

Swansea City Waste Disposal Company Limited

A company wholly owned by The City and County of Swansea

Working Plan:

**Garngoch Civic Amenity Site
Phoenix Way
Swansea**

**Registered Office: Ferryboat Close, Enterprise Zone, Morriston, Swansea. SA6 8QN
Telephone: 01792 796886 Fax: 01792 781555**

**Directors: M.G. Shellard (Executive Chairman), J. Allison, R.E. Henchcliffe, T.A. Hilton, Cllr. N. Tregoning
Company No: 2633573 Registered at Companies Registration Office, Cardiff.**

Introduction

Garngoch Civic Amenity is one of five Civic Amenity and Recycling Sites in Swansea where residents are encouraged to recycle and compost as much as possible as well as dispose of household waste free of charge.

The sites are licensed by the Environment Agency to accept household waste only. The Civic Amenity sites will not accept trade, commercial, construction or demolition waste

Site Address and contact numbers:

Garngoch Civic Amenity Site

Pheonix Way

Gorseinon

Swansea

Tel: 01792 898543

Emergency Contact Number: 01792 796886

A site location plan can be found in Appendix 1 of the working plan.

1.1 Specified Waste Management Operations

- 1.1.1 The area of land to which the waste management licence relates is that edged in red as detailed in Appendix 1 of this working plan.
- 1.1.2 The following waste management activities will be undertaken at the site:
- a** D9 – Treatment consisting only of physical sorting and separation of waste into different components, physical mixing or bulking of solid wastes of the same or different types, where there are no resulting changes in the chemical composition of the wastes or its different components.
 - b** D14 – Compaction only.
 - c** D15 and R13 – Storage of waste pending disposal or recovery
- 1.1.3 Wastes accepted at the site would only be subject to the waste acceptance, rejection, handling, storage, quarantine and notification procedures outlined in sections 4.4.to 4.7.3 (inclusive) of this working plan.

1.2 Permitted Wastes and Quantities

- 1.2.1 The site will only accept those wastes specified in the list of defined six digit-coded types of waste in Appendix 3 of this working plan.
- 1.2.2 The site will accept hazardous household wastes for temporary and secure storage, but no other special/hazardous wastes.
- 1.2.3 No more than 100 tonnes of waste will be stored on the site at any one time. All permitted waste types accepted at the site will be stored for a maximum of 48 hours unless otherwise specified in section 4.6.1 to 4.6.15 inclusive of this working plan.
- 1.2.4 The site will accept a maximum of <25,000 tonnes per annum. Note: If this tonnage is increased by way of a working plan amendment, annual subsistence fees will also increase.

1.3 Hours of Operation

- 1.3.1 Hours of waste acceptance, treatment and removal (Unless otherwise agreed in writing with the Environment Agency Wales and local planning authority):
- 7 days a week during the following times:
- a** British Summer Time - 8.00am to 6.30pm
 - b** British Winter Time - 8.30am to 5.00pm
 - c** Unless otherwise notified in writing the site shall remain closed on Christmas Day and New Years day.

1.4 Staffing

- 1.4.1 The facility's Technically Competent Manager(s) hold a Certificate of Technical Competence (COTC) for Transfer, Biodegradable waste (TSB4).

- 1.4.2 The following site personnel are holders of a relevant COTC and are the nominated technically competent managers at the baling plant:

Thomas Martin Jones – WAMITAB Qualifications:

- Certificate of Qualifying Experience INC4 – Managing Incinerator Operations: Special Waste (Level 4) – 1998
- Certificate of Qualifying Experience TSB4 – Managing Transfer Operations: Biodegradable Waste (Level 4) – 1998
- Certificate of Professional Competence – TS4 Managing Transfer Operations: Biodegradable Wastes
- Certificate of Professional Competence – LB4 Managing Landfill Operations: Biodegradable Wastes

David Walker – WAMITAB Qualifications

Certificate of Technical Competence - 4TSH – Managing Transfer Hazardous Waste

- 1.4.3 Two more members of staff (C Fender and J Billen) are starting level four WAMITAB courses of study for the transfer operation.

Operational Personnel

- 1.4.4 There will be a minimum of one member of staff on site at any one time to ensure suitable supervision of the facility.
- 1.4.5 All drivers required to drive HGV 2 vehicles and above for the purposes of exchanging containers will be suitably trained and qualified to do so.

2 Site Layout

2.1 General Description of Layout

- 2.1.1 The site will be constructed, maintained and inspected in accordance with sections 2.1 to 2.3 (inclusive) of this working plan. Site layout and drainage plans can be found as Appendix 2 of this working plan. (Note there are two drawings entitled G157_003).

2.2 Impermeable Pavements

- 2.2.1 All areas of impermeable pavement are constructed of concrete. The specification being:

- a** 200mm C30 Concrete
- b** Class 37.5/20
- c** Minimum Cement Content 335 Kg/M3
- d** A393 Square Mesh Fabric Reinforcement To Bs4483:1969
- e** 180mm Type 1 Sub base+
- f** Waterproof Membrane Polythene 125 Microns Thick

- 2.2.2 A copy of the site layout plan and details of the impermeable pavements and site drainage can be found in Appendix 2 of this working plan (Note there are two drawings entitled G157_003)

- 2.2.3 The pavement will be visually inspected on a daily basis by site staff. Repairs to any damage to the pavement will be undertaken within 7 days or in a timescale agreed with the environment agency. Site staff will cone off the area preventing its use until any repairs are completed. A record of all inspections and any maintenance necessary will be made in the site diary.

2.3 Site Drainage Systems

- 2.3.1 The perimeter of the site is bound by a surface water drainage system that flows via a bypass petrol interceptor to culvert. The central compactor area has a separate drainage system that flows through a separate bypass petrol interceptor that is connected to foul sewer. The mess facilities on site are also connected to the foul sewer.

- 2.3.2 The site drainage is designed and constructed in accordance with drawing number G157_003 dated June 2005.

- 2.3.3 Drains and gullies will remain free from blockages at all times on site. The drains are inspected daily for blockages/damage as part of the daily inspection undertaken by either of the senior managers on site. A record on the inspection of the site drainage including any remedial action will be made in the site diary.

3 Site Infrastructure

3.1 Site Security

Perimeter Fencing

- 3.1.1 The site perimeter is defined by close proximity, galvanised steel security palisade fencing 2.1m high. Two gates (one entry and one exit), of matching construction to the fence provide two 6 metre wide openings, also three additional access gates for container movements. Gates complete with padlocking and drop bolts. All fence posts are set in grade 22.5/20 concrete to BS 1722.
- 3.1.2 The site will be kept closed and secure at all times when unattended.
- 3.1.3 The site external fencing is inspected daily, and any defects or damage shall be made secure by temporary repair by the end of the working day. Serious damage will be repaired as soon as a welder is available, but no later than 3 working days of the damage being detected unless otherwise agreed in writing with the Agency.
- 3.1.4 Inspections, defects, damage and repairs shall be recorded in the site diary/ log sheet.

4 Site Operations

4.1 Control of Mud and Debris

- 4.1.1 The site receives a twice-weekly mechanical sweep from the City & County of Swansea's mechanical street sweeping section. All other cleansing is provided on an as and when basis. A record will be kept in the site diary after each sweep.
- 4.1.2 In the unlikely event that mud or debris arising from the site is deposited on to the public highway, the area will either be cleaned manually or a road sweeper will be requested to clean up the problem. This will be carried out immediately after detection/notification. A stiff bristled brush will be kept on site at all times in case manual cleaning needs to be undertaken. A record will be made in the site diary/log sheet should cleansing of the public highway outside of the site boundary require cleansing and any request for a street sweeper to attend.

4.2 Potentially Polluting Leaks and Spillages

Control and remediation of leaks and spillages

- 4.2.1 Sand and/or absorbent granules are kept on site at all times for immediate use. These would be deployed to soak up any spillage. At any one time, there should be no more than 100 litres of possible contaminants on site, E.g. Compactor hydraulic oil. (This figure excludes the 1800ltrs waste oil container for engine oil from members of the public). Therefore the minimum amount of absorbent granules to be stored on site will have the capacity to absorb 100 litres. A minimum of three drain covers will be available on site at all times for immediate use.

Minor spillages

- 4.2.2 Spillages of any liquid less than 100 litres will be cleaned up, using sand or proprietary absorbent. Drain covers will be installed immediately on surface water drains threatened by the spillage as a precaution in order to prevent any contaminants entering the surface water drainage. All contaminated sand or proprietary absorbents shall be cleared and placed in an alternative sealed container once the spillage has been contained. Details of any spillage on site will be recorded in the site diary/log sheet, including the remedial action undertaken.

Major Spillages

- 4.2.3 In the event that there is a spillage of any liquid on site greater than 100 litres, immediate action will be taken to contain the spillage and prevent the liquid from entering surface water drains or un-surfaced ground. Drain covers will be installed immediately to prevent any contaminants entering the surface water drainage. The Agency will also be informed immediately. The spillage, once contained, shall then be cleared using sand or proprietary absorbents, which will then be placed in alternative sealed containers. Details of any spillage will be recorded in the site diary/log sheet, including the remedial action undertaken.

4.3 **Fires on Site**

- 4.3.1 No waste materials will be burned inside the boundary of the site. Any outbreak of fire will be regarded as an emergency and immediate action will be taken to extinguish it. A record of any outbreak of fire will be made in the site diary/log sheet.
- 4.3.2 In the event of a fire on the site, notwithstanding the implementation of actions to suppress and extinguish the fire, the Environment Agency will be informed immediately; and so far as practicable contaminated site drainage (fire water) will be prevented from entering any surface water drain with the use of drain covers stored on site.

4.4 **Waste Acceptance and Control Systems and Procedures**

Waste Acceptance Procedures

- 4.4.1 Wastes accepted and stored at the site will be regularly checked during the working day by site staff to ensure that they comply with the permitted wastes authorised by the site waste management licence and that they are stored in the appropriate container and location within the site. If un-permitted wastes are found then they will be removed and placed in a quarantine skip in accordance with section 4.7 of the working plan.
- 4.4.2 Any wastes found to be malodorous will be handled in accordance with section 6.2 of the working plan.
- 4.4.3 All site staff will ensure that all site containers are not to be filled over their capacity.

Waste Control

- 4.4.4 Unless otherwise specified in sections 4.6.1 to 4.6.15 (inclusive) of this working plan, all wastes accepted under the terms of the waste management licence will be stored in sealed containers upon areas provided with impermeable pavement. Wastes will be stored in the locations outlined on drawing G157_103 dated June 2005.

- 4.4.5 Incompatible wastes, which are likely in combination with each other or with other material at the facility to give rise to pollution of the environment or harm to human health outside the site, will be clearly identified and kept physically separate within a leak proof, sealed container. A record shall be kept in the site diary/log book of all rejected wastes and all wastes kept in quarantine storage.
- 4.4.6 Areas and bays used to store wastes will be clearly defined and labelled to identify the wastes stored within them.

Waste Despatch

- 4.4.7 All wastes despatched from the site will be inspected prior to despatch to confirm their description and composition.

4.5 **Waste Quantity Measurement Systems**

Weighbridge

- 4.5.1 Wastes accepted at the site will be delivered by the public and will not be weighed. The weight of all wastes despatched from the site shall be determined by means of a company weighbridge. The weighbridge or scales used shall record quantities of wastes in tonnes to an accuracy of 0.01 tonnes.
- 4.5.2 If the weighbridge is unavailable, wastes quantities shall be recorded in cubic metres and measured on the basis of the capacity of the vehicles or containers used for transport. This shall be converted into tonnes on the basis of conversion factors, which have been agreed in writing with the Agency.

4.6 **Storage of Specified Wastes**

Storage & handling of Mixed Municipal Degradable Waste

- 4.6.1 Degradable municipal wastes (e.g. foodstuffs, black bag wastes) will be placed by members of the public into a 35 cubic yard compactor unit. The compactor unit used on site for municipal and cardboard waste will be a Thetford T.3.T traversing compactor that is a hopper fed, hydraulic packer which fills one of three containers. Once a container reaches capacity, it will be pinned-off by a site operative; the compactor is then undocked, and traversed to the next container.
- 4.6.2 Site staff will supervise the filling of the containers as far as is practicable. The compactors will be stored within the areas specified on the site plan and on the impermeable pavement. These containers will be free from any holes or perforations to prevent leakages. Mixed degradable municipal wastes will be stored on site for a maximum period of 48 hours. The compactor units will be located in the area specified on the site plan within Appendix 2 of the working plan subject to available storage capacity.

Storage & handling of Cardboard Packaging

- 4.6.3 Packaging will be placed by members of the public into a guarded 35 cubic yard Thetford T.3.T traversing compactor unit. Site staff will supervise the filling of the containers as far as is practicable. The compactor units will only be stored in the area specified on the site plan within Appendix 2 of the working plan. Cardboard that has been segregated from other wastes accepted at the facility will be stored on site for a maximum period of 28 days subject to available storage capacity.

Storage & handling of Mixed Metal Scrap

- 4.6.4 Mixed Metal Scrap will be placed into an open 35 cubic yard container. Site staff will supervise the filling of the containers as far as is practicable to ensure no components falling within the WEEE Directive are deposited inappropriately. Dedicated enclosed 14m³ containers are provided for small electrical items, television and PC monitors. All container locations of these materials are specified on the site plan within Appendix 2 of the working plan. Scrap metals that have been segregated from other wastes accepted at the facility will be stored on site for a maximum period of 28 days.

Storage & handling of Inert Materials

- 4.6.5 Garngoch Civic Amenity Site will not accept inert material such as rubble, soil and concrete. Hence no storage or treatment of such waste will occur on this site.

Storage & handling of Wood

- 4.6.6 Wooden material will be placed by members of the public into an open 35 cubic yard container. Site staff will supervise the filling of the containers as far as is practicable. In the event that tanalised timber is discovered, it will be removed and stored in the general bulk waste container. Wood Wastes will only be stored in the area specified on the site plan within Appendix 2 of the working plan. Wood wastes that have been segregated from other wastes accepted at the facility will be stored on site for a maximum period of 28 days subject to available storage capacity.

Storage and handling of Green Waste

- 4.6.7 Green Waste (e.g. grass cuttings, plants & trees) will be placed by members of the public into a 35 cubic yard container. Site staff will supervise the filling of the containers as far as is practicable. Green wastes will only be stored in the area specified on the site plan within Appendix 2 of the working plan. Green wastes that have been segregated from other wastes accepted at the facility will be stored on site for a maximum period of 7 days subject to available storage capacity.

Storage & handling of Waste Refrigeration Equipment

- 4.6.8 Garngoch Civic Amenity Site will not accept Waste Refrigeration Equipment. Hence no storage or treatment of such waste will occur on this site.

Storage & handling of Waste Oils

- 4.6.9 The site is equipped with an 1800 litre linear polythene oil tank placed upon an impermeable pavement. The *Oil Can* is fully bunded (tank within a tank), and is not open to the elements. In the event that the tank were to become damaged its contents will be transferred to suitable container. The tank will be taken out of use until fully repaired / replaced.
- 4.6.10 Waste oils will be transferred by members of the public into the waste oil tank. Site staff will ensure that the tank is not filled beyond its operational capacity. The filler cap to the tank will remain closed when the site is closed or unmanned and during rainfall. Emptying of the waste oil container will be supervised at all times by a member of staff and a record made within the site diary. There is no proposed storage time for waste oils being stored at the site. The tank will be emptied when full.
- 4.6.11 Waste oils will be stored within the designated area shown on the site plan within Appendix 2 of the working plan.

Storage & handling of liquefied petroleum gas (LPG) cylinders

- 4.6.12 All nominally empty LPG containers will be stored within the designated area shown on the site plan within Appendix 2 of the working plan. Members of the public will transfer LPG containers to a secure and lockable caged area. This caged area shall remain locked when the site is closed or unmanned. Site staff will ensure that all cylinders are stored upright with their valves upwards. LPG containers that have been segregated from other wastes accepted at the facility will be stored on site for a maximum period of 28 days subject to available storage capacity.

Storage of lead acid batteries

- 4.6.13 Lead acid batteries will be stored within the designated area shown on the site plan within Appendix 2 of the working plan. Waste lead acid batteries will be transferred by members of the public to an acid resistant and leak proof container(s) with a close fitting lid to prevent the ingress of rainwater. These containers will remain covered when not being actively filled/unfilled. Site staff will ensure that batteries are stored upright within these containers at all times. Lead acid batteries that have been segregated from other wastes accepted at the facility will be stored on site for a maximum period of 28 days subject to available storage capacity.

Storage of Fluorescent Tubes

- 4.6.14 Fluorescent tubes will be placed directly into a lampsafe container (cylindrical horizontal plastic piping). Care will be taken not to break any fluorescent tubes. When the lampsafe is full it will be removed for disposal at a suitable licensed facility. Fluorescent tubes will be stored within the designated area shown on the site plan within Appendix 2 of the working plan. Fluorescent tubes that have been segregated from other wastes accepted at the facility will be stored on site for a maximum period of 28 days subject to available storage capacity.

Storage of Hazardous Household Wastes

- 4.6.15 Household paints and chemical wastes will be placed into a leak proof container resistant to chemical attack. The hazardous household container will be stored at a location agreed with the Environment Agency. Any lids to containers placed in this area will be made secure. Hazardous household that have been segregated from other wastes accepted at the facility will be stored on site for a maximum period of 28 days subject to available storage capacity

4.7 Quarantined Waste Storage

- 4.7.1 Quarantined waste will not be stored on site for more than three days and the maximum quantity of wastes kept in the quarantine storage area shall be 5m³ at any one time.
- 4.7.2 A sealed, lockable container will provide the quarantine store. The container will be placed only upon an impermeable pavement. A record shall be kept in the site diary of all rejected wastes and all wastes kept in quarantine storage.
- 4.7.3 The quarantined area is specified on the site plan within Appendix 2 of the working plan.

5 Activities Exempt From Waste Management Licensing

No exemptions are registered at this facility.

6 **Amenity Management and Monitoring**

6.1 **Control of Dust, Fibres and Particulates**

- 6.1.1 To minimise the risk of aerial emissions the site manager or an appointed operative will, throughout the day, monitor the storage locations and site roadways and pavements checking for aerial emissions of dust, fibres and particulates.
- 6.1.2 In the event of release or potential release of dust, fibres or particulates beyond the site boundary as a result of activities on, then the relevant waste treatment process or handling operation shall be stopped and the offending waste covered or dampened with a hose pipe from fed from the mains water supply to suppress the emission. In the event that dust is being generated due to traffic movements then the external yard giving rise to the dust will also be dampened/cleaned.
- 6.1.3 Any remedial actions taken to suppress the emission of dust, fibres or particulates will be recorded in the site diary.

6.2 **Control of Odours**

- 6.2.1 Odour at the site will be continuously monitored by site staff supervising individual waste handling operations, during the carrying out of those operations.
- 6.2.2 On detection or notification of aerial emissions of odour that are, or are likely to be transported beyond the site boundary, at such levels that they are likely to cause pollution of the environment or harm to human health or serious detriment to the amenity of the locality, then immediate action will be taken to suppress the aerial emission of odour from the offending waste and the waste will be immediately removed to a sealed container. The incident and details of the remedial actions taken will be recorded in the site diary. In the event that suppression of the odour causes contamination of surface water run-off, this will be treated in accordance with Section 4.2 of the working plan.
- 6.2.3 As part of the waste acceptance procedure, any waste that is found to be malodorous shall be identified, segregated and placed in a container and either covered or sheeted and removed from the site by the end of the working, or otherwise in accordance with the Environment agency. A record of the receipt of any malodorous wastes will be recorded in the site diary.

6.3 **Control of Noise**

- 6.3.1 The civic amenity site has received no complaints regarding noise; therefore, no formal noise remediation measures have been taken or thought to be required.

6.4 Control of Pest Infestations

- 6.4.1 The pest control division of City & County of Swansea supply and maintain vermin baiting points at suitable locations within the site.
- 6.4.2 The site is inspected daily for evidence of a pest infestation. A record of the inspection including any remedial action will be made in the site diary and the Environment Agency shall be informed.
- 6.4.3 Should site staff detect any evidence of a pest infestation, immediate action will be taken to secure the attendance of professional pest control contractor, to eliminate the pest infestation.

6.5 Control of Litter

- 6.5.1 The close proximity palisade perimeter security fence also serves as a litter catchment fence. The perimeter is patrolled each day by site staff and all the litter & debris removed and placed in a sealed container. On site equipment to aid the litter picking includes a brush, shovel and wheelbarrow. No litter will be left un-contained at the end of the working day. In the event that litter does escape from the site, it shall be retrieved immediately.
- 6.5.2 A record of the daily litter picking will be recorded in the site diary.

7 Site Records

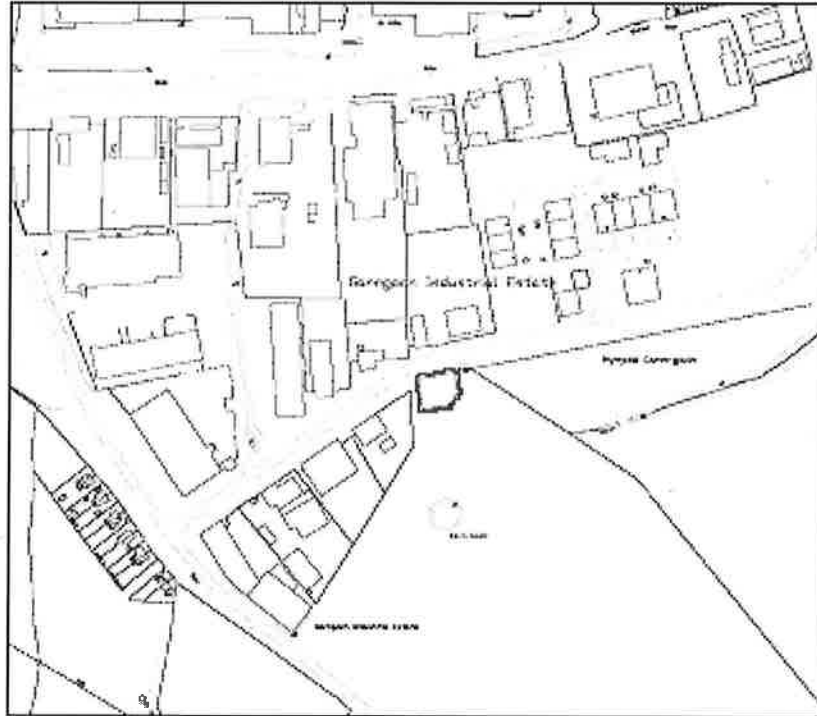
7.1 **Security of Records**

7.1.1 All records that are required to be made under the conditions of this licence and the working plan will be maintained and kept secure from loss, damage or deterioration. All records will be kept with civic amenity site office.

7.1.2 All records will be kept for a minimum of two years.

Appendices

Appendix 1: Area covered by Waste Management Licence



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Appendix 2: Site Layout and Drainage Plans

- 1 THIS IS A C.A.D. DRAWING AND SHOULD NOT BE AMENDED BY HAND.
- 2 All dimensions in millimetres unless otherwise stated.
- 3 Reproduced from Ordnance Survey under Licence No: 100013350 Crown Copyright Reserved.
- 4 Any errors or omissions to be reported to the Designer.

Rev	Details	Dr	Ch	Ap	Date
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Ferryboat Close
Swansea



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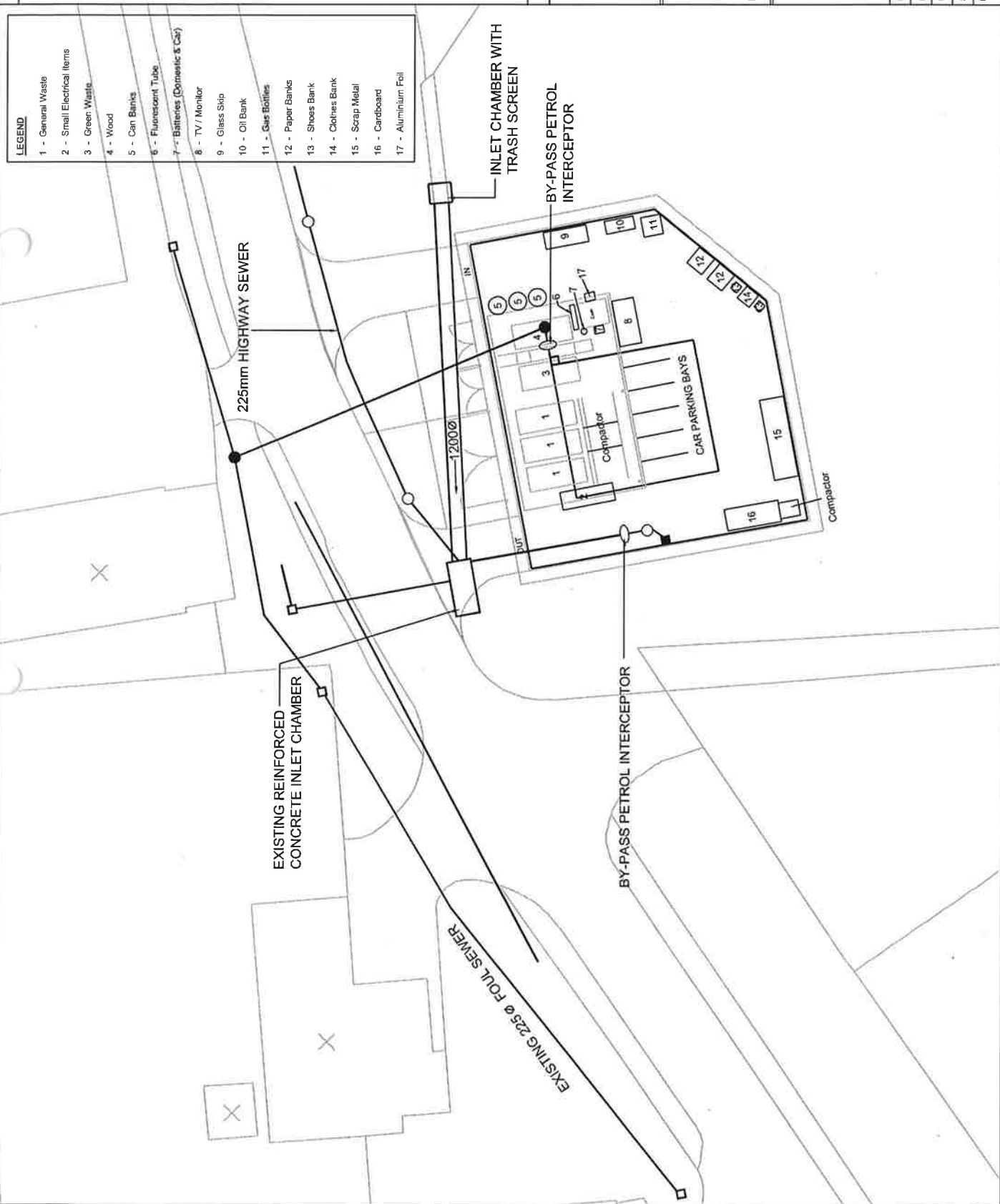
CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE

Project

GARNGOCH CIVIC AMENITY SITE

Site Layout

File No. _____	General Ledger Code: _____				
Drawn	MOW	Checked	JB	Approved	JB
Date	June 05	Date	June 05	Date	June 05
Scales		Not to scale			
Drawing No.		G157_003			



Appendix 3: Permitted Wastes by European Waste Catalogue Number

20 01 01	Paper and cardboard
20 01 02	Glass
20 01 08	Biodegradable kitchen and canteen waste
20 01 10	Clothes
20 01 11	Textiles
20 01 28	Paints, inks, adhesives and resins not mentioned in 20 01 27
20 01 30	Detergents other than those mentioned in 20 01 29
20 01 34	Batteries and accumulators other than those mentioned in 20 01 33
20 01 36	Discarded electrical and electronic equipment not containing hazardous components
20 01 38	Wood not containing hazardous substances
20 01 39	Plastics
20 01 40	Metals
20 02 01	Biodegradable waste
20 02 02	Soil and stones
20 02 03	Other non biodegradable wastes
20 03 01	Mixed municipal waste
20 03 07	Bulky waste

And the following hazardous household wastes:

20 01 13*	Solvents
20 01 14*	Acids
20 01 15*	Alkalines
20 01 17*	Photochemicals
20 01 19*	Pesticides
20 01 21*	Fluorescent tubes and other mercury containing wastes
20 01 23*	Discarded equipment containing chlorofluorocarbons
20 01 25	Edible oil and fat
20 01 26*	Oil and fat other than those mentioned in 20 01 25
20 01 27*	Paints, inks, adhesives and resins containing dangerous substances
20 01 29*	Detergents containing dangerous substances
20 01 33*	Batteries and accumulators including lead, Ni-Cd, Mercury batteries
20 01 35*	Discarded electrical and electronic equipment containing hazardous components
20 01 37*	Wood containing dangerous substances

Appendix 4: List of Materials Collected on Site

Material	Container
1. Green Refuse	Open topped 35m ³ container
2. General Refuse	Enclosed 35 m ³ compactor container
3. Wood	Open topped 35 m ³ container
4. Scrap metal	Open topped 35 m ³ container
5. Cardboard	Enclosed 35 m ³ compactor container
6. Batteries	Secure Bottle Cage
7. Gas Bottles	Enclosed Battery Box
8. Cans	Enclosed banks
9. Paper	Enclosed 8m ³ container
10. Glass	Enclosed 22m ³ skip
11. Waste Oil	1800ltrs double skinned tank
12. Shoes & books	Enclosed banks
13. Clothes	Enclosed bank
14. Fluorescent lamps	Enclosed 2.5m tube
15. TV's	Enclosed 14 m ³ container
16. Aluminium Foil	Wheelie bin
17. Electrical Goods	Enclosed 14 m ³ container

