.

Waste categorisation and European Waste Codes shall be in accordance with the European Waste Catalogue and Hazardous Waste List definitions and codes. These are available via the Oil & Gas UK website referenced above. Further assistance is available from the site waste contractor and Environment Supervisor.

Up-to-date waste records are required to enable statutory PPC reports to be submitted in timely manner. Also, waste reporting enables environmental performance to be evaluated against corporate, asset and site objectives and targets

9.1 Regulator Reporting

Industrial activities pollution shall be reported annually to the regulators by the 28 February, on discharges for the previous year. The list of substances to be reported is:

- substances released to air, land and controlled waters
- Transfers off-site in wastewater.
- Details of the quantity, type and fate of wastes transferred off-site.

The Environmental Engineer and the HSE Systems Representative prepare the onshore waste data for submission to Natural Resources Wales by 28 February, on discharges for the previous year.

Appendix 1

Waste and Bund Inspection Form

eni LBOC Point of Ayr Gas Terminal

Person(s) conducting Inspection: **Date:**

NOTE: All actions from the audit shall be agreed with the appropriate actionee and placed into Action Tracker before issuing the Inspection report.

1.0Waste Area located North of the Administration and Control Building (ACB)

Areas to Audit	**Comments**
What types of waste are stored adjacent to the ACB.	
Are the disposal units clearly labelled e.g. 'Cardboard Waste Only'?	
Is there mixing of waste? If so please state.	
Are disposal units kept closed/sealed from the elements of the weather?	
What is the Condition of disposal units (clean, visually in good condition, paint condition).	
Condition of housekeeping of the waste area for ACB.	
Summary/Actions:	

2.0Waste Area located outside and Warehouse and inside Workshop

Areas to Audit	**Comments**
What types of waste are stored at this location?	
Are the disposal units clearly labelled e.g. 'Cardboard Waste Only'?	
Is there mixing of waste?	
Are disposal units kept closed/sealed from the elements of the weather?	
What is the Condition of disposal units (clean, visually in good condition, paint condition).	
What is the condition of housekeeping of the waste storage location?	
Summary/Action:	

3.0Waste Storage Bins East of the Emergency Access Gate and warehouse apron & wash bay.

Areas to Audit	Comments
What are the types of waste stored at this location.	
Are the disposal units clearly labelled e.g. 'General waste Only'?	
Is there mixing of waste? If so please state.	
Are the external skips located on the concrete apron areas so as to capture any potential leakages so as not to have any leakage to land.	
Are disposal units kept closed/sealed from the elements of the weather?	
What is the Condition of disposal units (clean, visually in good condition, paint condition).	
Condition of housekeeping of the waste area at this site.	
Summary/ Actions:	

4.0Sumps

This section involves visual checks ONLY to the sumps listed. This includes looking for surface leaks, cracks, surface damage etc. (The Integrity team routinely performs more detailed checks on the sump conditions).

Meet Requirements	Comments
General Visual checks on the Glycol Sump Condition and labelling (cracks, leaks damage).	
General Visual checks on the Amine Sump condition and labelling (cracks, leaks damage).	
General checks on the Caustic Sump Condition and labelling (cracks, leaks damage).	
General Visual checks on the Solvent sump condition and labelling (cracks, leaks damage).	
Summary/ Action:	

5.0 Chemical and Waste Storage Area (CWSA)

Meet Requirements	**Comments**
Condition of the CWSA run-off **water bund and dirty water** bund (visual checks for leaks, cracks etc).	
Describe Condition and labelling of the old oil tank and bund.	
Describe Condition and labelling of disposal units for filters.	
Are there separate disposal units for hazardous waste and non-hazardous waste	
Are there compatible charts for the chemical waste stored in this area (Hazardous and Non-hazardous waste).	
What is the condition of the skips which contains the activated carbon waste, used fluorescent bulbs, spent catalyst etc. (clean, waste amount controlled)	
Generally, are the disposal units clearly labelled where applicable e.g. 'Chemical waste Only'	
Is there mixing of waste?	
Are disposal units kept closed/sealed from the elements of the weather	
Are spill kits appropriately labelled and **stocked** at the CWSA.	
What is the condition of the emergency shower, Is it working?	
Condition of housekeeping of this site.	
Summary/Action:	

6.0Inlet facility – Pig Receiver

Meet Requirements	Comments
What is the Pig receiver bund condition? (clean, dirty)	
Summary/ Actions	

7.0 Surrounding Areas and Bunds

Meet Requirements	Comments
Are spill kits appropriately labelled and stocked throughout the Inlet Facility?	
What is the General condition of bunds at the installation (emptied, cleaned, overflowing, check bund wall condition)?	
Is there any sign of leakages from the bund walls?	
Summary/Action:	

Appendix 2
Waste Inspection Form
Heysham

Waste Compliance Verification: Heysham Supply Base

Verification Audit Conducted By: **Date**

Items	Comments
Are the Inward Manifests correctly filled by company. Yes/No If No record Nón compliance.	
Is the waste data recorded on the Peterson electronic data records correct to the manifest checklist. Yes/No? If no record Non Compliance.	
Record Inward Manifest Numbers Checked against Peterson Electronic Waste Log. Record any non compliance.	
Review a random sample of 5 Veolia waste transfer notes from cradle to Grave Compliance. Record any non-compliance	
Record Waste Transfer Note Numbers checked. Record any Non Compliance found.	
Review any Environment Agency Audit Findings for information and closure. Record any findings still open.	
Site Visit required to verify that the waste is being stored as per the Peterson Waste. Mangement Plan and that the areas are clearly marked?	
Review external storage bunds for compliance.	

I confirm that the information recorded above is a true reflection of the verification>

Sign: Print Name:

Appendix 3

Waste Inspection Guide

Llaneurgain House

1. When was the last waste audit carried out of the building?

2. What are the types of waste recycling is at the building?

3. Can we look at the Waste recycling bins at the facility for waste types and to ensure proper segregation?

4. What happens to the other wastes which are not grouped for recycling (see examples below)
    a. batteries,
    b. medical waste,
    c. fluorescent bulbs,
    d. computer/electronic waste,
    e. glass,
    f. ink cartridges,
    g. used kitchen oils,
    h. old office furniture

5. Who has the contract to collect waste from Northop Building?

6. What happens to the waste after collected by waste Company? (Are they properly recycling the waste)?

7. Was there any audit of the company collecting waste at Northop?

8. Does this company have the necessary legal documentation for collection and disposal of waste (waster transfer licence, waste transfer notes)?

9. Can we see a copy of these licences to ensure validity?

10. What happens to the grass cuttings and plant maintenance waste for the grounds?
    a. Who collects this waste? How is it treated (sent to compost heap etc)

11. What is the waste inspection list used for conducting waste audits of the building?

12. Is there a diagram or a plan to show the waste segregation areas in the building?

13. When were you last awareness of waste generation and recycling of the building?

14. Is there any regulatory reporting of the waste at the Northop Building?