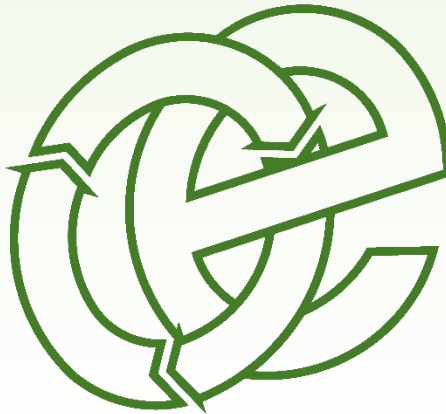


# ENVIRONMENTAL MANAGEMENT SYSTEM

Min Y Clwyd Transfer Station, Hen Lon Parcwr, Ruthin LL15 1NA

IT Williams Company Ltd

<b>Version:</b>	1.4	<b>Date:</b>	23 November 2022		
<b>Doc. Ref:</b>	203-003-A	<b>Author(s):</b>	MM	<b>Checked:</b>	
<b>Client No:</b>	203	<b>Job No:</b>	203-003		



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## Document History:

Version	Issue date	Author	Checked	Description
1.0	13/11/2017	JE		Draft Document for comment
1.1	19/11/2017	JE		For submission to client
1.2	21/11/2017	JE		Revised Table 1.1 Copy submitted to client
1.3	30/08/2022	MM	FJ	Updated TCM details, periodic review. Incorporated EMS for aggregates operation into this EMS to provide one consolidated document
1.4	23/11/2022	MM	FJ	Updated in response to NRW's comments

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- Appendix I - Drawings**
- Appendix II - Record Keeping Forms**
- Appendix III - Accepted Waste Types (European Waste Catalogue Waste Code List) & standard rules permit copy for aggregates operation (SR2010 No.12).**
- Appendix IV - Health & Safety – Conditions of Site Use**

## Site Information & Key Contacts List

<b>Site Address:</b>	Min Y Clwyd Transfer Station, Hen Lon Parcwr, Ruthin LL15 1NA		
<b>Site Operator:</b>	IT Williams Company Ltd	<b>National Grid Ref:</b>	SJ 1220 5890

<b>CONTACT</b>	<b>DESCRIPTION</b>	<b>OFFICE HOURS</b>	<b>OUT OF HOURS</b>
Tudor Williams	Director	01824 707070	01824 707070
Ffion Jones	Technical Competent Manager	01824 707070	01824 707070
Glan Clwyd Hospital Bodelwyddan LL18 5UJ	Local NHS Hospital (Main)	01745 583910	999
	Accident & Emergency (A&E)	999	999
Plas Meddyg Surgery, Station Road, Ruthin, LL15 1BP	Local Doctor Surgery (GP)	01824 702255	999 or 111
North Wales Police Bodhyfryd, Wrexham LL12 7BW	Local Police Non-Emergency	/ 101	999 or 112
	Police Emergency	999 or 112	999 or 112
Ruthin Fire Station, Park Road, Ruthin LL15 1NB	Fire and Rescue Service (in Emergency Dial 999 or 112)	01745 535250	999 or 112
Natural Resources Wales Chester Road, Buckley CH7 3AG	Environmental Regulator	0300 065 3000	0300 065 3000
Denbighshire County Council	Council General Enquiries	01824 706000	01824 706000
	Environmental Health Dept.	01824 706000	
Welsh Water DCWW	Mains water supplier	0800 052 0130	0800 052 0130
Oaktree Environmental Ltd Lime House, 2 Road 2, Winsford, Cheshire CW7 3QZ	Specialist Advisor (Waste and Planning Issues)	01606 558833	

# **1 General Considerations**

## **1.1 Site operator/permit holder**

1.1.1 IT Williams Company Ltd have a Bespoke Environmental Permit (EP) [EPR/BP3794FA] for a household, commercial and industrial waste transfer station (“Permit 1”) and a standard rules permit (“Permit 2”) [EPR/LB3135AL] at Min Y Clwyd Transfer Station, Hen Lon Parcwr, Ruthin LL15 1NA. The EP is regulated by Natural Resources Wales (NRW) under the Environmental Permitting (England & Wales) Regulations 2016. This EMS covers the operations on both permitted sites.

1.1.2 The recycling centre allows for the reception, storage, sorting and treatment of household, industrial and commercial (HIC) waste to permit recycling and recovery. Recycled/recovered materials include hardcore, wood, plastics, paper/card, scrap metal. Non-recyclable general wastes are bulked up and sent to an appropriately permitted site.

1.1.3 Developments in legislation and 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.

## **1.2 Relevant contacts**

1.2.1 The contact details for the operator are as follows:

Min Y Clwyd Transfer Station Hen Lon Parcwr Ruthin LL15 1NA	<b>Contact:</b> <b>Position:</b> <b>Tel:</b>	Ffion Jones Site manager  01824 702323
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1.2.2 Oaktree Environmental Ltd have been engaged to act as consultants for IT Williams Company 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 Natural Resources Wales’s Guidance:



1.2.3 Contact details for Oaktree Environmental are as follows:

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

**Contact:** Marco Muia  
**Position:** Managing Director  
**Tel:** 01606 558833  
**E-mail:** marco@oaktree-environmental.co.uk

### **1.3 Site location**

1.3.1 The site is located on Land at Min Y Clwyd Transfer Station, Hen Lon Parcwr, Ruthin LL15 1NA as shown on Drawing Nos. MIN-203-01 & 02. The national grid reference for the site is SJ 1220 5890.

1.3.2 The site is accessed through the operator's container site from the A525 Lon Parcwr onto Hen Lon Parcwr Industrial Estate.

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

1.4.1 The boundary for Permit 1 is outlined in green on Drawing No. MIN/203/02. The boundary for Permit 2 is outlined in green on Drawing No. 2341/203/02. All references to 'the site' in this EMS shall mean these areas and the associated infrastructure, plant and equipment.

1.4.2 The EP is required for the storage prior to removal and treatment of waste. Waste treatment processes on site may include the following:

- Sorting, compaction (with loading shovel / 360° excavator or by hand)
- Separation/screening (by using appropriate mechanical screening plant and equipment)
- Bulking up for onwards transfer (by loading shovel / 360° tracked excavator)
- Crushing (covered by a hired in Part B permitted plant)

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

D9: Physico-chemical treatment of waste for disposal.

D14: Repackaging of waste prior to disposal.

D15: Storage of waste pending disposal.

R3: Recycling or reclamation of organic substances.

R4: Recycling or reclamation of metals.

R5: Recycling or reclamation of other inorganic materials.

R13: Storage of waste pending recovery.

## **1.5 Hours of operation**

1.5.1 The site will normally be open for the delivery and receipt of waste on site and for all waste handling/processing operations according to the hours specified below:

Monday to Friday                      07.00 – 18.00

Saturday                                      07.30 – 12.00

Sundays, Bank/Public holidays      Closed

*The only activities on site outside these hours are onsite maintenance works and general office use.*

1.5.2 During times where the site is closed or not in operation, the site will be locked and secured to prevent unauthorised vehicular and/or pedestrian access.

## **1.6 Waste types and quantities**

1.6.1 The waste types handled on site covered by Permit 1 will consist of dry, inert and non-hazardous household, commercial and industrial waste arising from activities within the surrounding area. This is as defined in the Controlled Waste (England and Wales) Regulations 2012 and Section 75 of the Environmental Protection Act 1990.

- 1.6.2 A detailed breakdown of the waste types allowed for acceptance at the site is shown in Appendix III of this EMS for both permits.
- 1.6.3 The throughput of the site will be limited to <25,000 tonnes per annum. Notwithstanding the daily limit the limits outlined in Table 1.1 below will apply to other waste types.
- 1.6.4 On an average working day, 10-15 loads would be tipped at the site. Such loads will be delivered to the site contained within skips, containers, fixed-body vehicles, flat-bed trailers or multi-lift vehicles.
- 1.6.5 The maximum amount of waste to be stored on site at any one time allowed under the permit is 600 tonnes (500m<sup>3</sup> based on Conversion factor of 1.2). A breakdown of this is set out in Table 1.1 below based on the storage areas shown on Drawing No. MIN/203/03 with residence times for each waste type on maximum permitted allowance.

**Table 1.1 - Waste Storage Times / Quantities**

<b>Waste Stored</b>	<b>Max. Storage Time</b>	<b>Permit 1- Max. Vol Stored (tonnes)</b>	<b>Permit 2 - Max. Vol Stored (tonnes)</b>
Recyclables (in skips)	7 -14 days	25	Not accepted
Incoming mixed C&D / municipal waste	7-14 days	50	Not accepted
Hardcore /soils	<1 month	500	2,000
Metals	<1 month	30	Not accepted
Wood	<1 month	30	Not accepted
Green waste	<1 month	30	Not accepted
General waste (non recyclables)	7 -14 days	50	Not accepted
Waste under Permit 2 – unprocessed	2 months	n/a	500
Waste under Permit 2 - processed	3 months	n/a	5,000

- 1.6.6 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.
- 1.6.7 Stockpiling of waste will be limited by the height of the storage bays. Potential combustible waste will be stored at least a metre below the height of the container bay wall to minimise the spread of any fires. Soils and hardcore is not combustible so the same height restriction within the storage bay is not applicable.
- 1.6.8 No hazardous waste is permitted under the permit.

## **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 NRW prior to commencement.
- 1.7.2 Registration - Current and 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 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**

**The site will open for the deposit of waste or for other essential operations during the hours listed in Section 1.5.**

- 1.8.1 Table 1.2 below details the staff structure of the site when operating at full capacity. Positions in bold italic print below are the minimum staff requirements when the site is open for the reception of waste:

**Table 1.2 - Staffing Levels**

<b>Position</b>	<b>Employees</b>	<b>Responsibilities</b>
Site manager (TCM)	1 (1)	Overseeing all activities which take place at the site
Admin / Office Staff	1	Managing site administration
Machine / Plant Operator / General Operatives	4 (1)	Waste handling/processing, reception and plant operation

## **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 will be assigned a Technically Competent Manager (TCM) who will provide the required attendance time at the facility as required by guidance issued by Natural Resources Wales (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, 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 comprises an impermeably surfaced mixed storage and sorting area and a compacted stone/hardcore/planings surfaced yard area for the storage of non-leachate-forming wastes (i.e. soils/hardcore). The location of the operational areas and storage areas are shown on Drawing no. MIN/203/03 and Drawing No. 2341/203/02.

### **2.2 Access and parking**

2.2.1 The site is located as shown on Drawing Nos. MIN/203/01 and MIN/203/02 and access to the site is gained off Hen Parcwr Lon and into the recycling centre which is located to the rear of the operator's site complex. Parking is provided for both staff and visitors next to the site's main office as shown on Drawing No. MIN/203/03.

### **2.3 Site office**

2.3.1 The site office is shown on Drawing No. MIN/203/03 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>
<i>The Environmental Permit (original &amp; any subsequent variations)</i>
<i>This Environmental Management System (NRW agreed document)</i>
<i>Current site diary (to record all inspections/visitors to the site)</i>
<i>Natural Resources Waste inspection (CAR) forms</i>
<i>In-house inspection sheets/recording forms</i>
<i>Duty of care transfer notes (for 2 years minimum)</i>
<i>Hazardous waste consignment notes (rejected waste, etc., kept for 3 years)</i>
<i>Waste delivery tickets</i>
<i>Accident book (&amp; 1st aid kit)</i>

## **2.4 Weighbridge**

2.4.1 The weighbridge is located by the site main office. All incoming wastes will either be weighted at the site or using the conversion factors provided in Section 3.3 of this EMS.

## **2.5 Notice board and signs**

2.5.1 A notice board is erected at the site entrance displays 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 Natural Resources Wales
- Natural Resources Wales 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 are 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 entrance gates and fencing to the Min Y Clwyd complex are of 2.4m steel palisade construction which will prevent unauthorised vehicular and pedestrian access during any times when the site is not in use. The area used for the storage and sorting of waste is located at the far end of the site. The permit holder/operator lives at the property located at the northeast area of the Min Y Clwyd complex (as shown on Drawing MIN/203/02) and so provides the out of hours supervision.

## **2.7 Fuel storage**

2.7.1 There is no storage of fuel within the area for Permit 2. All fuel storage within the area of Permit 1 will be located within a labelled (with fuel details) fully bunded (110% capacity) tank or container outside the operational transfer station area. All pipework, valves etc will be within the bund, protected from frost and locked when not in use. Permit 1 boundary covers the whole Min-y-Clwyd yard (MIN/203/02). No combustible materials are within 6 metres of fuel storage containers.

## **2.8 Hazardous material storage**

2.8.1 No hazardous materials are stored on the permitted site. Workshop facilities where oils, greases and lubricants may be stored exist elsewhere on the site complex and not within the transfer station compound.

## **2.9 Rejected / quarantined waste**

2.9.1 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.

## **2.10 Drainage**

2.10.1 The site comprises one larger area of concrete which is engineered to a fall towards the rear of the site (i.e. southwards) where a U-channel cut-off drain will then carry all surface drainage to the sealed underground interceptor consisting of x3 holding tanks (approx 10,000 litre each giving a total capacity of 30,000 litres) which will be emptied as required by a reputable drainage contractor. In addition to the U-channel drain and the sealed holding tank, this concrete area will be bunded to 3 sides to prevent any drainage from this area escaping onto surrounding unsurfaced areas of the site. This area of concrete is



therefore a 'sealed drainage system' which will be used for the storage and processing of all wastes which could produce potentially polluting runoff.

- 2.10.2 The second storage bay used to stored non leachate forming waste such as soils/hardcore also has an impermeable surface with sealed drainage (draining into underground holding tank). The remainder of the site where the recyclables are stored is also concreted. The rest of the area which is not associated with the storage or sorting of waste may be surfaced with hardcore and drain naturally to ground (including the area for Permit 2). This area of the site will only be used for car parking, plant storage and additional storage of soils/hardcore.
- 2.10.3 Drainage infrastructure details are clearly shown on Drawing MIN/203/03 as shown in Appendix I of this document.
- 2.10.4 The foul drainage from the office and mess room will drain to foul sewer.

## **2.11 Vehicles, plant and equipment**

- 2.11.1 Waste will be handled using the plant listed in Table 2.1 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 NRW prior to implementation. The minimum requirements when the site is operational are shown in bold italic print.

**Table 2.1 - Plant & Equipment**

<b>Item</b>	<b>Number</b>	<b>Function</b>
Skip wagon	2	Loading/unloading
360° excavator grab	2 <b><i>(1)</i></b>	Loading/unloading/movement/sorting
360° excavator bucket	2 <b><i>(1)</i></b>	Loading/unloading/movement/sorting
Screening plant	2 <b><i>(1)</i></b>	Screening soils and aggregates
Crusher	1	Part B Plant hired in as necessary

*Note: The plant/equipment on site will vary depending on the amount of waste accepted at the site. The permit allows for mechanical processing of waste but there are currently no*

*mechanical processing plant/equipment installed at the site apart from the handling equipment detailed in Table 2.1 above.*

2.11.2 Maintenance of the above plant is described in Section 3.10 of this EMS.

## **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 IT Williams Company Ltd's own skip hire 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 recycling centre 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 NRW may be contacted for advice.
- f) Where the load contains soil from an industrial site NRW may be contacted for advice to ensure that the load to be removed does not contain contaminated soil.

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

- 3.2.1 All incoming vehicles are required to report to the site office. 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 nature of mixed construction/demolition and general skip waste 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, NRW will be contacted immediately to agree a course of action.
- 3.2.4 If the load is acceptable the driver will be instructed to deposit it within the waste reception bay (1A) as shown on Drawing No. MIN/203/03. If the 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.

## **3.3 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 EA/NRW and WRAP agreed volume-to-weight conversion factors as found in Table 3.1 below:

**Table 3.1 - Weight-Volume Conversion Factors for Typical Wastes Accepted at the Site**

<b>Waste type</b>	<b>Conversion Factors</b>	
	<b>Tonnes/m<sup>3</sup></b>	<b>Tonnes/yd<sup>3</sup></b>
Foundry Sand	1.60	1.22
Topsoil/subsoil	1.30	1.00
Clay	1.60	1.22
'Light' loads	0.46	0.35
Metals	0.42	0.32
Mixed builder's skips	1.20	0.92
Paper/cardboard	0.20	0.15
Tree cuttings	0.20	0.15
Glass	0.75	0.57
Industrial sweepings/general rubbish	0.63	0.48
Commercial sweepings/general rubbish	0.33	0.24
Waste packaging/containers	0.20	0.15
Wood	0.70	0.53
Green waste	0.75	0.58

### **3.4 Waste Deposit**

- 3.4.1 Once a load has been accepted by the supervisor/operator the contents of the delivery vehicles will be discharged to the appropriate waste reception area or storage container in accordance with the procedures outlined in Section 3.5 below.
- 3.4.2 Loads of specified/suitable inert wastes which do not require mechanical sorting may be bulked up in Bay 1B as shown on Drawing No. MIN/203/03 and removed off site for further recovery at the operator's adjacent treatment facility covered by Permit 2.
- 3.4.3 All mixed loads (of non-specified waste) will initially be deposited in the waste reception bay 1A as shown on Drawing No. MIN/203/03.

### **3.5 Waste Treatment and Handling**

3.5.1 Once a mixed waste load has been accepted by the operator the contents of the delivery vehicle is discharged into the appropriate tipping area in accordance with the following procedures (refer to Drawing No. MIN/203/03 for storage area locations):

- a) All loads are deposited in the waste reception area, or 'Tipping area', and are primarily sorted by hand with the assistance of a mechanical grab into recyclable materials such as paper/cardboard, plastics, wood/timber, green waste or mixed recoverable waste which is then transferred to the relevant storage areas of the site in accordance with permit conditions or removed from the site to an onward recycling/recovery activity.
- b) The residual material from 'light' skips is then transferred to the general waste holding container for delivery off site.
- c) For 'heavy' skips, all recyclable materials and non-recyclable materials will be removed by hand/grab and the resultant material will (generally) be either 'soils' or 'hardcore' and will be moved to the respective storage area to await removal off site or further processing in the area covered by Permit 2.
- d) Permit 2 covers the deposit, handling and storage of predominantly inert wastes for processing to produce secondary aggregates or soil substitutes.

### **3.6 Waste Product Storage**

3.6.1 The operational outputs and residues produced by the site and the disposal or recovery routes envisaged are detailed as follows:

- a) **Wood** - forwarded to wood processing facility or further processed on site;
- b) **Paper and cardboard** - delivered to a local paper mill or for further recovery elsewhere;
- c) **Cans and other metals** – separated and sent to a metal recycler;
- d) **Glass** - bulked up for recovery off site;
- e) **Brick/rubble** - for re-use/recovery at a suitably permitted or exempt site;
- f) **Soils** - exported for use as landfill cover or as soil conditioning material for site restoration works at a suitably permitted or exempt site;

- g) **Light waste (non-recyclable)** - taken authorised transfer station for bulking up or to lined landfill site which is permitted to take all waste arisings from the recycling centre or used to produce RDF; and,
- h) **Green waste** - exported to a suitably exempt or permitted composting facility.
- i) **Recycled aggregates** – sold to 3<sup>rd</sup> party users

3.6.2 The names of the sites and hauliers used have not been listed because of commercial confidentiality, but their details are available to NRW staff on request.

### **3.7 Waste/Product Removal & Export**

3.7.1 Rejected wastes will be deposited in the quarantine skip. This will occur when non-conforming waste is discovered after the deposit of a load and the producer of the load cannot be contacted (or identified) or where the removal off-site of the waste may cause further problems. Natural Resources Wales will then be contacted to agree a course of action where necessary. The contents of the skip will be recorded in the site diary and no wastes will be placed in the skip which are likely to react with other wastes.

3.7.2 When a collection vehicle arrives at the site the driver will be instructed to report to the site office or the loading shovel 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. The product or waste will be loaded using the loading shovel and weighed on the weighbridge prior to egress.

### **3.8 Sampling and Analysis**

3.8.1 Incoming wastes may be randomly sampled and submitted for analysis at the discretion of the site manager to verify the composition of a load. Contaminated soils are not permitted on site and 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 a combination of the record keeping forms listed in Appendix II, invoices, the site diary and controlled waste transfer notes.

3.9.2 The following details are recorded for every load deposited at the site:

- a) The date and time of delivery.
- b) The name and address of the waste producer.
- c) The detailed and accurate description of the waste including type, quantity (in tonnes or cubic metres) and EWC codes.
- d) How the waste is contained e.g. loose, container type.
- e) The carrier's name and address.
- f) Driver's name, signature and vehicle registration number.
- g) Signature or initials of persons producing/accepting/inspecting/carrying the waste.
- h) Additional handling details/notes made by the driver after inspection of the load.
- i) SIC code of the premises which produced the waste.
- j) Waste hierarchy declaration.

3.9.3 The following details are recorded for all deposits of non-conforming waste at the site and are forwarded to NRW, where required:

- a) Date and time of deposit.
- b) A description of the waste.
- c) The quantity of waste (in tonnes or cubic metres).
- d) Name, address and telephone No. of waste producer.
- e) The carrier's name, registration number and vehicle registration.
- f) Reason for the rejection of waste and action taken.

3.9.4 The following details are recorded for every load of waste leaving the site:

- a) The date and time of removal.
- b) The type and quantity of waste (in tonnes or cubic metres).

- c) The destination waste management site or exempt facility.
- d) The name and registration No. of the carrier or employee removing the waste (if applicable) and vehicle registration number.
- e) Signature or initials of persons i.e. transferor, transferee and carrier of the waste.
- f) SIC code of the premises transferring the waste.
- g) Waste hierarchy declaration.

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 NRW 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 MIN/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 Preventative maintenance**

3.10.1 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.

3.10.2 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 such as MIN/RF/5 in Appendix II. Any outcomes, defects and actions taken will be recorded in the site diary.

### **3.11 Site closure plan**

3.11.1 In the event that 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:

- a) Contact NRW to advise the Environment Officer(s) that the site is planned to cease / has ceased the acceptance of wastes under the permit.
- b) 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.
- c) 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.
- d) A surrender application will then be submitted to NRW 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, an alternative machine will be brought on site until it is repaired. If an alternative machine cannot be used 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 All site surfaces will be inspected daily when the site is in operation. Debris will be swept as required and placed in a skip for disposal to a suitably permitted site.
- 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 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 are temporarily suspended.

### **4.2 Site inspections and maintenance**

- 4.2.1 The inspection frequencies for maintenance/housekeeping are listed on record form MIN/RF/4. The inspection form will be completed by a person who is familiar with the requirements of the EMS and EP for the site. All details of defects, problems and repairs carried out will be recorded on the form on the day that each event occurs. Detailed comments may also be recorded in the site diary. All repairs will be carried out within 5 working days unless agreed otherwise with NRW.
- 4.2.2 All repairs to site security will be made within 5 working days of the discovery of the damage and the site will be made secure until the repair has been carried out.

- 4.2.3 Any major defects found during the daily site inspection which are likely to lead to a breach of permit conditions will be repaired by the end of the working day in which they are found, where possible. If a repair is not possible by the end of the working day and a potential breach of permit conditions may occur, NRW will be contacted to agree a suitable timescale for repair.
- 4.2.4 All defects and problems likely to give rise to pollution will be recorded on the form MIN/RF/4 with repairs/solutions being carried out immediately.
- 4.2.5 Essential spares for plant maintenance are kept on site in the workshop which is located outside the transfer station complex.

### **4.3 Control of mud and debris**

- 4.3.1 Vehicles will be visually inspected before exit to check that loads are safe and that no mud is carried out on the wheels or body of the vehicle. Visual inspections of the site roads are carried out daily (see MIN/RF/4), however, staff will report any problems with mud or debris on the site roads immediately to the site manager.
- 4.3.2 The length of surfaced haul road through the operator's site complex which each delivery/collection vehicle must track to egress the transfer station site should be adequate to ensure that any residual materials on the wheels or chassis of the vehicles should be shed upon exit. All site roads will be kept free from mud/debris to ensure maximum efficacy.
- 4.3.3 The deposit of material on the access road or public highway will be treated as an emergency and will be cleared immediately by the operator using either a brush and shovel or vacuum tanker/road sweeper if necessary. Silt will not be washed into roadside drains or gullies.

## 4.4 Control of dust

- 4.4.1 A constant supply of mains water is available for dust suppression in all climatic conditions.
- 4.4.2 A series of dust mitigation measures are implemented on site and when site conditions dictate to ensure dust emissions are controlled as far as is practically possible. The measures include:
- sheeting of vehicles delivering waste to the site (if necessary);
  - sheeting of vehicles transporting potentially dusty loads off site;
  - use of a mobile bowser on site (if necessary) to damp down inert waste stockpiles, vehicle running surfaces, vehicle loads and areas on and around machinery which may give rise to dust, especially during dry and windy conditions;
  - cleaning of any spillages using wet cleaning methods;
  - use of crusting agents on stockpiles, if required;
  - stockpiles will be kept to a minimum as operating conditions allow;
  - drop heights **ALWAYS** minimised to prevent dust emissions.
- 4.4.3 Site operatives will continuously monitor dust emissions whilst the site is in operation and will report back to the site supervisor for advice if required. The site supervisor will make a formal visual inspection of dust emissions at least two times per day. Results of monitoring will be entered into the site diary/record forms.
- 4.4.4 The deposit of material on the access road or public highway will be treated as an emergency and will be cleaned immediately using a brush and shovel or a road sweeper/vacuum tanker (hired-in) if necessary.
- 4.4.5 A permanent water supply will be made available on site in all climatic conditions to ensure that the dust suppression systems can function effectively.

## **4.5 Odour control**

- 4.5.1 The site has a dedicated Odour Management Plan (OMP) which all staff are required to be familiar with and know its location i.e. in the site office.
- 4.5.2 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 for rejected waste or removed from the site immediately.
- 4.5.3 Olfactory assessments will be carried out in accordance with the procedures outlined in the OMP. Any wastes identified as giving rise to odour will be quarantined, where possible, and removed from site immediately, where practicable.
- 4.5.4 The complaints procedure in record form MIN/RF/7 will be rigorously enforced should a third-party complaint be received from a public or private source.

## **4.6 Litter control**

- 4.6.1 Given the nature of wastes accepted at the site (i.e. light wastes including paper/cardboard), there is a risk of litter from the site and therefore careful management is required to reduce the risk to low/negligible.
- 4.6.2 Daily inspections for litter will be carried out for the presence of windblown litter and operatives will be instructed to collect the litter and place it in a skip for disposal/recovery before the end of the working day. In any event, all light waste will be placed in skips before the end of the working day. Regular checks of the areas immediately beyond the site boundary will be carried out by site operatives.

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

- 4.7.1 The site will be inspected daily for the presence of vermin and the results of the inspection noted in the site diary or site inspection form. If any occurrences are noted, a pest controller will be called to site to eradicate the problem.

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

- 4.8.1 The location of the site and fact that it is all enclosed 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 using the Best Practicable Means at all times.
- 4.8.2 A site-specific Noise Management Plan has prepared as part of this EMS and is shown in Table 4.1 below. These measures will ensure the noise levels at the site are managed appropriately by identifying: the likely sources of noise arising from the development; and, the actions to be taken / procedures to be followed or planned in order to prevent or minimise levels.

**Table 4.1 - Noise Management Table**

<b><i>Potential Noise Source</i></b>	<b><i>Action to be taken to prevent or minimise noise</i></b>
HGVs travelling to and from the site for delivery/collection of wastes/products.	All vehicles are required to be driven onto and off site with due consideration for neighbouring premises. HGV movements will be spread out evenly throughout the day.
Loading/unloading of waste delivery vehicles	Vehicles must be well maintained and operated with silencers. Moving parts to be regularly lubricated. All vehicles must be driven slowly around the site (5mph site speed limit). Engines to be switched off when not in use. Reversing alarms to be preferentially fitted with white noise alarms to minimise impacts on neighbouring sites. No shaking of vehicle bodies whilst raised.
Operation of loading plant (i.e. telehandler/360)	Drop heights to be kept to a minimum, particularly when loading empty tipper wagon/skip/container to minimise noise/vibration. Engines to be switched off when not in use. Plant to be well maintained and operated with silencers. Moving parts to be regularly lubricated. All vehicles must be driven slowly around site. Loading plant/machinery will only be operated at ground level, i.e. never on stockpiles.
Small vehicles travelling to and from the site (e.g. staff and visitor's cars, courier van deliveries etc.)	All those working on and visiting the site to be made aware of need for considerate driving and keeping vehicles well maintained. Small vehicles will arrive marginally earlier than the main site operating hours.

## **4.9 Complaints procedure**

- 4.9.1 All complaints are recorded on form MIN/RF/7 and will include a record of the complaint, particulars of the complainant and details of any action taken to alleviate the problem.

## **5 Emergency Procedures**

### **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 Natural Resources Wales of any serious injuries to employees of IT Williams Company 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 a NRW approved FPMP which all staff are required to be familiar with and know 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 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 There will be no fuel, oil or vehicle maintenance chemicals stored on the transfer station area. If any spills occur from the plant used in the transfer station complex, a spill containment kit (absorbent pads, booms or granules) will be used to contain the 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.
- 5.3.2 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 as shown on Drawing No. MIN/203/03.

## **5.4 Drums**

5.4.1 The deposit of drummed waste will not be allowed at the site. If a drum is concealed within a skip and is not observed until the skip 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 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 skip and does present such a hazard the same procedures as for the deposit of drums (above) shall apply.

## **5.6 High winds**

- 5.6.1 There will be no sorting of any wastes which are likely to be blown around during conditions of high winds. Vehicles leaving the site will be sheeted to comply with the requirements of the Duty of Care legislation.

## **5.7 Poor visibility**

- 5.7.1 The site will not operate in conditions of poor visibility such as dense fog to reduce the risk of vehicle collision.

## **5.8 Operational failure**

- 5.8.1 The manager will be contacted by staff in the event of any operational failure such as the breakdown of plant 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.

## **5.9 Bomb scare**

- 5.9.1 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. Natural Resources Wales 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 (i.e. MIN/RF/6 in Appendix II) 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. Training exercises will be recorded in the site diary.

### **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. Fire drills will be recorded in the site diary.

## **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 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 sorting 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 / Fire Prevention Plan training**

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, EMS and Fire Prevention & Mitigation Plan (FPMP) in the site office. All managerial positions will be made fully aware of the site's operating conditions.

## **6.11 Training for contractors**

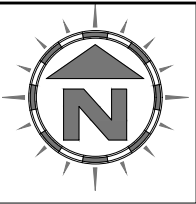
6.11.1 General site training will be provided to any contractors who are working on the site on a temporary basis as described in Sections 6.2, 6.3 and 6.4 above.

6.11.2 Additional training will be provided to contractors in their area of expertise. If they are dealing with specific items of plant/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

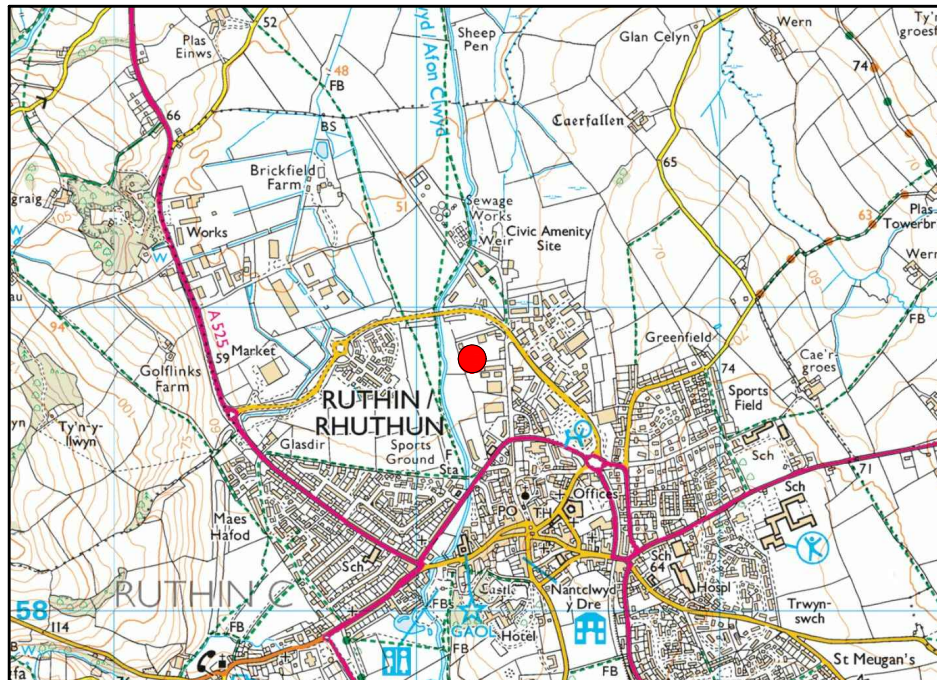
## Drawings





Scale Bar (1:25,000)

0 km 1 km 2 km



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Drawing No: MIN/203/01 Rev: -

Title: SITE LOCATION MAP

Site: Min Y Clwyd, Lon Parcwr, Ruthin LL15 1NA


Client: I T Williams Company Ltd

Date: 19 December 2017 Job: 3739

Drawn: CP Checked: JE Client: 203

Scale: 1:25,000 Printed @: A4

**KEY:**

 Site location

**Notes:**

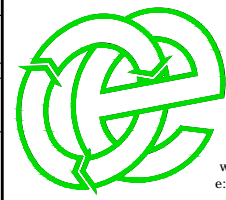
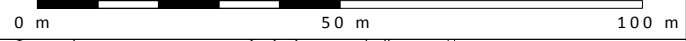
(1) Drawing for indication only.  
 (2) Do not scale from this drawing.

**REVISION HISTORY**

Rev:	Date:	Init:	Description:
-	19/12/17	CP	Initial drawing



Scale Bar (1:1,250)



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COUNTY COUNCIL DEPOT

Min-Y-Clwyd

Depot

Coal Yard

HEN LON PARCWR



Drawing No: **MIN/203/02** Rev: **B**

Title: **PERMIT BOUNDARY PLAN**


Site: **Min Y Clwyd, Lon Parcwr, Ruthin LL15 1NA**

Client: **IT Williams Company Ltd**

Date: **22 May 2017** Job: **2607**

Drawn: **CP** Checked: **JE** Client: **203**

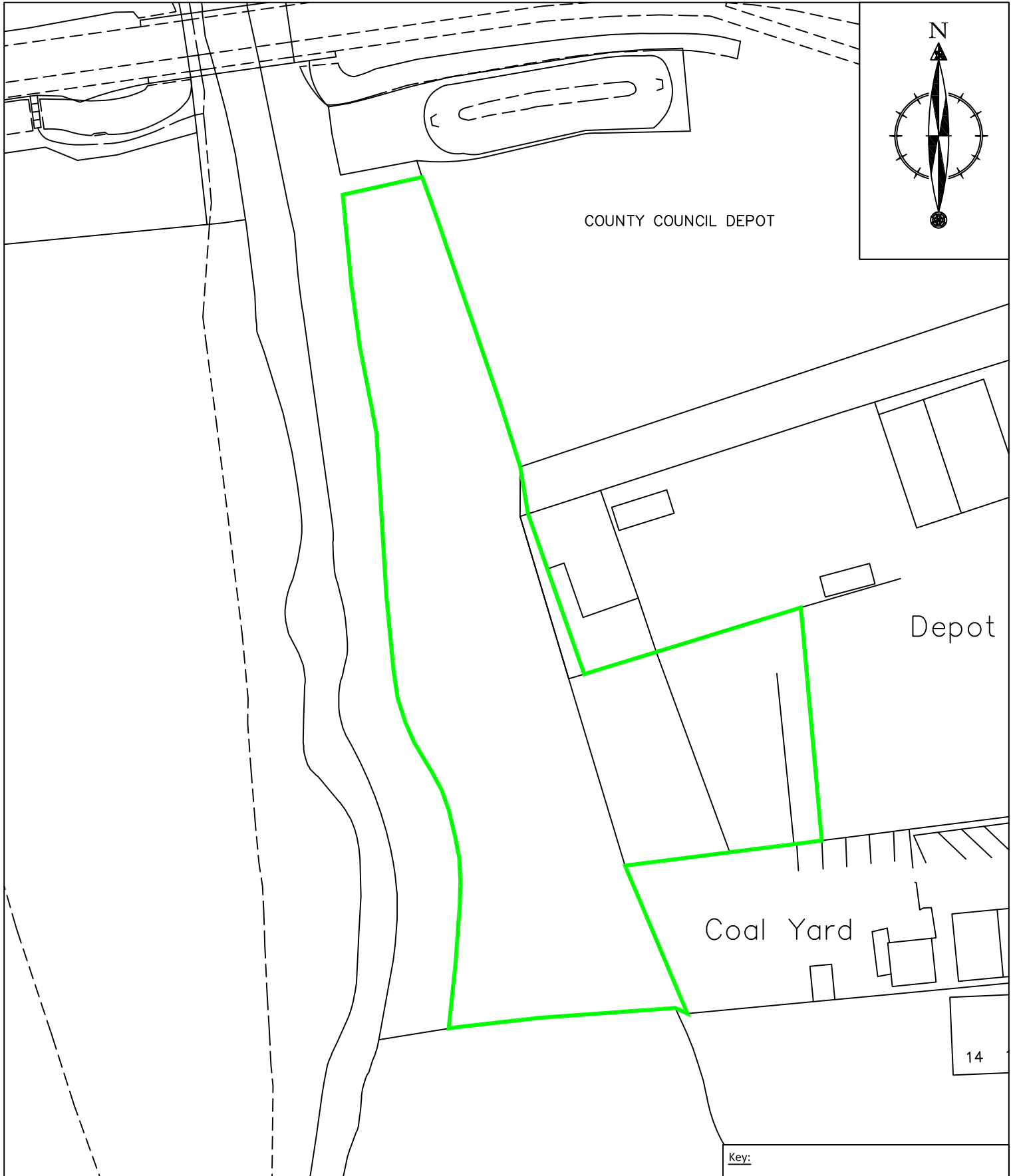
Scale: **1:1,250** Printed @: **A4**

**KEY:**  
 **Permit boundary**

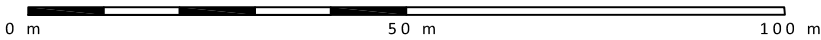
**Notes:**  
(1) Drawing for indication only.  
(2) Do not scale from this drawing.

**REVISION HISTORY**

Rev:	Date:	Init:	Description:
-	16/03/17	CP	Initial drawing
A	20/03/17	CP	Boundary amended
B	22/05/17	CP	Boundary amended



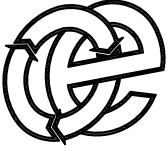
Scale Bar (1:1,000)



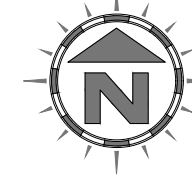
**Key:**

— Permit boundary

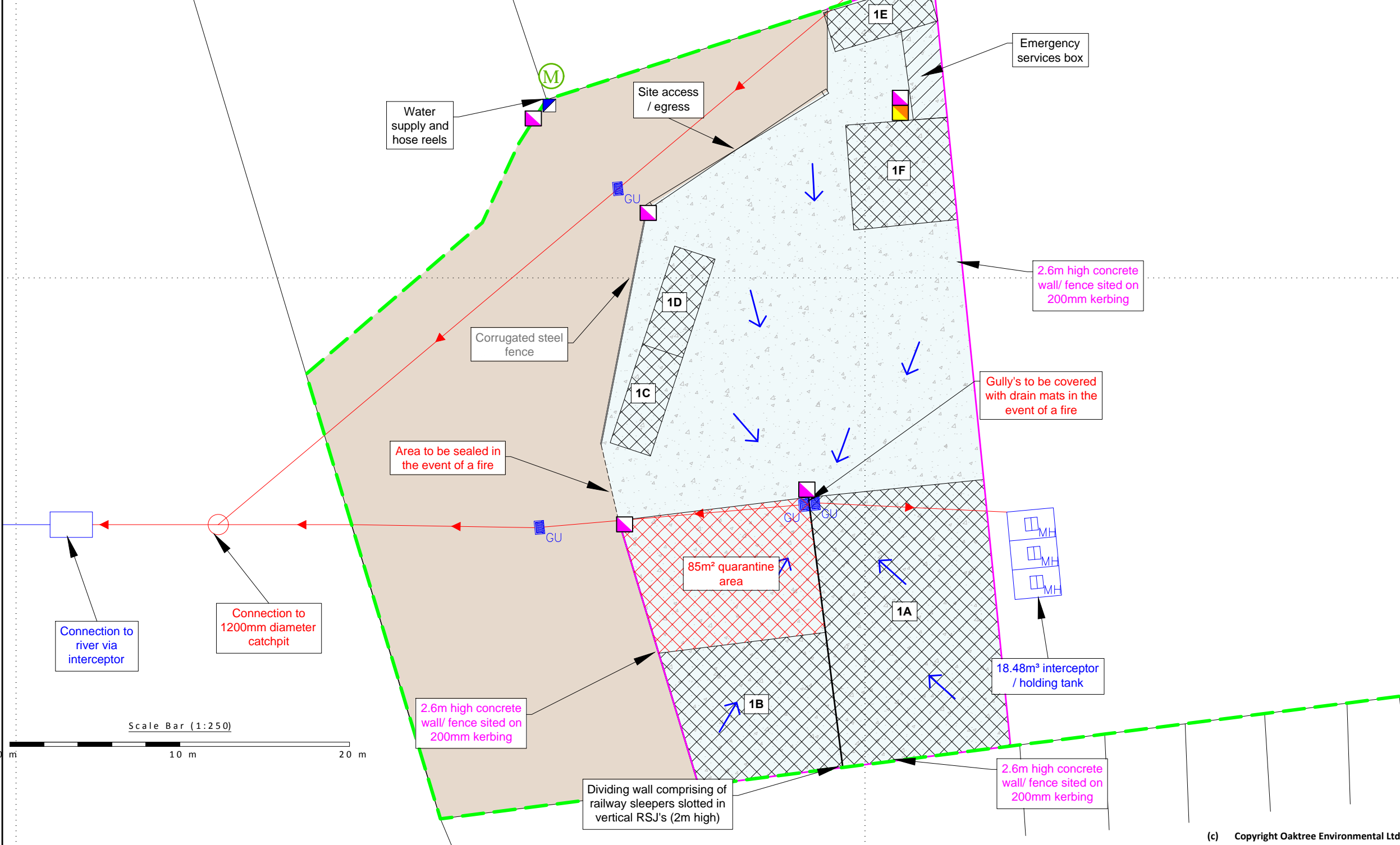
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 <p><b>Oaktree Environmental Ltd</b>  <b>Waste Management and Environmental Consultants</b>          Unit 5, Oasis Park, Road One          Winsford Industrial Estate          Winsford, Cheshire CW7 3RY          Tel: 01606 558833 Fax: 01606 861182          E-mail: sales@oaktree-environmental.co.uk</p>	<b>Site:</b> Min-y-Clwyd, Hen Lon Parcwr, Ruthin, LL15 1NA		<b>Revision Details:</b>						
	<b>NGR:</b> <b>Date:</b> 30 March 2012		<table border="1"> <thead> <tr> <th>Rev</th> <th>Description</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>-</td> <td>Initial drawing</td> <td>30/03/12</td> </tr> </tbody> </table>	Rev	Description	Date	-	Initial drawing	30/03/12
Rev	Description	Date							
-	Initial drawing	30/03/12							
<b>Title:</b> PERMIT BOUNDARY PLAN	<b>Scale:</b> 1:1,000	<b>Printed At:</b> A4							
<b>Drawing No:</b> 2431/203/02	<b>Revision:</b> -	<b>Drawn By:</b> CP	<b>Checked:</b> JE						
<b>Client:</b> IT Williams Co Ltd	<b>Job No:</b> 2431	<b>Client No:</b> 203							

Plan Ref	Description	Storage form/containment - all concrete fire walls are 4m high and 0.18m thick	Max Length/Width (m)	Max height (m)	Max Area (m <sup>2</sup> )	Max Volume (m <sup>3</sup> )	Approx. tonnage	Max Duration of storage
1A	Waste reception and holding area containing mixed municipal waste	4m high concrete wall and 0.18m concrete fire wall	20	4	160	300	50	7 - 14 days
1B	Waste reception and holding area containing inert & excavation waste	4m high concrete wall and 0.18m concrete fire wall	10	4	160	300	500	<1 month
1C	Green waste	30m <sup>2</sup> bay	8.5	3	30	30	50	<1 month
1D	Residual / landfill waste	50m <sup>2</sup> bay	7	3	50	30	50	7 - 14 days
1E	Wood waste	50m <sup>2</sup> bay	15	3	50	30	30	<1 month
1F	Scrap metal	52.5m <sup>2</sup> bay	15	3	52.5	75	30	<1 month



Drawing No: MIN/203/03	Revision: B
Title: SITE LAYOUT PLAN	
Site: Min Y Clwyd, Lon Parcwr, Ruthin LL15 1NA	
Client: I T Williams Company Ltd	
Date: 21 December 2017	Job No: 2607
Drawn By: CP	Checked: JE
Client No: 203	Printed At: A3
Scale: 1:250	



**KEY:**

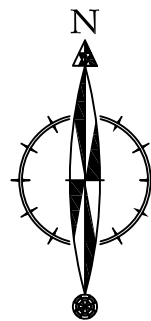
- Permit boundary
- Storage areas
- Hardstanding areas
- Impermeable concrete surface with sealed drainage
- GU Gully
- MH Manhole
- ▶ Foul / contaminated water drainage
- ▶ Clean water drainage
- ➔ Fall direction arrows
- Access for emergency services
- M Muster point
- Mains water
- Spill kit
- Fire fighting equipment

**Notes:**

- (1) Drawing for indication only.
- (2) Do not scale from this drawing.
- (3) All measurements must be verified on site.

**REVISION HISTORY**

Rev:	Date:	Rev:	Description:
-	16/03/17	CP	Initial drawing
A	22/05/17	CP	Permit boundary amended
B	21/12/17	CP	Client amendments



COUNTY COUNCIL DEPOT

Depot

STORAGE  
OF PRE  
& POST  
PROCESSED  
MATERIAL

PROCESSING  
AREA

Coal Yard

14 13 12

Scale Bar (1:1,000)

0 m 50 m 100 m

Key:

 Permit boundary

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**Oaktree Environmental Ltd**  
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E-mail: sales@oaktree-environmental.co.uk

Site: **Min-y-Clwyd, Hen Lon Parcwr, Ruthin,  
LL15 1NA**

NGR:  
Date: **17 July 2012**

Revision Details:

Rev	Description	Date
-	Initial drawing	02/04/12
-	Re-submission to EA	17/07/12

Title: **SITE LAYOUT PLAN**

Drawing No: **2431/203/03**

Client: **IT Williams Co Ltd**

Scale: **1:1,000**

Revision: -

Job No: **2431**

Drawn By: **CP**

Client No: **203**

Printed At: **A4**

Checked: **JE**

# Appendix II

## Record Keeping Forms

**(NB Alternative forms may be provided by the operator)**

**IT WILLIAMS COMPANY LTD**  
**WASTE INPUT RECORD FORM - MIN/RF/1**

**DATE: .....**

TIME	PRODUCER/ SOURCE	WASTE TYPE	QUANTITY (TONNES/ m <sup>3</sup> )	NAME OF CARRIER	DRIVERS NAME	DRIVERS SIGNATURE	VEHICLE REG. NO.	WASTE ACCEPTED/ INSPECTED BY
TOTAL FOR THIS SHEET								
TOTAL FROM PREVIOUS SHEET				SHEET No.    OF    .    CHECKED.....				
TOTAL WASTE DEPOSITED								

**IT WILLIAMS COMPANY LTD  
REJECTED WASTE - RECORD FORM MIN/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>	



**IT WILLIAMS COMPANY LTD**

**WASTE AND PRODUCT OUTPUT RECORD FORM - MIN/RF/3**

MONTH.....

DATE	TIME	WASTE TYPE	QUANTITY (TONNES)	DESTINATION SITE	NAME OF CARRIER OR EMPLOYEE REMOVING WASTE	VEHICLE REG. NO.
TOTAL FOR THIS SHEET						
TOTAL FROM PREVIOUS SHEET				SHEET No.    OF    .    CHECKED.....		
TOTAL WASTE EXPORTED						

**IT WILLIAMS COMPANY LTD**  
**SITE INSPECTION FORM (DAILY INSPECTIONS) – MIN/RF/4**

<b>WEEK STARTING</b>								
<b>TYPE OF INSPECTION</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								
SECURITY - GATES								
SECURITY - FENCING								
SITE ROADS (CLEAR FROM HAZARDS)								
IMPERMEABLE CONCRETE AREAS (INTEGRITY)								
BUND AROUND CONCRETE PAD (INTEGRITY)								
DRAIN SYSTEM (FUNCTIONING)								
HOLDING TANK								
WASTE CONTAINERS & BAY WALLS								
WASTE STORAGE LIMITS	INERT							
WASTE STORAGE LIMITS	BIODEGRADABLE							
WASTE STORAGE LIMITS	COMBUSTIBLE							
COMBUSTIBLE WASTES (AWAY FROM POTENTIAL IGNITION SOURCES)								
REJECTED WASTE TYPES / STORAGE								
NOISE LEVELS								
FIRES (ANY INCIDENTS REPORTED)								
QUARANTINE AREA CLEAR OF WASTE								
NO SMOKING SIGNS IN PLACE								
FIRE FIGHTING EQUIPMENT								
FIRE BREAKS IMPLEMENTED								
PLANT/EQUIPMENT MAINTENANCE CHECKS								
HOT EXHAUSTS FIRE WATCH (DUST/FLUFF CLEANED REMOVED)								
OFFICE/WELFARE FIRE RISKS CHECKED								
FUEL TANK/BUND								
LITTER								
DUST								
ODOUR								
VERMIN								
RECORDS								
COMPLAINTS RECEIVED								
OTHER (SEE NOTES BELOW)								
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>						

**IT WILLIAMS COMPANY LTD  
 PREVENTATIVE MAINTENANCE CHECKLIST – MIN/RF/5**

<b>CHECKED BY</b>	<b>POSITION</b>
<b>DATE</b>	<b>DATE OF LAST CHECKLIST</b>

	<b>EQUIPMENT ITEM</b>					
<b>OFFICIAL MAINTENANCE CHECK REQUIRED (Y/N)</b>						
<b>IF NO, DATE OF LAST CHECK</b>						
<b>IF YES, DATE OF NEXT CHECK</b>						
<b>IS ITEM IN CORRECT WORKING ORDER</b>						
<b>LEAKAGES OF OIL/DIESEL ON MOBILE PLANT / VEHICLES</b>						
<b>IF NO, WHAT REPAIRS ARE REQUIRED (USE SEPARATE SHEET IF REQUIRED)</b>						
<b>WERE REPAIRS DETAILED ON THE LAST CHECKLIST</b>						
<b>IF YES, HAVE THEY BEEN CARRIED OUT</b>						
<b>ADDITIONAL REPAIRS OR ACTIONS REQUIRED</b>						

**IT WILLIAMS COMPANY LTD**

**EMPLOYEE TRAINING NEEDS ASSESSMENT / REVIEW - MIN/RF/6**

EMPLOYEE NAME					DATE					
POSITION					REVIEW DUE					
TRAINING CARRIED OUT BY										
POSITION										
TRAINING REQUIRED	GENERAL OPERATIVES		HGV DRIVER		PLANT OPERATOR		YARD MANAGER		TECHNICALLY COMPETENT MANAGER	
CARRIED OUT?	Y/N	SIGNED BY EMPLOYEE	Y/N	SIGNED BY EMPLOYEE	Y/N	SIGNED BY EMPLOYEE	Y/N	SIGNED BY EMPLOYEE	Y/N	SIGNED BY EMPLOYEE
SITE RULES AND INFRASTRUCTURE										
EMERGENCY PROCEDURES										
FIRE SAFETY/ FIRE FIGHTING										
RECOGNITION OF WASTE TYPES										
STORAGE AREAS/LIMITS										
RECORD KEEPING										
VEHICLE CHECKS (Preventative Maintenance)										
PLANT CHECKS (Preventative Maintenance)										
DUTY OF CARE WASTE TRANSFER NOTES										
PLANT OPERATION - LOADING PLANT										
PLANT OPERATION - TREATMENT PLANT										
MANAGEMENT SYSTEM & PERMIT										
OTHER 1 (PLEASE SPECIFY)										
OTHER 2 (PLEASE SPECIFY)										

**IT WILLIAMS COMPANY LTD  
COMPLAINTS REPORT FORM (MIN/RF/7)**

<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 MIN/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 Natural Resources Wales 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**

# **Accepted Waste Types (European Waste Catalogue Waste Code List)**

**LIST OF WASTES PERMITTED AT MIN Y CLWYD TRANSFER STATION, HEN LON PARCWR, RUTHIN LL15 1NA - IT WILLIAMS COMPANY LTD**

EUROPEAN WASTE CATALOGUE - COMMISSION DECISION 2000/532/EC	
CODE	WASTE TYPE
<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>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 01	paper and cardboard packaging
15 01 02	plastic packaging
15 01 03	wooden packaging
15 01 04	metallic packaging
15 01 05	composite packaging
<b>17</b>	<b>CONSTRUCTION AND DEMOLITION WASTES (INCLUDING EXCAVATED SOIL FROM CONTAMINATED SITES)</b>
<b>17 01</b>	<b>concrete, bricks, tiles and ceramics</b>
17 01 01	concrete
17 01 02	bricks
17 01 03	tiles and ceramics
17 01 07	mixture of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06
<b>17 02</b>	<b>wood, glass and plastic</b>
17 02 01	wood
17 02 02	glass
17 02 03	plastic
<b>17 04</b>	<b>metals (including their alloys)</b>
17 04 07	mixed metals
<b>17 08</b>	<b>gypsum-based construction materials</b>
17 08 02	gypsum-based construction materials other than those mentioned in 17 08 01
<b>17 09</b>	<b>other construction and demolition wastes</b>
17 09 04	mixed construction and demolition wastes other than those mentioned in 17 09 01, 17 09 02 and 17 09 03



EUROPEAN WASTE CATALOGUE - COMMISSION DECISION 2000/532/EC	
CODE	WASTE TYPE
<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 01	paper and cardboard
19 12 04	plastic and rubber
19 12 05	glass
19 12 09	minerals (for example sands, stones)
<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 01	paper and cardboard
20 01 02	glass
20 01 38	wood other than mentioned in 20 01 37
20 01 39	plastics
20 01 40	metals
<b>20 02</b>	<b>garden and park wastes (including cemetery waste)</b>
20 02 01	biodegradable waste
20 02 02	soil and stones
<b>20 03</b>	<b>other municipal wastes</b>
20 03 01	mixed municipal waste
20 03 07	bulky waste- excluding WEEE

## Standard rules

Chapter 4, The Environmental Permitting  
(England and Wales) Regulations 2016



# Standard rules SR2010No12

## Treatment of waste to produce soil, soil substitutes and aggregate

### Introductory note

This introductory note does not form part of these standard rules.

When referred to in an environmental permit, these standard rules will allow the operator to store waste at a specified location and treat it to produce soil, soil substitutes and aggregate. Permitted wastes do not include hazardous wastes. The total quantity of waste that can be stored and subsequently treated at the site under these standard rules shall be no more than 75,000 tonnes per year. These standard rules do not permit the burning of any wastes, either in the open, inside buildings or in any form of incinerator.

The permitted activities shall not be carried out within 500 metres of a European Site<sup>1</sup>, Ramsar site or a Site of Special Scientific Interest (SSSI) nor within a specified Air Quality Management Area (AQMA)<sup>2</sup>. The permitted activities shall not be within:

- 10 metres of any watercourse;
- 50 metres from any spring or well, or from any borehole not used to supply water for domestic or food production purposes; and
- 50 metres from any well, spring or from any borehole used for the supply of water for human consumption. This must include private water supplies.
- 250 metres within the presence of Great Crested Newts, where it is linked to the breeding ponds of the newts by good habitat
- 50 metres of a site that has relevant species or habitats protected under the Biodiversity Action Plan that Natural Resources Wales considers at risk to this activity.
- 50 metres of a National Nature Reserve (NNR), Local Nature Reserves (LNR), Local Wildlife Site (LWS), Ancient woodland or Scheduled Ancient Monument.

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<sup>1</sup> A candidate or Special Area of Conservation (cSAC or SAC) and proposed or Special Protection Area (pSPA or SPA) in England and Wales.

<sup>2</sup> An Air Quality Management Area within the meaning of the Environment Act 1995 which has been designated due to concerns about particulate matter in the form of PM10.

These standard rules do not allow any point source emission into surface waters or groundwater. However, under the emissions of substances not controlled by emission limits rule:

- Liquids may be discharged into a foul sewer subject to a consent issued by the local water company.
- Liquids may be taken off-site in a tanker for disposal or recovery.
- Clean surface water from roofs, or from areas of the site that are not being used in connection with storing and treating waste, may be discharged directly to surface waters, or to groundwater by seepage through the soil via a soakaway.

**End of introductory note**

# Rules

## 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 rule 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 these standard rules shall have convenient access to a copy of them 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 operations specified in table 2.1 below (“the activities”).

<b>Table 2.1 Activities</b>	
<b>Description of activities</b>	<b>Limits of activities</b>
<p><b>R13:</b> Storage of wastes pending the operations numbered R3 and R5.</p> <p><b>R3:</b> recycling or reclamation of organic substances which are not used as solvents.</p> <p><b>R5:</b> Recycling or reclamation of other inorganic materials.</p>	<p>Treatment of wastes listed in table 2.3 consisting only of sorting, separation, screening, crushing and blending of waste for recovery as a soil, soil substitute or aggregate.</p> <p>Secure storage of wastes listed in table 2.3 pending treatment.</p> <p>Storage of wastes listed in table 2.4 shall not exceed 10,000 tonnes in total at any one time.</p> <p>All other wastes stored shall not exceed 40,000 tonnes in total at any one time.</p> <p>No more than 75,000 tonnes of waste shall be treated per year.</p> <p>Treatment of slags and ashes for disposal shall not exceed 50 tonnes per day, or if for a mix of recovery and disposal shall not exceed 75 tonnes per day.</p>

## 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 attached to the permit.

2.2.2 The activities shall not be carried out within:

- (a) 500 metres of a European Site or Site of Special Scientific Interest (SSSI);
- (b) 10 metres of any watercourse;
- (c) 50 metres of any spring or well, or any borehole not used to supply water for domestic or food production purposes;
- (d) a specified AQMA;
- (e) 50 metres from any well, spring or from any borehole used for the supply of water for human consumption. This must include private water supplies.
- (f) 250metres within the presence of Great Crested Newts where it is linked to the breeding ponds of the newts by good habitat;
- (g) 50 metres of a site that has species or habitats protected under the Biodiversity Action Plan that Natural Resources Wales considers at risk to this activity;
- (h) 50 metres of a National Nature Reserve (NNR), Local Nature Reserves (LNR), Local Wildlife Site (LWS), Ancient woodland or Scheduled Ancient Monument.

## 2.3 Waste acceptance

2.3.1 Waste shall only be accepted if:

- (a) it is of a type listed in table 2.3 of these standard rules;
- (b) it conforms to the description in the documentation supplied by the producer and holder;

- (c) its chemical, physical and biological characteristics make it suitable for its intended treatment;
- (d) any excavated soil from potentially contaminated sites has been shown by prior chemical analysis and assessment to be suitable for the intended use without significant risk of pollution; and
- (e) it is visually inspected on arrival and before it enters the treatment process to ensure that it complies with these standard rules.

2.3.2. Any waste that does not comply with 2.3.1 shall be rejected and shall be;

- (a) removed from the site; or
- (b) moved to a designated quarantine area pending removal.

2.3.3 Records demonstrating compliance with rule 2.3 (including analysis and assessment of any excavated soil from potentially contaminated sites) shall be maintained.

<b>Table 2.3 Waste types</b>	
<b>Exclusions</b>	
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>• Hazardous wastes</li> <li>• Wastes in liquid form</li> </ul>	
<b>Waste Code</b>	<b>Description</b>
<b>01</b>	<b>WASTES RESULTING FROM EXPLORATION, MINING, QUARRYING AND PHYSICAL AND CHEMICAL TREATMENT OF MINERALS</b>
<b>01 04</b>	<b>wastes from physical and chemical processing of non-metalliferous minerals</b>
01 04 08	waste gravel and crushed rocks other than those mentioned in 01 04 07
01 04 09	waste sand and clays
<b>02 02</b>	<b>waste from preparation and processing of meat, fish and other foods of animal origin</b>
02 02 02	shellfish shells from which the soft tissue or flesh has been removed only
<b>03</b>	<b>WASTES FROM WOOD PROCESSING AND THE PRODUCTION OF PANELS AND FURNITURE, PULP, PAPER AND CARDBOARD</b>
<b>03 01</b>	<b>wastes from wood processing and the production of panels and furniture</b>
03 01 01	waste bark and cork
<b>03 03</b>	<b>wastes from pulp, paper and cardboard production and processing</b>
03 03 01	waste bark and wood
<b>10</b>	<b>WASTES FROM THERMAL PROCESSES</b>
<b>10 01</b>	<b>waste from power stations and other combustion plants</b>
10 01 01	bottom ash and slag only
10 01 02	pulverised fuel ash only
10 01 05	gypsum (solid) only
10 01 07	gypsum (sludge) only
10 01 15	bottom ash and slag only from co-incineration other than those mentioned in 10 01 14
<b>10 11</b>	<b>wastes from manufacture of glass and glass products</b>
10 11 12	clean glass other than those mentioned in 10 11 11
<b>10 12</b>	<b>wastes from manufacture of ceramic goods, brick, stiles and construction products</b>
10 12 08	waste ceramics, bricks, tiles and construction products(after thermal processing)
<b>10 13</b>	<b>wastes from manufacture of cement, lime and plaster products and articles and products made from them</b>
10 13 14	waste concrete only
<b>15</b>	<b>WASTE PACKAGING</b>

<b>15 01</b>	<b>packaging</b>
15 01 07	clean glass only
<b>17</b>	<b>CONSTRUCTION AND DEMOLITION WASTES (INCLUDING EXCAVATED SOIL FROM CONTAMINATED SITES)</b>
<b>17 01</b>	<b>concrete, bricks, tiles and ceramics</b>
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
<b>17 02</b>	<b>wood, glass and plastic</b>
17 02 02	clean glass only
<b>17 03</b>	<b>bituminous mixtures, coal tar and tarred products</b>
17 03 02	road base and road planings (other than those containing coal tar) only
<b>17 05</b>	<b>soil (including excavated soil from contaminated sites) stones and dredging spoil</b>
17 05 04	soil and stones 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
<b>17 08</b>	<b>gypsum based construction material</b>
17 08 02	gypsum only other than that mentioned in 17 08 01
<b>19</b>	<b>WASTES FROM WASTE MANAGEMENT FACILITIES, OFF SITE WASTE WATER TREATMENT PLANTS AND PREPARATION OF WATER INTENDED FOR HUMAN CONSUMPTION / INDUSTRIAL WASTE</b>
<b>19 05</b>	<b>wastes from aerobic treatment of solid waste</b>
19 05 03	compost from source segregated biodegradable waste only
<b>19 08</b>	<b>wastes from waste water treatment plants not otherwise specified</b>
19 08 02	washed sewage grit (waste from desanding) free from sewage contamination only
19 08 99	stone filter media if free from sewage contamination only
<b>19 09</b>	<b>wastes from the preparation of water intended for human consumption or water for industrial use</b>
19 09 02	sludges from water clarification
<b>19 12</b>	<b>wastes from the mechanical treatment of wastes</b>
19 12 05	clean glass only
19 12 09	minerals (for example sand, stones)
19 12 12	treated bottom ash including IBA and slag other than that containing hazardous substances only
<b>19 13</b>	<b>wastes from soil and groundwater remediation</b>
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
<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</b>
20 01 02	clean glass only
<b>20 02</b>	<b>garden and park wastes</b>
20 02 02	soil and stones

## 2.4 Operating techniques

2.4.1 The activities shall be operated using the techniques and in the manner described in Table 2.4 below.

**Table 2.4 Operating techniques**

When located within groundwater Source Protection Zones 1 or 2 the specified wastes below shall be stored and treated on an impermeable surface with a sealed drainage system.

When located outside groundwater Source Protection Zones 1 or 2 all permitted wastes shall be stored and treated on hard-standing or on an impermeable surface with sealed drainage system.

<b>Waste Code</b>	<b>Description</b>
03 01 01	waste bark and cork
03 03 01	waste bark and wood
10 01 01	bottom ash and slag only
10 01 05	gypsum (solid) only
10 01 07	gypsum (sludge) only
10 01 15	bottom ash and slag only from co-incineration other than those mentioned in 10 01 14
17 05 06	dredging spoil other than those mentioned in 17 05 05
17 08 02	gypsum only other than that mentioned in 17 08 01
19 05 03	compost from source segregated biodegradable waste only
19 09 02	sludges from water clarification
19 12 12	treated bottom ash including IBA and slag other than that containing hazardous substances only
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

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

3.1.3 All liquids in containers, whose emission to water or land could cause pollution, shall be provided with secondary containment, unless the operator has used other appropriate measures to prevent or where that is not practicable, to minimise, leakage and spillage from the primary container

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

## **4 – Information**

### **4.1 Records**

- 4.1.1 All records required to be made by these standard rules 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 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 land and groundwater.

4.1.2 The operator shall keep on site all records, plans and the management system required to be maintained by these standard rules, 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 these standard rules 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 these standard rules; or
  - (c) any significant adverse environmental effects.
- 4.3.2 Written confirmation of actual or potential pollution incidents and breaches of emission limits shall be submitted within 24 hours.
- 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:
- a) Where the operator is a registered company:
    - any change in the operator's trading name, registered name or registered office address; and
    - any steps taken with a view to the operator going into administration, entering into a company voluntary arrangement or being wound up.
  - b) Where the operator is a corporate body other than a registered company:
    - any change in the operator's name or address; and
    - any steps taken with a view to the dissolution of the operator.
  - c) In any other case:
    - the death of any of the named operators (where the operator consists of more than one named individual);
    - any change in the operator's name(s) or address(es); and
    - 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 them being in a partnership, dissolving the partnership.

## 4.4 Interpretation

- 4.4.1 In these standard rules the expressions listed below shall have the meaning given.
- 4.4.2 In these standard rules references to reports and notifications mean written reports and notifications, except when reference is being made to notification being made "without delay", in which case it may be provided by telephone.

*“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.

*“AQMA”* means an air quality management area within the meaning of the Environment Act 1995 which has been designated due to concerns about particulate matter in the form of PM10.

*“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.

*“domestic purposes”* has the same meaning as in section 218 of the Water Industry Act 1991.

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

*“European Site”* means Special Area of Conservation or candidate Special Area of Conservation or Special Protection Area or proposed Special Protection Area in England and Wales, within the meaning of Council Directives 79/409/EEC on the conservation of wild birds and 92/43/EEC on the conservation of natural habitats and of wild flora and fauna and the Conservation (Natural Habitats &c) Regulations 1994. Internationally designated Ramsar sites are dealt with in the same way as European sites as a matter of government policy and for the purpose of these rules will be considered as a European Site.

*“food production purposes”* means the manufacturing, processing, preserving or marketing purposes with respect to food or drink for which water supplied to food production premises may be used, and for the purposes of this definition *“food production purposes”* means premises used for the purposes of a business of preparing food or drink for consumption otherwise than on the premises.

*“good habitat”* means rough (especially tussocky) grassland, scrub and woodland

*“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.

*“hardstanding”* is a compacted solid surface capable of withstanding the operation and the loading / unloading of wastes.

*“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).

*“IBA”* means incinerator bottom ash derived from the incineration or pyrolysis of waste.

*“impermeable surface”* means a surface or pavement constructed and maintained to a standard sufficient to prevent the transmission of liquids beyond the pavement surface, and should be read in conjunction with the term *“sealed drainage system”* (below).

*“Natural Resources Wales”* means the Natural Resources Body for Wales established by article 3 of the Natural Resources Body for Wales (Establishment) Order 2012. The Natural Resources Body for Wales (Functions) Order 2013 transferred the relevant functions of the Countryside Council for Wales, and functions of the Environment Agency and the Forestry Commission in Wales to the Natural Resources Body for Wales.

*“pollution”* means emissions as a result of human activity which may—

- (a) be harmful to human health or the quality of the environment,
- (b) cause offence to a human sense,
- (c) result in damage to material property, or

(d) impair or interfere with amenities and other legitimate uses of the environment.

“*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.

“*sealed drainage system*” in relation to an impermeable surface, means a drainage system with impermeable components which does not leak and which will ensure that:

- (a) no liquid will run off the surface otherwise than via the system;
- (b) except where they may lawfully be discharged to foul sewer, all liquids entering the system are collected in a sealed sump.

“*secure storage*” means storage where waste cannot escape and members of the public do not have access to it.

“*SSSI*” means Site of Special Scientific Interest within the meaning of the Wildlife and Countryside Act 1981 (as amended by the Countryside and Rights of Way Act 2000).

“*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.

“*year*” means calendar year commencing on 1<sup>st</sup> January.

**End of standard rules**

# 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 IT Williams Company Ltd unless alternative instructions are given by the site manager. Access to fire exits and fire fighting 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 IT Williams Company 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.*