



## **BYASS WORKS WASTE TRANSFER FACILITY**



## **ENVIRONMENTAL MANAGEMENT SYSTEM (EMS)**

*Report Number 2099r2v3d1022*

**Operator: AWD (Group) Ltd**  
**Facility: Byass Works, The Docks, Port Talbot, SA13 1RS**  
**Permit reference: EPR/AB3895CN**  
**Waste returns reference: EPR/AB3895CN**

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## **1 INTRODUCTION**

AWD Recycling Ltd (AWD) recycles waste at Byass Works, Briton Ferry (see Figures 1 and Figure 2). The operation is focused on the processing of hard plastics, UPVC, skip waste from window companies, paint tins and the temporary storage and transfer of grinding solids to enable their recovery. The operation benefits from a Permit issued by the waste regulator Natural Resources Wales (NRW). One of the conditions of holding such a Permit is that a written environmental management system (EMS) must be in place. This is the current EMS for the operation. A copy of the Permit is attached in Appendix 4.

An Environmental Management System (EMS) is a structured system which, once implemented, helps an organisation to identify the environmental impacts resulting from its business activities. It also helps manage and reduce those impacts, so that the environmental performance of the organisation is improved. An EMS should provide a methodical approach to planning, implementing and reviewing an organisation's environmental management.

Central to the EMS is a set of Procedures and Standard Forms which will assist with the operational performance and recording of waste processing and environmental protection. Ultimately, these records may be used to support Permit surrender. The procedures and forms are provided in Appendix 1 and Appendix 2. Some of the forms may be implemented digitally and the Site Diary may also be used to record the relevant information

- Throughout the document the relevant Procedures and Forms are signposted for ready reference using this style of bullet point.

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## **2 COMMITMENT TO EMS**

### **2.1 Company Environmental Policy**

AWD is one of the leading independent companies focussed on the recycling of plastic in the UK. AWD is committed to prevention of pollution and continual improvement.

The company is committed to:

- Maintaining an Environmental Management System.
- Recognising and meeting relevant legislation, regulations and other requirements.
- Operating in a way that prevents pollution.
- Providing appropriate environmental training to its employees.
- Continual improvement and prevention of pollution
- Setting environmental objectives and monitoring their implementation

The responsibility for implementation of the Environmental Management system ultimately lies with the Managing Director of AWD.

Signed For and on behalf of the Board of Directors



**Eifion Davies**

December 2021

This Policy will be reviewed no later than 12 months from this date

Other company policies are provided in Appendix 3.

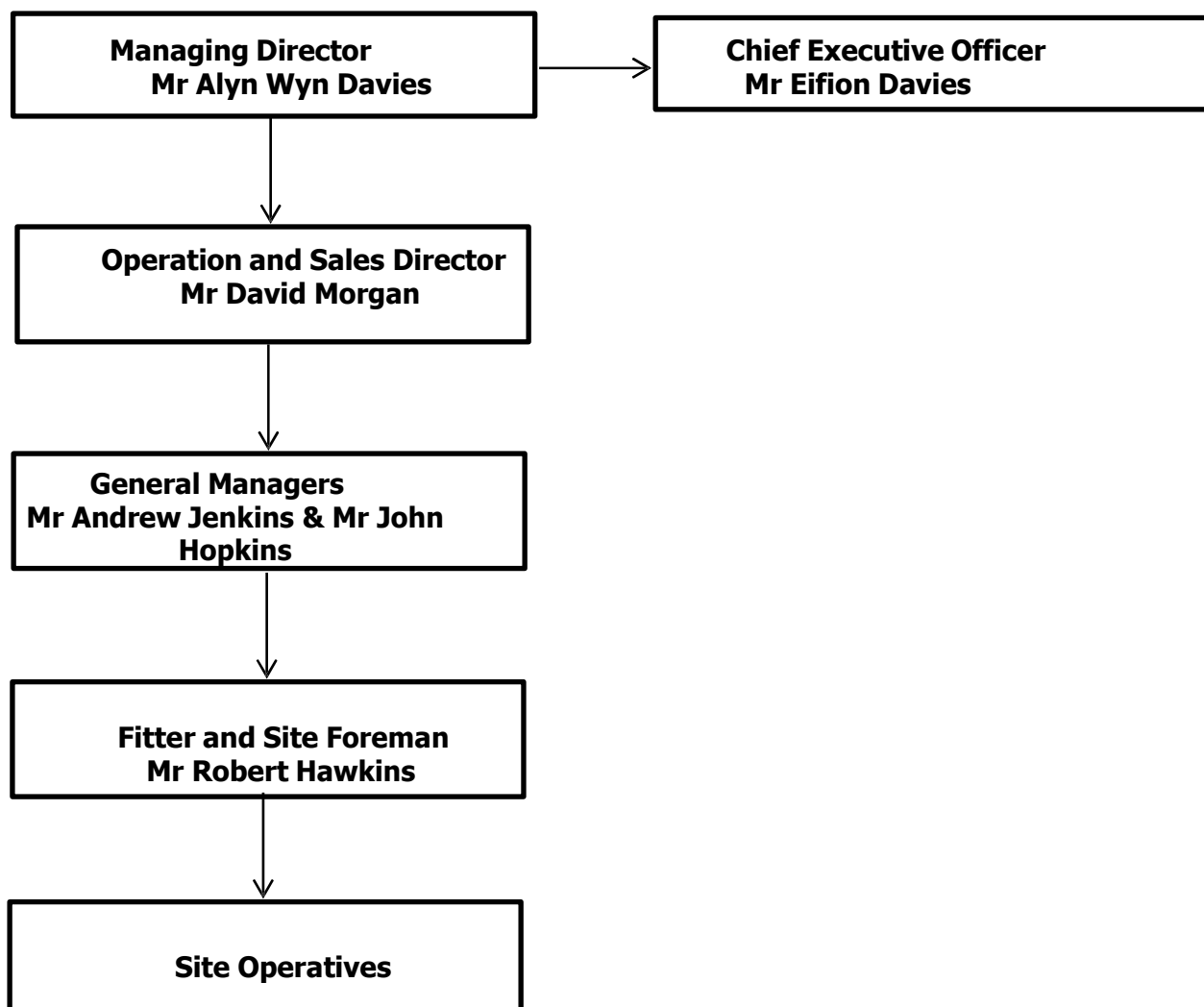
### **2.2 EMS Implementation**

AWD recognises that an EMS should not be viewed in isolation as many aspects of the business can impact on the successful implementation of the EMS. AWD also recognises that the role of the management representative is not to undertake all of the work required to implement the EMS. For this reason, AWD will document the roles and responsibilities for all personnel. Key authorities and responsibilities will be defined, documented and communicated to all employees. The system will also be audited.

The current company structure is shown in Flowchart 2-1.

The Operations Director will be the management representative appointed to implement the EMS.

**Flowchart 2-1 Current Company Structure**



All employees will be made aware of their responsibility in achieving conformance with the environmental policy, management plans and the requirements of the EMS. Table 2-1 summarises the basic requirements for different levels of employees.

**Table 2-1 Minimum expectations for AWD Personnel**

<b>Title</b>	<b>Responsibility</b>
Top Management	Define and approve issue of the Environmental Policy. Nominate an environmental management representative. Review the EMS at set intervals
Management	Provide sufficient resources essential to the implementation and control of the EMS
Management Representative	Ensure establishment of EMS and reporting on performance to the top management
Site personnel	Responsibilities are dependent upon their role

## 2.3 Guidance and Legislation

To help ensure that the operation meets current legislation and good practice, the operation will take into account guidance and review applicable legislation. Applicable guidance and legislation will be identified and reviewed each year as part of the EMS annual review. During

this review the compliance of the operation with prevailing guidance and legislation will be audited.

## **2.4 Operator Competence**

AWD recognises that to operate under a Permit, trained and competent staff are required. On this basis, AWD employs a Technically Competent Person (TCP). The TCP will coordinate compliance with the Permit, implementation of the EMS and coordinate new procedures when required.

The TCP is not the sole individual responsible for ensuring compliance with the Permit or implementing the EMS as this requires input from the company and all relevant personnel involved with the permitted activities.

## **2.5 Relevant Training**

All relevant staff working on the permitted activities will be trained on the requirement of the Permit, EMS, EAMP, Fire Plan, Odour Management Plan and NIA. To assist with management of training records and needs, AWD will regularly undertake analysis to identify training needs, skill gaps and record all training on the relevant forms in Appendix 2.

➤ See Training Forms SF04 and SF05 in Appendix 2

Management will ensure that all relevant staff are:

- trained in aspects that can lead to pollution and the measures to be taken to prevent that pollution.
- trained to deal with accidents and incidents.
- aware of responsibilities under the Permit and Management Plans.
- aware of the importance of equipment and plant maintenance.
- competent to operate machinery and provided with safe operating instructions for that equipment or activity.
- appropriately inducted, including contractors.

Records of training will be maintained by AWD.

➤ See Training Forms SF04 and SF05 in Appendix 2

The management is fully committed to protecting the environment and demonstrating continual environmental improvement. Through effective training, communication and delegation, management will encourage all employees to be committed to the full implementation of this EMS.

Following a training needs assessment, training of each employee will comprise a combination of techniques including:

- Induction training – new employees (and existing employees who have not yet been inducted) will be talked and walked through the site rules and practical steps required during waste acceptance, handling and storage to prevent pollution and spot potential problems such as contraries, unacceptable waste, housekeeping improvements and fire risk awareness.



- 
- Tool box talks lead by site management and external parties – these will focus on the key issues detailed in the management plans and be repeated in accordance with a training schedule to ensure the key technical precautions are at the forefront of everyone's mind.
  - Use of free on-line and hard-copy training resources provided by WAMITAB. This will include improving understanding of how fires may start due to the presence of batteries and how quickly fires may develop and the implications for site management.
  - Hands-on practical firefighting and extinguisher demonstrations including placing of waste in skips and quenching with water from IBCs and on-site fire water supply and the deployment of sand bags and fire water booms. Where feasible this will involve the local FRS.
  - Fire drills – where feasible this will involve the local FRS.

Training of on-site personnel in firefighting techniques, fire prevention, response and the fire protection aspects of the site will be provided by established professionals on an annual basis. Personnel will be familiar with the use and limitations of firefighting equipment available on site.

Key personnel and senior management will also be trained in basic First Aid by a qualified third party institution. Records of this training will be included in the operating record for the facility.

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## **3 SITE DETAILS**

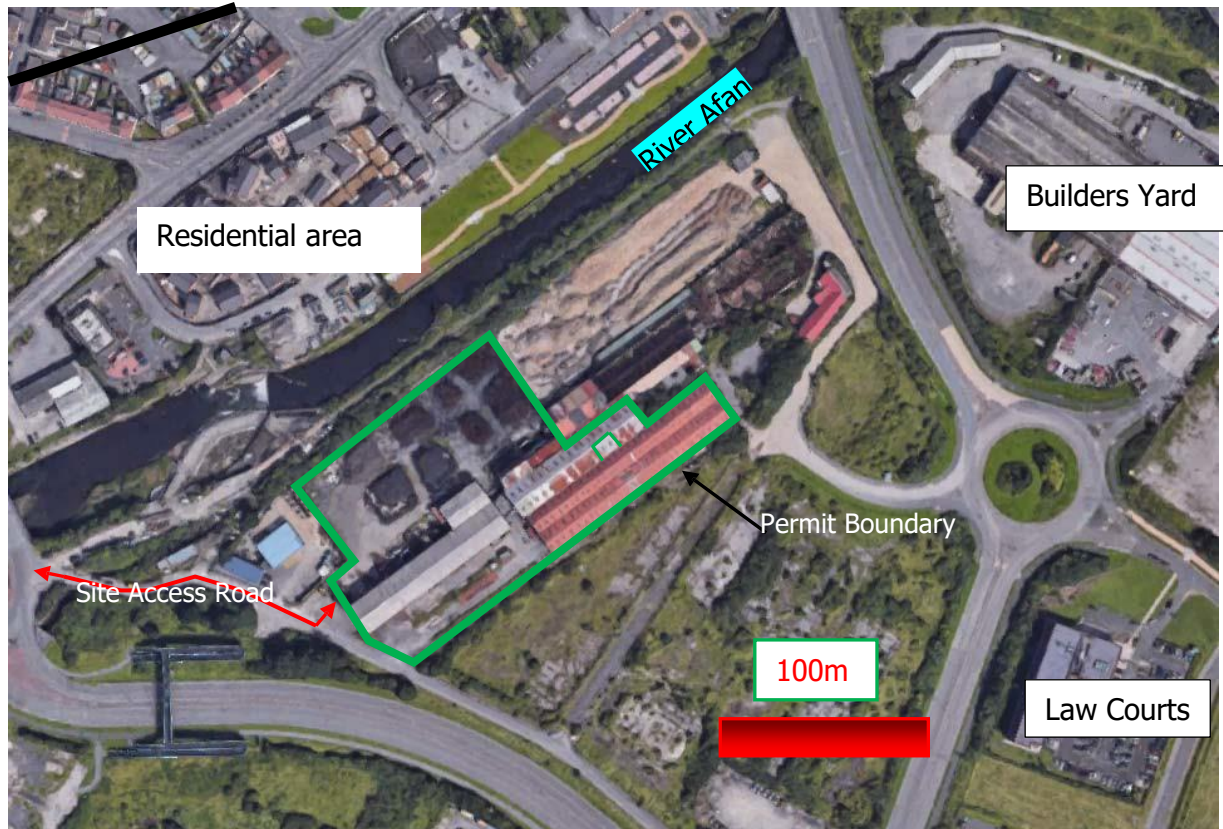
### **3.1 Site Location**

The site is located between the densely populated residential areas of Aberavon and Port Talbot. Aberavon is some 200m to the west and Port Talbot 250m to the northeast. The closest residential properties are ~75m northwest of the northern site boundary, on the opposite side of the River Afan.

Between the site and the residential areas to the north and northeast is the River Afan a public footpath, road network serving the residential area and areas of public open space. There is also a weir on the River Afan.

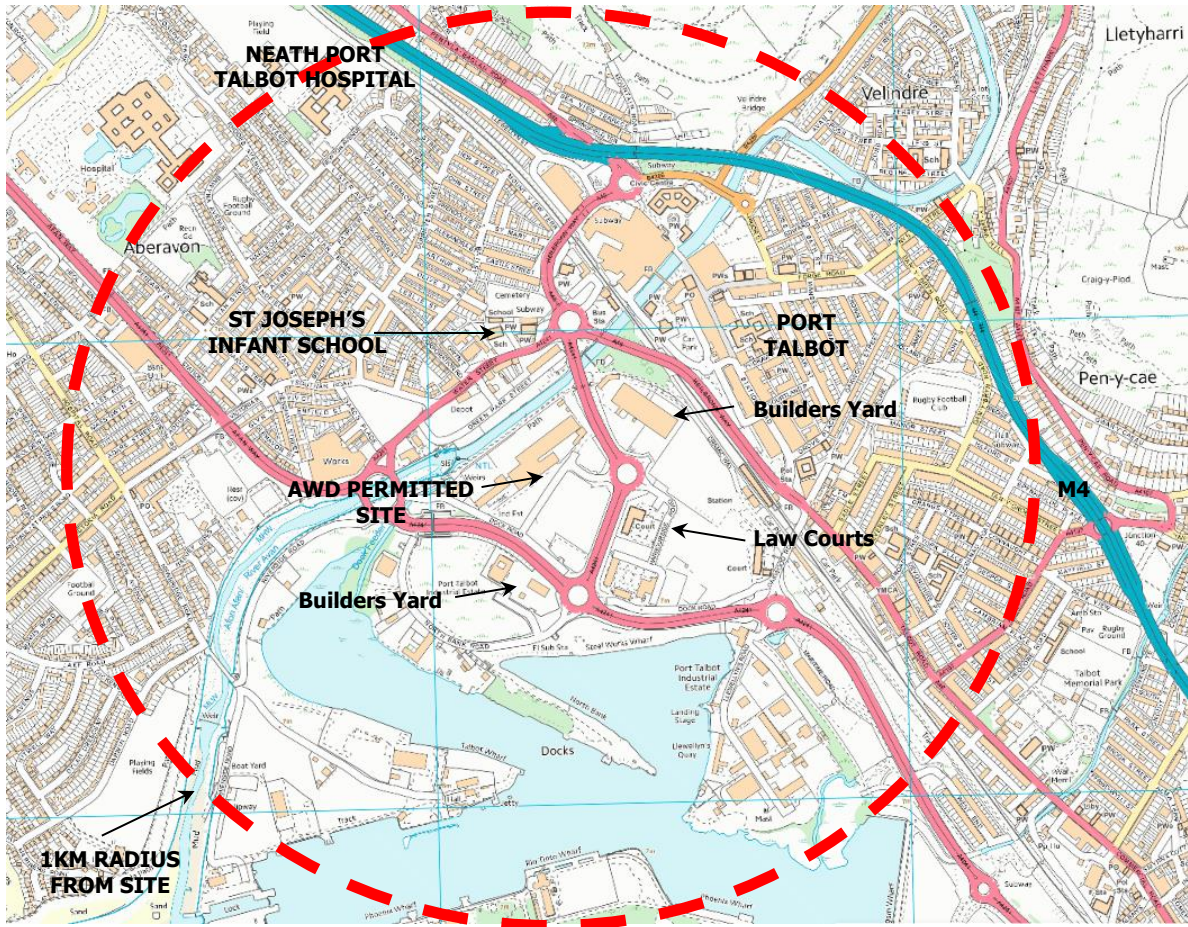
To the north, east and south of the site are large areas of open ground and also other industrial and commercial operations on Harbourside Industrial Estate including builders yards, Harbourside Law Courts, commercial units and a plant hire company. As shown on the aerial imagery and map in Plates 3-1 and 3-2 a series of main roads serve and pass through the industrial estate and the main Swansea to London railway runs east to west ~250m north of the site. The M4 motorway is to the north of Port Talbot and 900m from the site. The River Afan runs north to south past the western site boundary. Between the boundary and the river, a distance of ~15m, is a public footpath and control system associated with a weir diverting surface water to the docks to the south via a dock feeder channel.

The site is adjoined to other industrial units that are currently vacant and where fly-tipping is occurring. Key features are shown on Plates 3-1 and 3-2. Port Talbot steelworks is just off the map shown in Plate 3-2, to the southeast.



**Plate 3-1 Aerial photograph of site and surrounding area**





**Plate 3-2 Features within 1km of Site**

### 3.2 Site Access

The site is accessed along a tarmac road off the A4241. The road is shared with other industrial units. The access route is shown on the aerial image.

### 3.3 Operational Hours

Hours of site occupation are:

- Monday to Friday – 07:00 to 17:00 hours
- Saturday – 0700 to 12:30 hours

Within these time frames, up to an hour at either end of the day is used for checking all plant / machinery and housekeeping. Deliveries of unprocessed waste will not be accepted within 1 hour of the end of daily operations.

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## **3.4 Environmental Setting**

### **3.4.1 Climate**

Rainfall totals are approximately 1000mm per annum. Dominant wind direction is from the southwest.

### **3.4.2 Ground Conditions**

The site is underlain by made ground overlying natural alluvium deposits (clay, silt and sand tidal flat deposits) associated with the River Afan. Beneath these layers will be bedrock comprising sandstones and coals seams.

## **3.5 Surface Water**

The River Afan flows north to south 100m northwest of the site. Just to the northwest of the site, adjacent to the site access road, is Green Park Weir. This diverts some of the river water to the docks to the south via a culvert beneath the site entrance road.

### **3.5.1 Groundwater**

Groundwater is likely to be perched in any made ground beneath the development platform and classified as a secondary aquifer in the underlying bedrock. This means that the ground water will provide base flow to the adjacent River Afan.

### **3.5.2 Flooding**

According to NRW flood mapping, the site is located in a Zone 2 flood risk area. This means that the site is considered by NRW to have a 1000 to 1 chance of flooding from rivers in any year which they consider a low risk. This is considered to be because the area benefits from flood defences from rivers and there is no historical record of flooding. According to NRW flood mapping the site is at very low risk of flooding from the sea.

NRW does, however, identify localised areas of land where surface water may not drain away through the normal drainage systems or soak into the ground but lie on or flow over the ground. These small localised areas are identified various grades of pink in Plate 3-3. For reference, the areas shaded blue are the areas identified at risk of flooding from rivers. At this scale of mapping, it is evident that some of these areas, shaded pink, are identified along the southeastern boundary of Building Byass 1 (which is currently a mix of hardstanding and tarmacadam) and an external area on the western side of Byass 3, which is currently concrete and hardstanding.



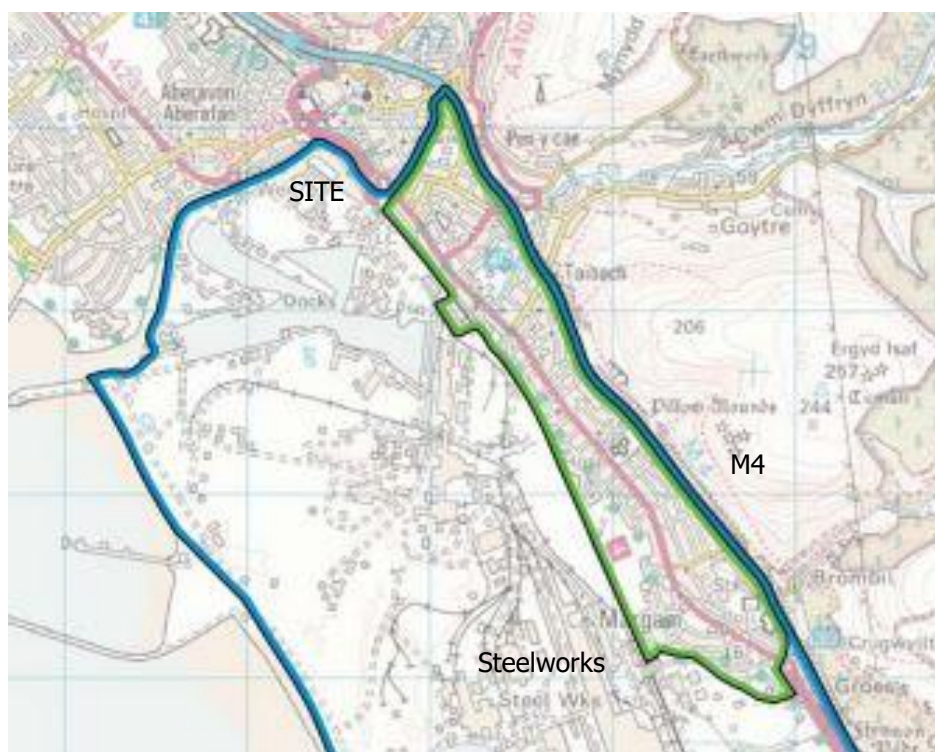
**Plate 3-3 Extract from NRW Flood Risk Map**

As with all flood predictions at this level of precision, the flood risk for individual buildings is difficult to predict as this depends on building features and other local factors like drainage conditions and site specific surface elevations, use and infrastructure. Surface water flooding from rainwater is particularly difficult to predict. In this context, and based on experience to date, the operator considers that the areas identified as potentially susceptible to surface water flooding do not take into account as-built features as there has never been any significant flooding despite the record storms and rainfall events experienced in recent years. In this context, the overall flood risk is considered to be low with the main risk associated with the adjacent river. This is considered in the risk assessment and accident management plan.

### 3.5.3 Air Quality

The site is not in an Air Quality Management Area (AQMA) but the Taibach / Margam AQMA is approximately 200m to the east. The extent of the linear AQMA is outlined in green on Plate 3-4 and the site position also indicated. Also highlighted is the steelworks and M4 motorway. The AQMA covers a densely populated area with the majority of land and properties between the Steel Works and the M4 Motorway. The area was designated on the basis of elevated airborne concentrations of fine particulate matter referred to as PM<sub>10</sub>.





**Plate 3-4 Taibach / Margam AQMA**

### **3.5.4 Ecologically Protected Sites**

There are no designated or protected sites within 2km.

### **3.5.5 Human Receptors within 1km**

There are many potentially sensitive human receptors within approximately 1km of the site as shown on Plates 3-1 and 3-2. Details of some of the closest receptors are listed in Table 3-1. Others also exist. Some of the key infrastructure is listed in Table 3-2.

There is an on-site electrical sub-station (ESS) indicated on Figure 2. Power from this system is used to power the on-site plastic float / sink system.

To the north of the site are major public transport systems including the M4 and adjoining roads and the main Swansea to London railway line. These features are visible on Plate 3-1 as are the wide areas of open space and vacant land around the site and wider industrial estate.

**Table 3-1 Some of the Closest Human Receptors**

Receptor	Details	Contact Information	Direction from site
St Joseph's Infant School	20 Norman St, Port Talbot SA12 6EL	Tel: 01639 882579	200m North
Residential areas, shops, playing fields and open areas			Closest are 75m northwest of site boundary on opposite side of River Afan. Port Talbot is 300m northeast
Port Talbot Bus Station	Port Talbot SA13 1HE	First: 01792 572255	200m north northeast
Industrial units	LBS: Unit 5, Cramic Way, Port Talbot SA13 1RU	LBS Tel: 01639 884433	200m northeast
Plant Hire	Dock Rd, Port Talbot SA13 1RS	Exuma Plant Hire: 01639 881567	Directly adjacent southwest
Court buildings	Harbourside Road, Port Talbot	Tel: 01639 642267	200m east
Chemical laboratories and testing facilities	Harbourside Industrial Estate	Tel: 01639 871111	200m east

**Table 3-2 Key Infrastructure within 1km of site**

Receptor	Direction from site
A4241	100m south and north
A48	200m north
Swansea - London railway line	300m northeast
Port Talbot Parkway Railway station	400m east
M4	900m north

### 3.5.6 Environmental Receptors within 1km

Key environmental receptors within approximately 1km pf the site are listed in Table 3-3.

**Table 3-3 Environmental Receptors within 1km of site**

Receptor	Direction from site
River Afan	15m west of site boundary



## 4 WASTE MANAGEMENT

The processing of the waste types accepted at the site are described in this section.

### 4.1 Permitted Operations

The site is permitted to undertake the activities listed in Table 4-1.

**Table 4-1 Permitted Activities**

Description of activities	Limits of activities
<p><b>D15:</b> Storage pending any of the operations numbered D1 to D14 (excluding temporary storage, pending collection, on the site where it is produced)</p> <p><b>R13:</b> Storage of wastes pending any of the operations numbered R1 to R12 (excluding temporary storage, pending collection, on the site where it is produced)</p> <p><b>D14:</b> Repackaging prior to submission to any of the operations numbered D1 to 13</p> <p><b>D9:</b> Physico-chemical treatment not specified elsewhere in Annex IIA which results in final compounds or mixtures which are discarded by means of any of the operations numbered D1 to D8 and D10 to D12</p> <p><b>R3:</b> Recycling/reclamation of organic substances which are not used as solvents</p> <p><b>R4:</b> Recycling/reclamation of metals and metal compounds</p> <p><b>R5:</b> Recycling/reclamation of other inorganic materials</p>	<p>Treatment consisting only of sorting, separation, screening, baling, shredding, crushing, granulation or compaction of waste into different components for disposal or recovery.</p>

### 4.2 Permitted waste types

Waste shall only be accepted if it is a type, quantity and description specified in the Permit.

- See the Permit in Appendix 4 for full list of accepted wastes.

Wastes that are not listed in the Permit, often referred to as contraries, should be considered as non-conforming and dealt with appropriately. AWD sometimes encounter such contraries in the hard plastic feedstocks received from Local Authority CA sites and in skip waste. Robust measures are set out for dealing with such wastes.

- See Procedure P001

By tonnage, the site may process / transfer :

1. Clean dry hard plastics – 800t/month
2. Skip waste ONLY from window manufacturers and installers – 100t/month (NOT GENERAL WASTE but predominantly mixed plastic, wood, metal and construction rubble) – ~100t/month)
3. Glass – 400t/month
4. Paint tins, some of which may contain residue – 10t/month
5. Grinding solids - <1000t/annum

The annual throughput of the operation is therefore up to 24,999tonnes.

### **4.3 Waste Acceptance**

AWD recognises that waste acceptance is key to commercial success and environmental performance. A dedicated procedure is in place that details the overall waste acceptance procedure from initial enquiry through to waste placement into dedicated storage areas. The overall process is summarised in Flowchart 4-1.

- See Procedure P001 in Appendix 1
- See Forms SF01 and SF02 in Appendix 2

Procedures are also in place for dealing with suspicious items.

- See Procedure P002

### **4.4 Hard Plastics Processing**

Dry and clean hard plastics from other recycling centres and local authority civic amenity sites are processed through manual separation and flotation separation units. In combination, the sorting and separation allows various sizes and types of plastic to be separated enabling distinct fractions to be recovered. Prior to off-site transfer, the plastics (some of which are considered to be products) are either baled or bagged and temporarily stored. The overall process is outlined in Flowchart 4-1. AWD aims for zero waste closed loop processing.

Where required, initial manual separation occurs in the dedicated reception areas of Byass 1 and 3, as shown on Figure 2. During this initial stage, trained personnel manually separate clearly identifiable different types and size of plastic (e.g. PP, PE etc.) i.e. bulky items like wheelie bins and garden furniture are separated. These are placed into dedicated bays for baling prior to off-site transport and recovery.

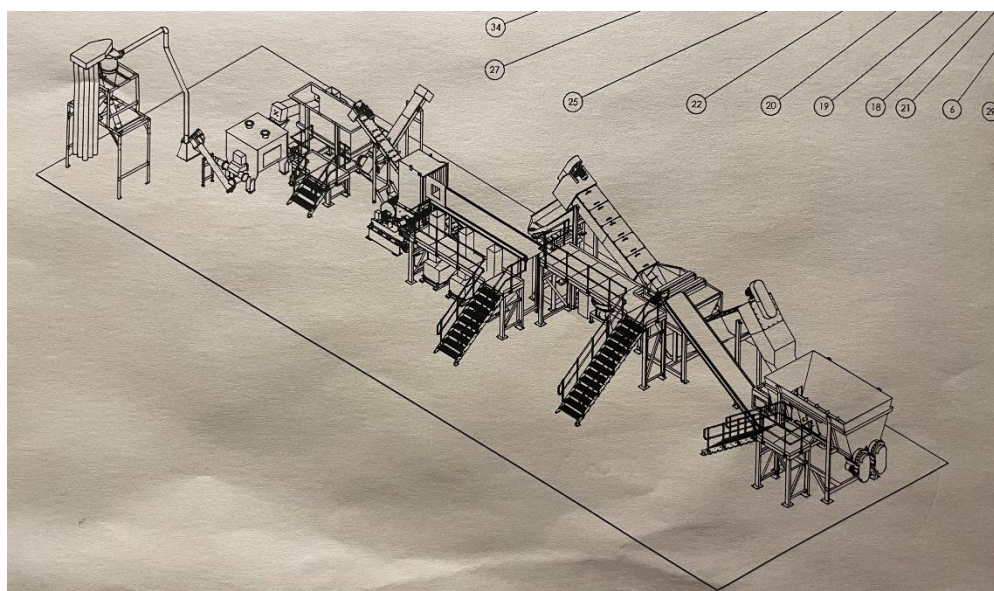
The remaining smaller fractions are then loaded onto conveyor fed manual picking lines where further trained personnel once again separate the different types of plastic. This process typically enables plastic pieces >150mm to be removed from the waste stream into dedicated separate bays. The plastic fractions separated are then baled prior to off-site transport and recovery.

The remaining <150mm plastic is then further size reduced (shredded), sorted and separated to produce a refined feedstock using a flotation system located in Byass 1. The proprietary bespoke system has been designed in-house by AWD following testwork with a local university

and plastics reprocessing manufacturer. The aim of the system is to generate high-quality product feedstocks for use in the manufacture of further plastic products, divert waste from landfill and reduce the reliance on virgin feedstocks. Ultimately, the site aims to assist Wales Government implement a circular economy in Wales.

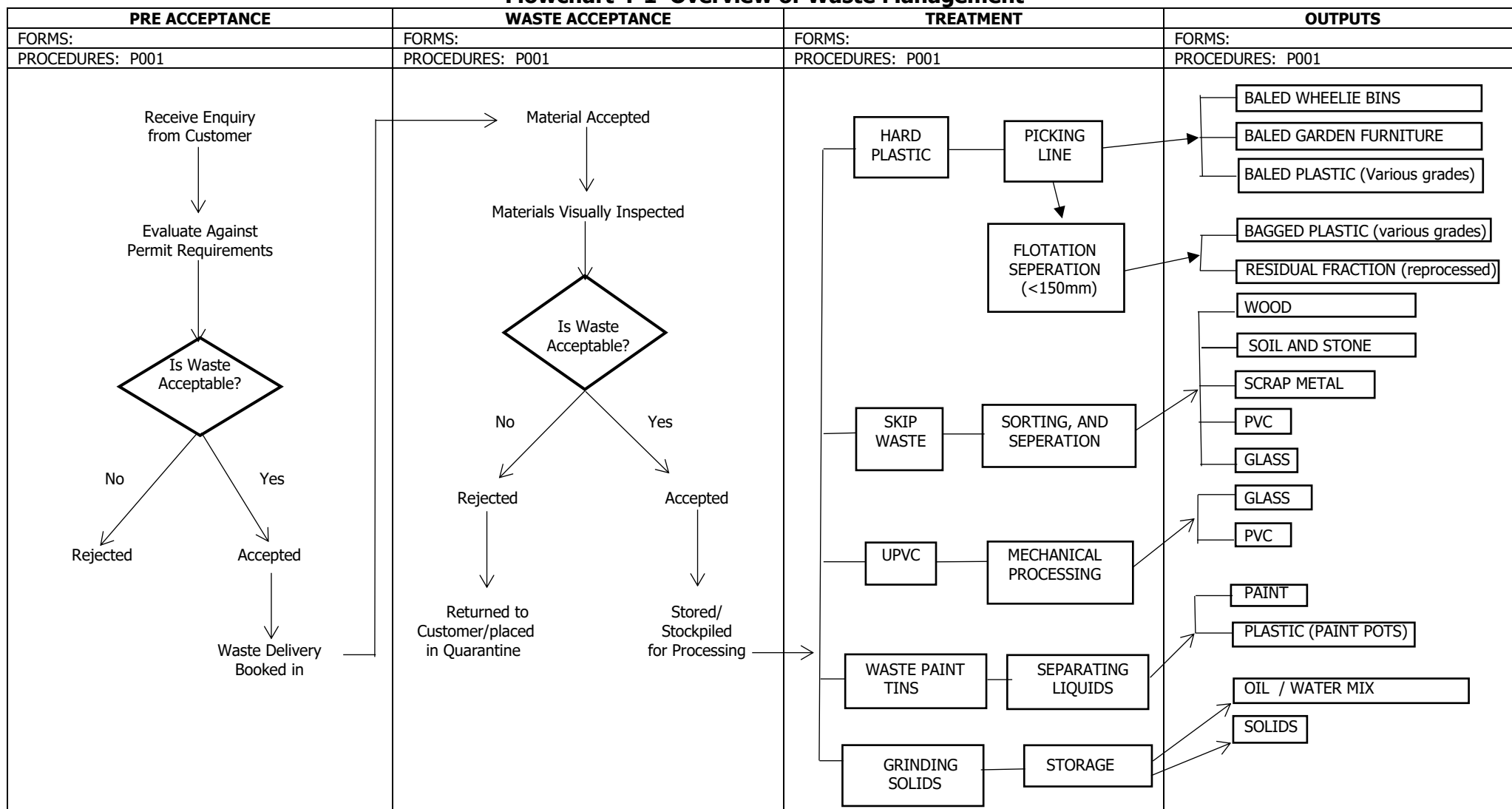
The proprietary and unique flotation separation process developed by AWD to enable various types of plastic to be separated and refined starts with a hopper that feeds the size reduced fraction onto a conveyor into the closed loop water based float / sink separation unit which is where the different types of plastic are separated. Following drying and granulation (if required), the different types of plastic are then bagged for onward sale as product feedstocks for use in further plastics manufacture. The overall system is schematically illustrated in Plate 4-1 and the footprint of the operation within Byass shown on Figure 2.

A separate plastic float/sink system is also located in Byass 2. This simpler closed loop system only involves a float / sink separation unit fed by conveyors. This system is also used to refine the <150mm fraction, as shown in Plate 4-2, ensuring zero waste.

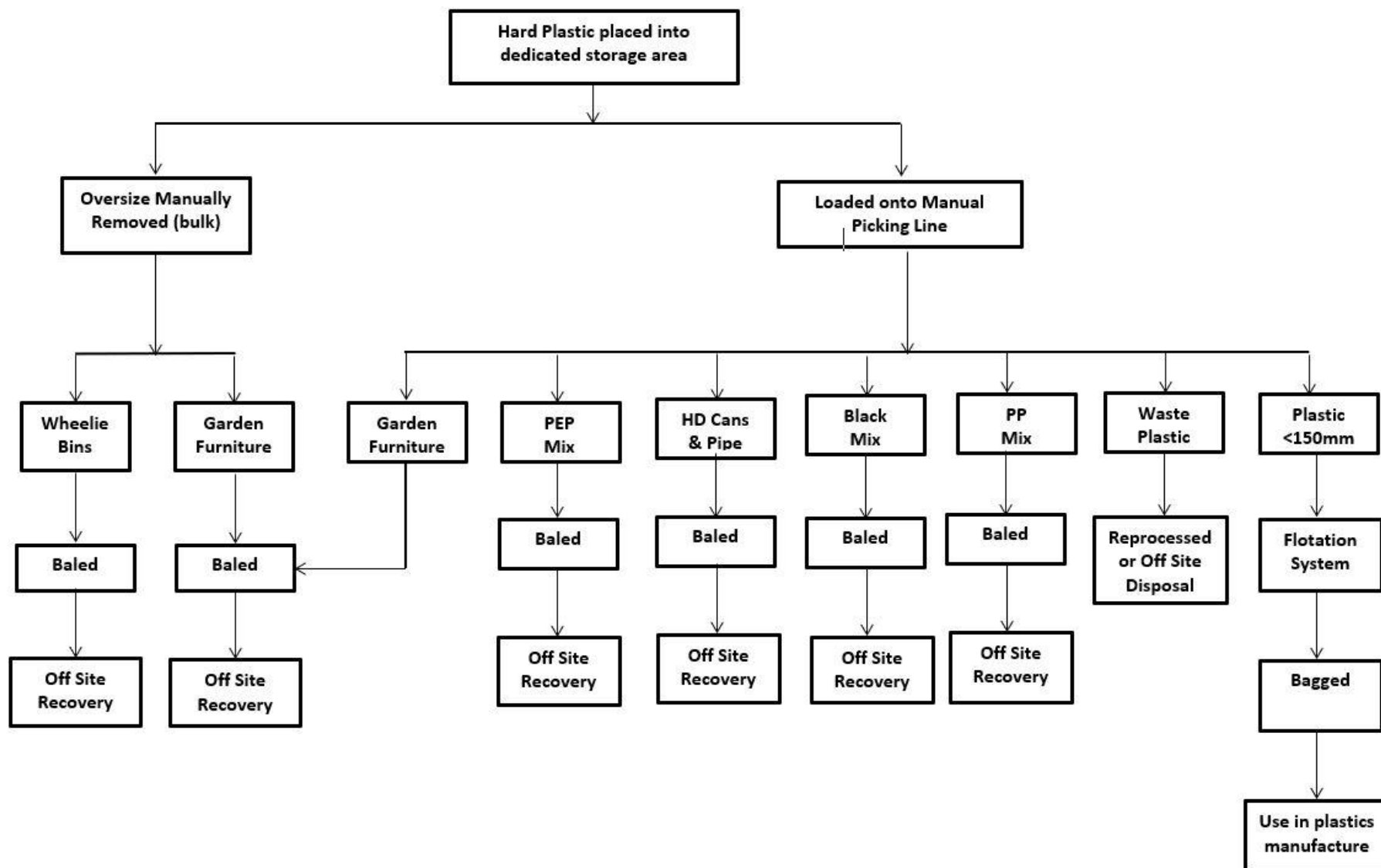


**Plate 4-1 Proposed layout of float / sink in Byass 1**

**Flowchart 4-1 Overview of Waste Management**



**Flowchart 4-2 Processing of Hard Plastics**





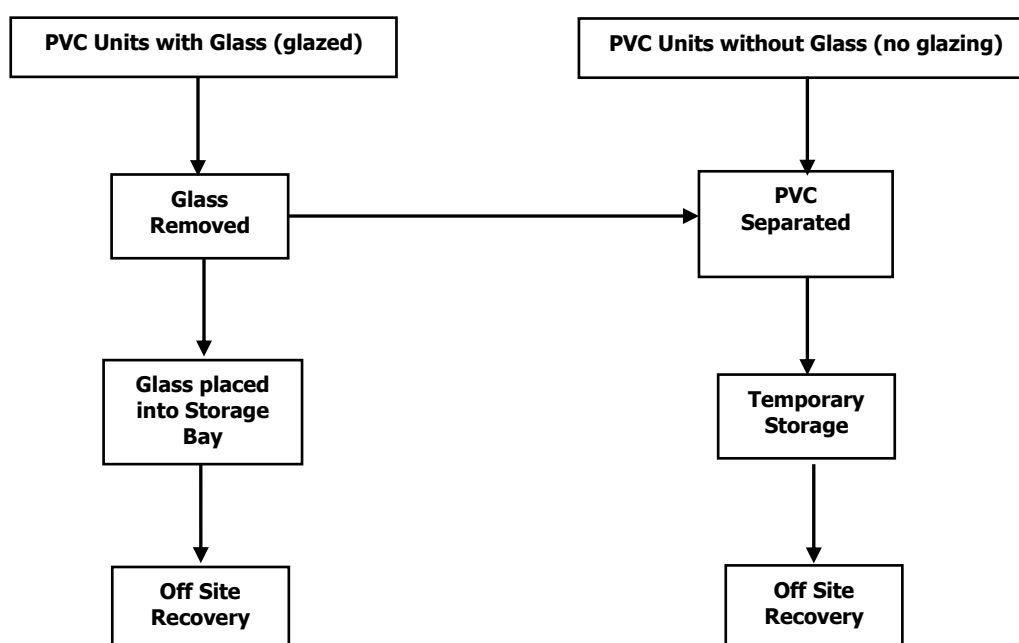
**Plate 4-2 Existing sink / float from left to right: (1) conveyor feed, (2) paddle pull into tank and plastic separation output (3 & 4)**



## 4.5 UPVC Processing

Dry and clean UPVC window and door frames are received at the site from local construction sites and UPVC manufacturers. At the site the waste is mechanically separated to enable the glass and plastic to be separated. The overall process is summarised in Flowchart 4-3.

**Flowchart 4-3 Processing of UPVC**



## 4.6 Window Company Skip Waste Processing

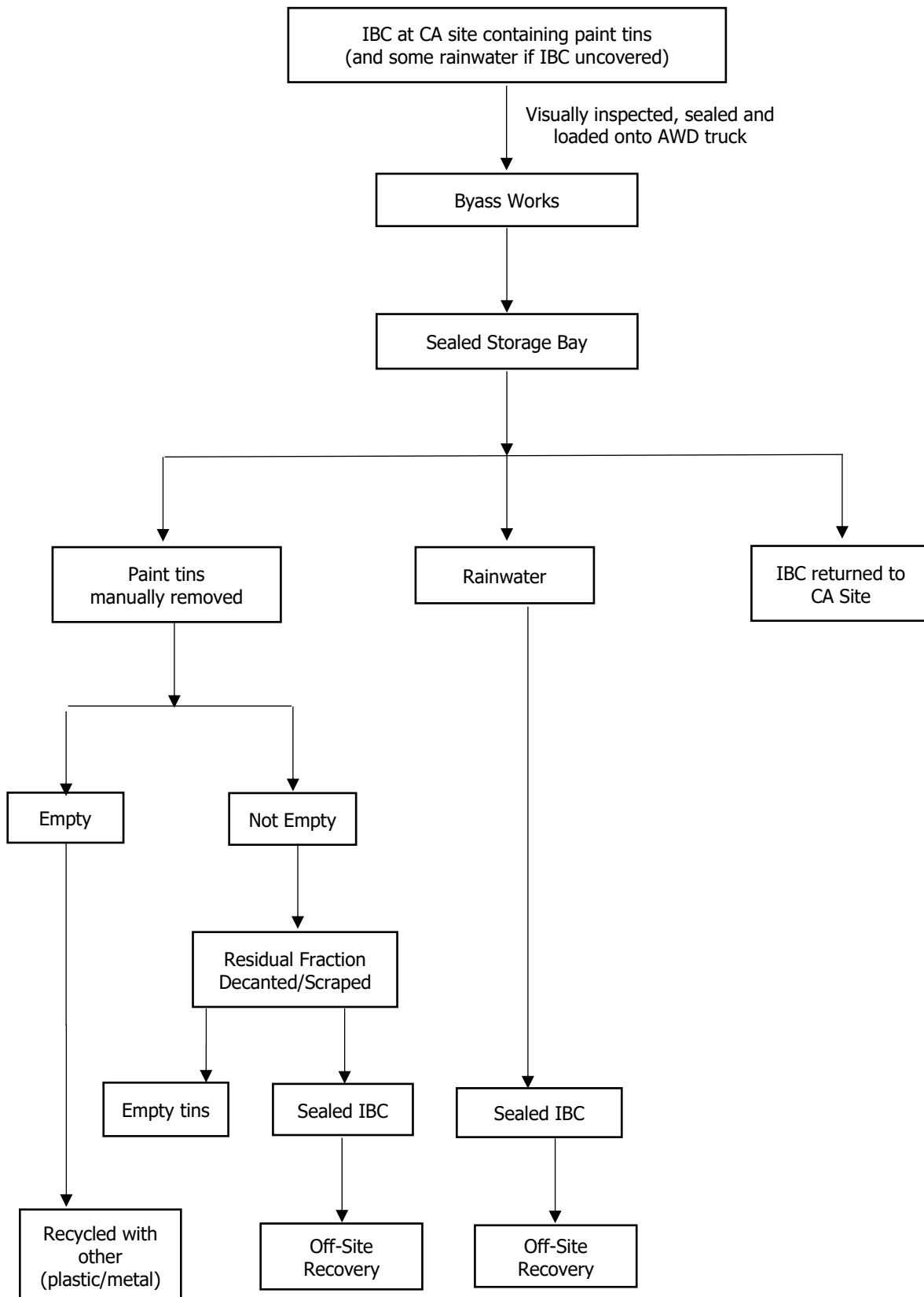
AWD only supplies skips to window company manufacturers and installers as this ensures the waste received is suitable for the site and mainly comprises UPVC and small quantities of glass, inert concrete, brick and stone, metal and wood.

A maximum of 10 skips per day arrive at the site. The waste is manually and mechanically sorted to enable recovery of useful materials such as glass, scrap metal, UPVC and inert construction materials. The separated fractions are either stored in RORO containers (wood, scrap) or in concrete walled bays externally (glass, UPVC, inerts). The inert fraction is sometimes screened to separate an aggregate feedstock. This is undertaken infrequently for short durations.

## 4.7 Paint and Paint Tins Recovery

In the indoor Byass 3 area, sealed IBCs containing paint tins (mostly water-based paints) will be placed into a bunded area. If paint is present this will be manually decanted / scraped out of the paint tins (that will be mainly plastic) into separate sealed IBCs. Any contaminated water held within the IBCs would also be separated into sealed IBCs. The separated paint, paint tins (plastic or metal) and residual water would then be placed into relevant bays and taken off-site for recovery with other metal and plastics. The process is outlined in Flowchart 4-4.

**Flowchart 4-4 Processing of Paint Tins**





## 4.8 Grinding solids

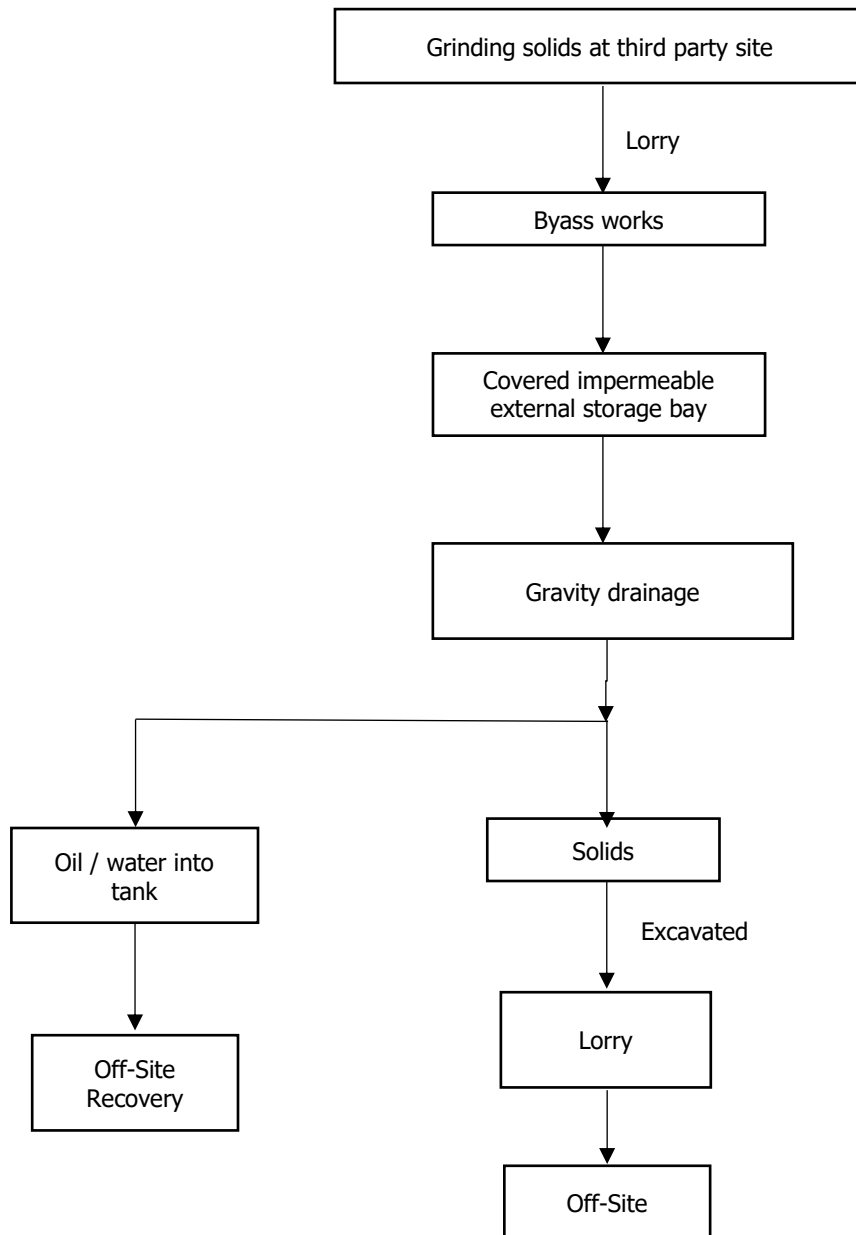
To assist a local company, AWD will receive and temporarily store roll grinding solids arising from the grinding of metals. Such solids are finely ground metals mixed with an abrasive and a lubricant. They arise when abrasives are used to grind metal to achieve high precision end-products such as gear parts. Parts manufacturers choose precision abrasive grinding when other machining methods are not able to obtain the specified size, tolerance or surface finish. A typical example of the type of grinding solids to be received is shown in Plate 4-3.



**Plate 4-3 Typical Roll Grinding Solids**

Grinding solids would be delivered to site in articulated lorries and tipped into an external covered bunded bay with sealed drainage. Whilst under cover, any free draining liquids (oils and water) would be allowed to gravity drain to a sealed tank before the solids were transferred off-site for treatment. The oil / water mix would be pumped from the underground sealed tank and sent for off-site recovery.

#### Flowchart 4-5 Storage of Grinding solids



Roll grinding solids are potentially flammable, particularly when they have been initially generated as the abrasive grinding process can cause internal heating leading to combustion of the fine metal sludge that is mixed with lubricants that can be hydrocarbon based.

The materials to be received at AWD will not be fresh from processing but as there is still a possibility of spontaneous combustion the material will be stored in a corner of the site away from other combustibles and in an area served by sealed drainage.

---

## **4.9 Waste Handling and Storage**

All wastes are handled in a way that minimises environmental pollution, nuisance and emissions. Each waste is stored in dedicated site areas as shown on Figure 2 and the operation is subject to a Noise Management Plan (underpinned by a Noise Impact Assessment), Fire Plan, Environmental Accident Management Plan and Odour Management Plan.

---

## **5 INFRASTRUCTURE AND EQUIPMENT**

### **5.1 Notice Board**

AWD will display a clear Site Notice Board at the entrance to the site.

The board shall contain the following information:

- Company Name
- Permit Holder's Name
- Emergency Contact Name
- Permit Holder's Telephone Number
- Statement that the site is permitted by Natural Resources Wales
- The Permit Number
- NRW National Numbers
- Any other NRW Telephone Number required

If damaged, the board shall be repaired or replaced within five working days.

### **5.2 Security**

The site is surrounded by 2.4m high twin mesh fencing and the site covered by a 24/7 motion sensitive CCTV monitoring system operated by JPR Security. Each building also has automated optical beam detectors for the detection of fire operated by Trigmain Security Ltd. Both the CCTV and beam detectors are remotely monitored on behalf of AWD and when an alarm is activated the emergency services and Key Holders are immediately informed.

KML Security also uses a site portacabin as an office and patrols the site at ad-hoc times out of hours with security dogs.

During their inspections, all security personnel are trained to identify the same signs of fire used by AWD personnel and are vigilant for smoke / steam and heat haze during daylight and smells, light and noise during inspections in the dark.

In combination with on-site vigilance during operating hours, all of these systems mean that at all times an emergency incident, such as fire, will be rapidly detected and acted upon.

### **5.3 Site Surfacing and Drainage**

The layout of the site is shown on Figure 2 and drainage in Figure 3. The site comprises indoor and outdoor waste storage and processing areas.

#### **5.3.1 Byass 1**

This area is to be used for the processing of plastics using a closed loop plastics flotation plant.

The Byass 1 building provides an engineered impermeable surface comprising reinforced concrete. The building is steel portal frame and steel clad with the lower walls constructed of concrete block that provides a seal with the impermeable concrete.

Externally, this area comprises impermeable concrete used for the storage of segregated waste in bays and a covered picking line. The extent of the concrete surfacing and associated drainage is indicated on Figure 3.

### **5.3.2 Byass 2**

This part of the site comprises an indoor area with an impermeable concrete floor and an external yard, part of which has sealed drainage (see Figure 2). The building is steel portal frame and steel clad with the lower walls constructed of concrete block that provides a seal with the impermeable concrete.

The internal area is used for the receipt of hard plastics and the processing of selected plastics separated during processing of plastics in Byass 3. The processing comprises a sink and float system.

The external area to the northwest of the building is used for the sorting of window company skip waste and the temporary storage and sorting of soil and stone, scrap metal, wood and UPVC for recovery in RORO containers and concrete bays.

Within the areas provided with sealed drainage, the grinding solids are stored under cover within a bay with sealed drainage to an underground tank.

### **5.3.3 Byass 3**

All of Byass 3 is provided with impermeable concrete. The building is steel portal frame and steel clad with the lower walls constructed of concrete block that provides a seal with the impermeable concrete.

Indoor area Byass 3 is predominantly used for the storage and processing of hard plastics waste. This material is received in a dedicated bay and then subjected to sorting and separation over picking line. The outputs from this process are either baled or transferred to Byass 1 or 2 for further processing.

Within a dedicated sealed concrete bay, the paint tins are also stored and manually decanted to enable their recovery.

Dedicated areas are also provided for non-conforming materials and contraries and also for the storage of maintenance equipment and small quantities of oil for maintenance.

### **5.3.4 External area around weighbridge**

The outdoor areas around the site entrance, office and weighbridge are used for the temporary storage of glass within a bay and vehicle parking and turning.

## **5.4 Fuel and Oil Storage**

Fuel is stored in 45 gallon drums next to the generator shown on Figure 2.

Maintenance oils used in plant are stored in 45 gallon drums and 5 gallon drums in shipping containers near the site entrance as shown on Figure 2.

## **5.5 Plant and Equipment**

The waste operation will use the following plant and equipment:

- Hard plastic float / sink systems with size reduction, conveyors and granulation
- Covered hard plastic picking lines
- 2 x Telehandlers with Modified Buckets (for plastics)
- Telehandler with Forks
- 2 x Forklifts
- Generator
- 2 x Balers for baling separated plastic fraction

Screen for infrequent screening of concrete / brick  
2 x 360 Excavators

---

## **6 ENVIRONMENTAL RISK ASSESSMENT**

The environmental risk assessment for the operation is provided separately. This will be reviewed annually to ensure the findings remain applicable.

### **6.1 Exposure Pathways and Pollution Controls**

The environmental risk assessment indicates that the proposed operations will not significantly adversely impact the environment provided the site is operated in accordance with a documented EMS. Some activities have the potential to impact the environment. Each of these activities will be provided with a procedure and associated form. The current procedures and forms are provided in Appendix 1 and Appendix 2.

The control measures identified in the risk assessment are embedded into the day-to-day operation of the site and this EMS, Noise Management Plan, Odour Management Plan and Fire Plan.

### **6.2 Awareness of Legal and Other Requirements**

AWD will consider all legislative requirements that have been identified as being applicable to the sites environmental aspects and will ensure that all relevant aspects of the business are aware of the legislative responsibilities and requirements.

### **6.3 Environmental Objectives & Targets**

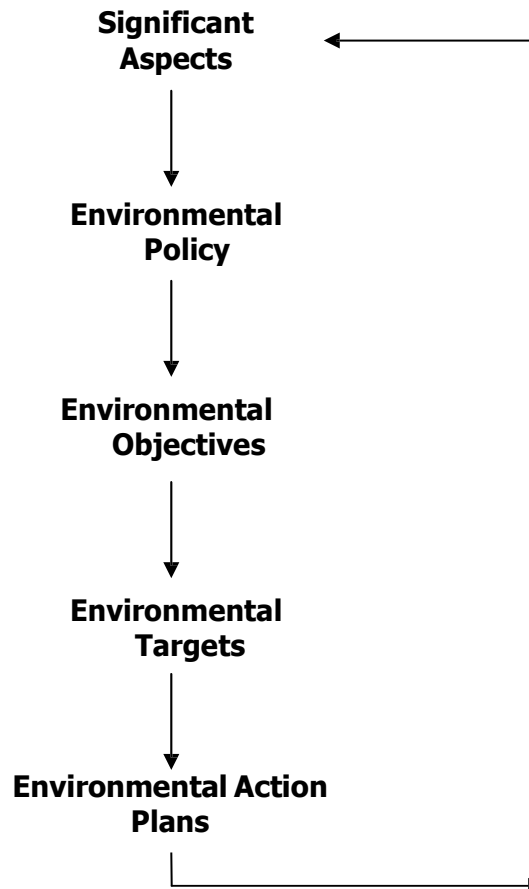
AWD is committed to continual environmental improvement. To achieve this goal, AWD will set key environmental objectives and targets that are directly linked to the environmental risk assessment aspects and environmental policy and that are achievable and, where practicable, may be quantified.

Objectives will be identified and defined as part of the ongoing evaluation of the sites environmental performance, legal requirements and Permit requirements. Implementation of the objectives and targets will be monitored by the environmental management representative, ideally on a monthly basis, to ensure acceptable progress and to help identify any additional resources or inputs that may be required.

AWD recognises that the main way in which environmental improvements will be achieved and implemented is if their progress is planned and sufficient and timely resources are committed. Every environmental objective will have a documented programme behind it.

Each action plan will be assigned to designated personnel and clearly documented. The overall process to identify action plans is summarised below:

**Flowchart 6-1 Links between Significant Aspects and Action Plans**



Action plans may be documented in different ways depending upon the type of objective, the range of personnel involved and complexity. The environmental management representative will track the performance of the implementation of the objectives.

## 6.4 New Objectives

AWD recognises that the processes used to treat waste at the site could change over time as the business develops and in response to external drivers. Should new waste types, new plant, equipment, processes and buildings be required, the environmental management representative will undertake a review of the planned changes and identify the environmental aspects that will require management during all phases of development and implementation. Such changes will likely result in new action plans being developed and possibly also Variations to the Permit. NRW will be consulted at these times.



---

## **7 AMENITY MANAGEMENT**

### **7.1 Routine Site Inspections and Housekeeping**

The Site Manager is responsible for coordinating site inspections. Inspection will allow environmental protection measures to be inspected and provide a mechanism to assess whether site operations are being carried out in accordance with the EMS. The inspections will be recorded:

- Use Form SF07 for recording site inspections

A key element of these inspections is implementation of a daily housekeeping schedule as detailed on SF07.

### **7.2 Noise Management Plan**

AWD has prepared and maintains a Noise Management Plan. A copy of this is retained in the site office. All personnel will be trained in the measures to follow during identification of abnormal noise.

- See NMP and Procedure P007.

### **7.3 Odour Management Plan**

AWD has prepared and maintains an Odour Management Plan. A copy of this is retained in the site office. All personnel will be trained in the measures to follow during identification of abnormal odours / odorous waste.

### **7.4 Fire Prevention Management Plan**

AWD has prepared and maintains a FPMP. A copy of this is retained in the site office. All personnel will be trained in the measures to follow during identification of a fire.

- See FPMP and fire drill Procedure P003.

### **7.5 Site Emergency Plans**

AWD has prepared an Environmental Accident Management Plan (EAMP) for dealing with incidents / accidents that have the potential to cause pollution.

## **8 WASTE MANAGEMENT**

Ensuring that the waste accepted at the site is in accordance with the Permit is fundamental to the operation of the site. The procedures to be followed during waste acceptance are set out in Procedure P001 and P002

- See Procedure P001
- See Procedure P002

## **9 PLANNED PREVENTATIVE MEASURES**

### **9.1 Maintenance**

AWD recognises that many pollution incidents are a consequence of a maintenance failure. To avoid such incidents, a Planned Preventative Maintenance programme will be in place. The Plan will include routine checks of plant, machinery and site infrastructure that could influence the environment. The Plan will be directly linked to the Environmental Risk Assessment.

AWD will investigate malfunctions, breakdown or failure of plant and equipment, techniques and near misses, releases to the environment, or impacts on the local amenity.

The Plan will be documented using Form SF03 in Appendix 2.

- Use Form SF03 for implementing preventative maintenance programme

### **9.2 Pollution Prevention**

AWD will ensure that all aspects of site development are undertaken in accordance with the current Pollution Prevention Guidance issued by NRW.

---

## **10 COMMUNICATION AND COMPLAINTS**

### **10.1 Internal Communication**

AWD is committed to ensuring that the requirements of the Permit and the EMS will be fully implemented. One of the key ways of achieving this is through clear communication with all employees to ensure that the requirements are understood, available and fully integrated to routine site work. This will be achieved by various means including signage, meetings, environmental awareness training sessions, tool-box talks, inductions and posters. Particular attention will be paid to ensure that sub-contractors are aware of the relevant requirements.

### **10.2 External communications**

Dialogue with external parties may include submittal of information to external parties, receipt of requests for information, receipt of complaints and dialogue with NRW. In the majority of cases, the Technically Competent Person (TCP) or Site Manager will be the initial point of contact. All communication will be documented.

Specific measures for dealing with complaints will be based on those detailed in Procedure P015 in Appendix 1.

- Use Procedure P015 for dealing with complaints

AWD takes complaints seriously and will take the necessary actions to investigate the complaint. If a complaint is valid AWD will:

- identify the cause.
- minimise the impact of the activity causing the problem.
- investigate the root cause of the problem.
- take steps to ensure the problem is not repeated.
- record the complaint and what actions were taken to investigate and resolve it.
- amend the EMS if necessary.

- All complaints will be recorded on Forms SF09 and SF10.

---

## **11 MONITORING AND MEASUREMENT**

### **11.1 Proof of Control**

AWD recognises that a key aspect of any EMS is to document the implementation of the EMS so that its effectiveness can be scrutinised and any shortcomings identified. This will be achieved through thorough relevant training and routine assessment of working instructions and records for both employees, contractors and suppliers. Such records will be recorded using the forms in Appendix 2.

### **11.2 Monitor and Measure**

AWD will document implementation of the proposed waste operation and pollution control measures using the forms in Appendix 2. Records shall include waste acceptance, waste delivery and preventative maintenance programmes.

---

## **12 INTERNAL AND EXTERNAL AUDITS**

### **12.1 Internal EMS Audits**

The environmental management representative will establish a rolling audit programme that ensures each aspect of the EMS is audited at least annually. More frequent audits will be undertaken on the more sensitive procedures and aspects. The principle aim of the audit will be to determine whether or not the EMS conforms to planned expectations and is being effectively implemented and maintained. The environmental management representative will provide feedback regarding the audit process to management. The audit findings will be recorded.

- Form SF13 will be used for planning the audit programme and Form SF14 for recording the findings. Form SF11 will be used for documenting non-conformances and SF12 for documenting any preventative actions implemented.

### **12.2 External Audits of EMS**

Ultimately, AWD plans on integrating the activities at Byass Works into an ISO based system which will involve external audit. Prior to achieving full ISO accreditation, external independent audits will be undertaken by an independent waste specialist.

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## **13 NON-CONFORMANCE, CORRECTIVE & PREVENTIVE ACTION**

### **13.1 Continual Improvement**

Through monitoring of performance, AWD will seek to identify non-conformance issues requiring action to ensure continued environmental performance and full implementation of the EMS. AWD will seek to identify non-conformance issues through a variety of means including outcomes of audits, incident reports, reviews of legislation requirements and complaints.

- Form SF11 shall be used for recording such non-conformances.

### **13.2 Investigation of Failings**

Following identification of non-conformance issues, the environmental management representative will lead an investigation into the root causes and identify ways in which the issues can be avoided in the future. The review will also aim to identify any ways in which the EMS may be improved. This may require specialist input from internal and external parties. This process will lead to corrective and preventative action plans being developed and tracked.

- Form SF12 shall be used for recording preventative actions

---

## **14 RECORDS, REPORTING AND NOTIFICATIONS**

The Permit will require records to demonstrate that the activities are in compliance with the EMS.

### **14.1 Controlled documents**

This EMS details the relevant procedures and forms that will be required to document the proposed waste activity. All documents will be controlled and issued by the Technically Competent Person (TCP). One of the responsibilities of the environmental management representative is the maintenance of this documentation.

### **14.2 Location of documents**

All relevant documents will be available on site and routinely backed up.

### **14.3 Review, Update and New Documentation**

AWD will periodically review the EMS. Only authorised personnel are able to make amendments to documentation in consultation with the TCP Environmental management. All employees will, however, be encouraged to provide feedback regarding the documentation to ensure it remains fit for purpose.

### **14.4 Document Issue and Removal**

AWD will ensure that all current versions of the documentation are reviewed, updated and issued to all the relevant parties. Any documentation not required will be clearly identified through the use of an obsolete records system.

### **14.5 Document and Record Retention**

AWD will ensure that all documentation will:

- be legible.
- be made as soon as reasonably practicable.
- if amended, be amended in such a way that the original and any subsequent amendments remain legible or are capable of retrieval.
- be retained for at least 6 years unless they relate to off-site environment effects or matters relating to the condition of the land, groundwater and surface water, in which case they will need to be retained until the Permit is surrendered.

### **14.6 Reporting to NRW**

AWD will report relevant waste records to NRW at the required intervals set out in the Permit.



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## **14.7 Notifying NRW**

AWD shall notify NRW without delay the detection of:

- 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.
- the breach of a limit specified in the Permit.
- any significant adverse environmental effects.

Written confirmation of actual or potential pollution incidents and breaches of emission limits shall be submitted to NRW within 24 hours.

AWD will notify NRW within 14 days of the occurrence of the following matters:

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

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## 15 PERMIT SURRENDER

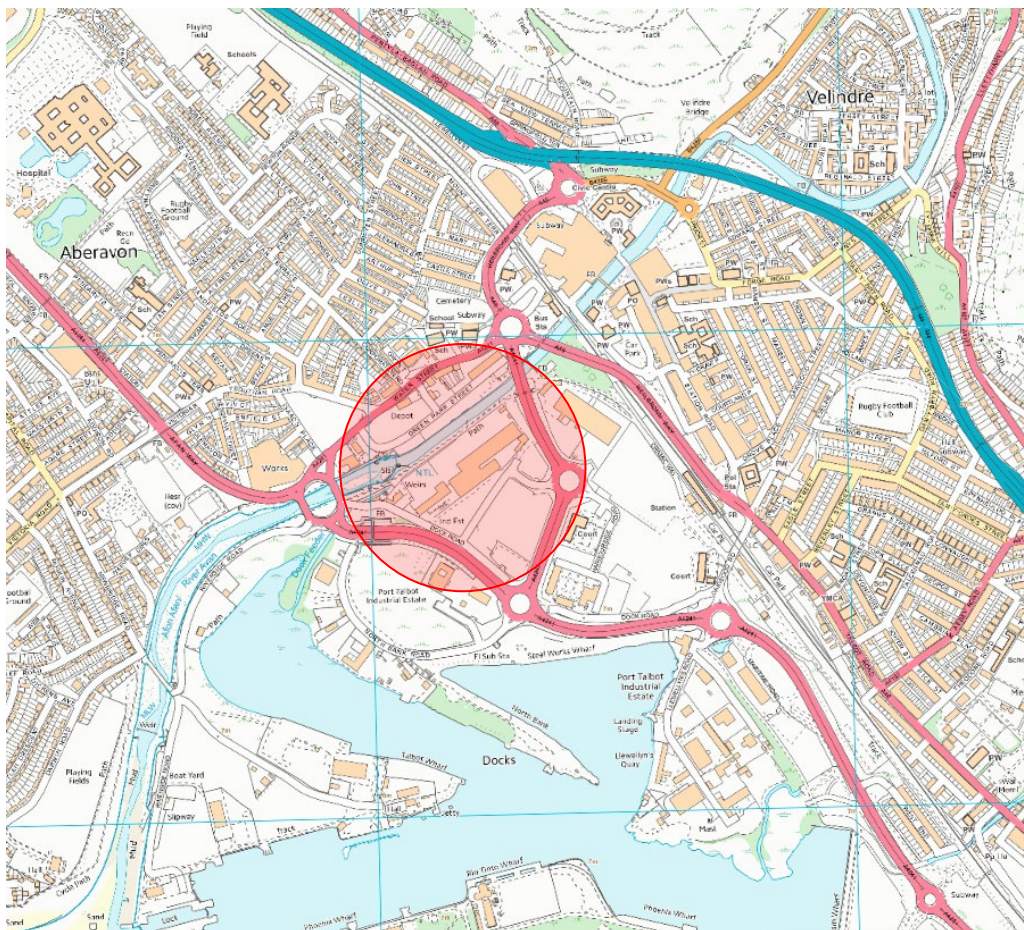
Should AWD wish to surrender the Permit at some point, NRW will need to be convinced that necessary measures to avoid any pollution risk resulting from the waste activities have been taken.

The legal test for surrender is – “that the necessary measures have been taken:–

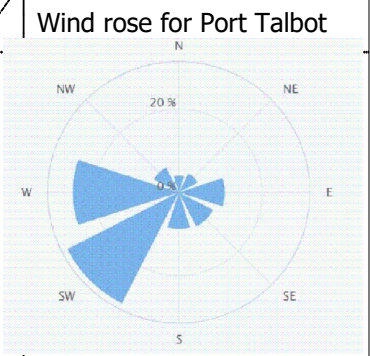
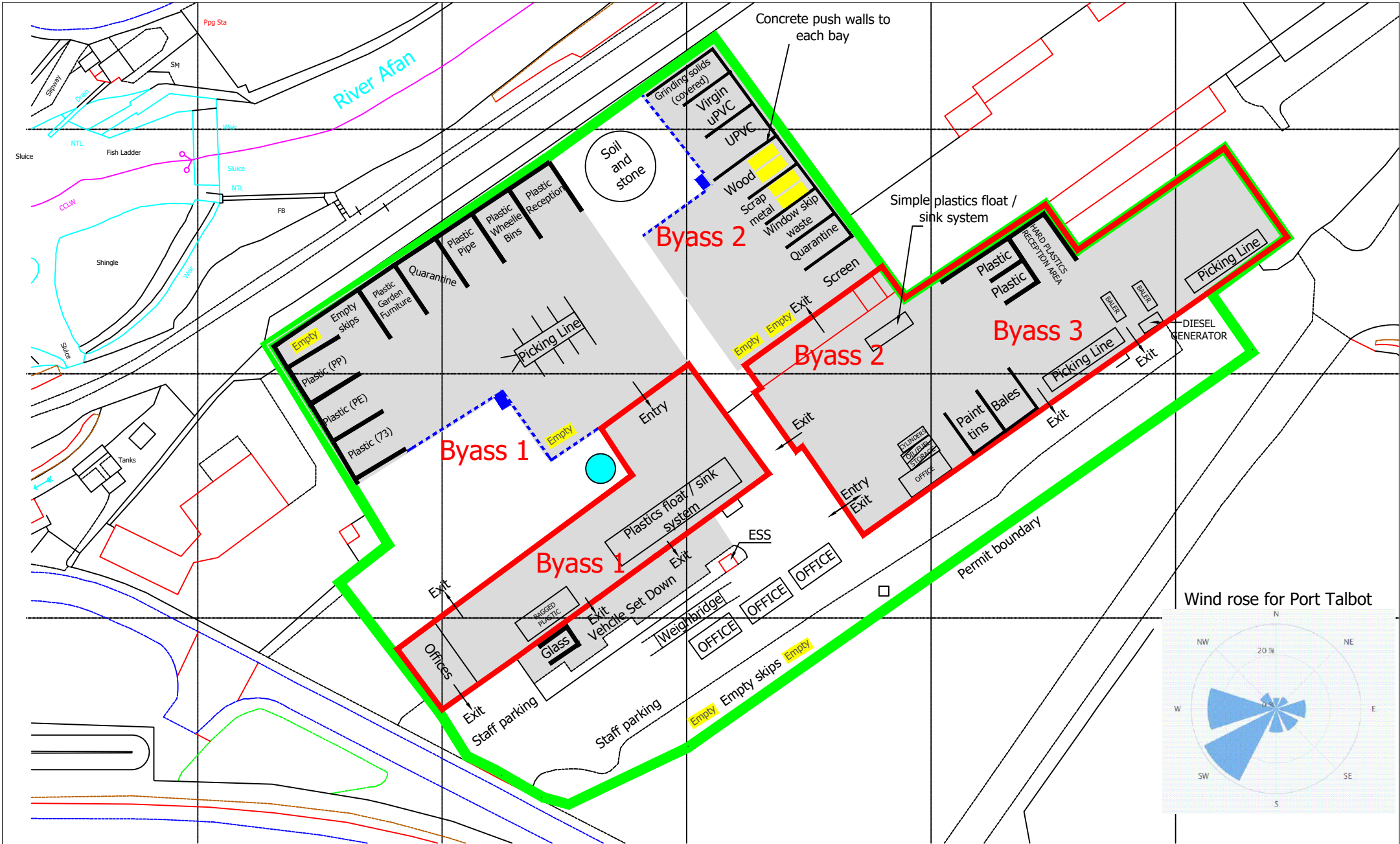
- (a) to avoid a pollution risk resulting from the operation of the regulated facility;  
and
- (b) to return the site of the regulated facility to a satisfactory state, having regard to the state of the site before the facility was put into operation.”

Provided the site is operated in accordance with the Permit and records are maintained that show waste acceptance and pollution control measures have been implemented, the land quality should not be altered. This may mean that a ‘Basic Surrender’ will be feasible. During operations, AWD will ensure that the relevant records are maintained. This will ensure that several lines of evidence demonstrating the legal test has been satisfied, are gathered during operations.

**Figure 1 Site Location Plan**

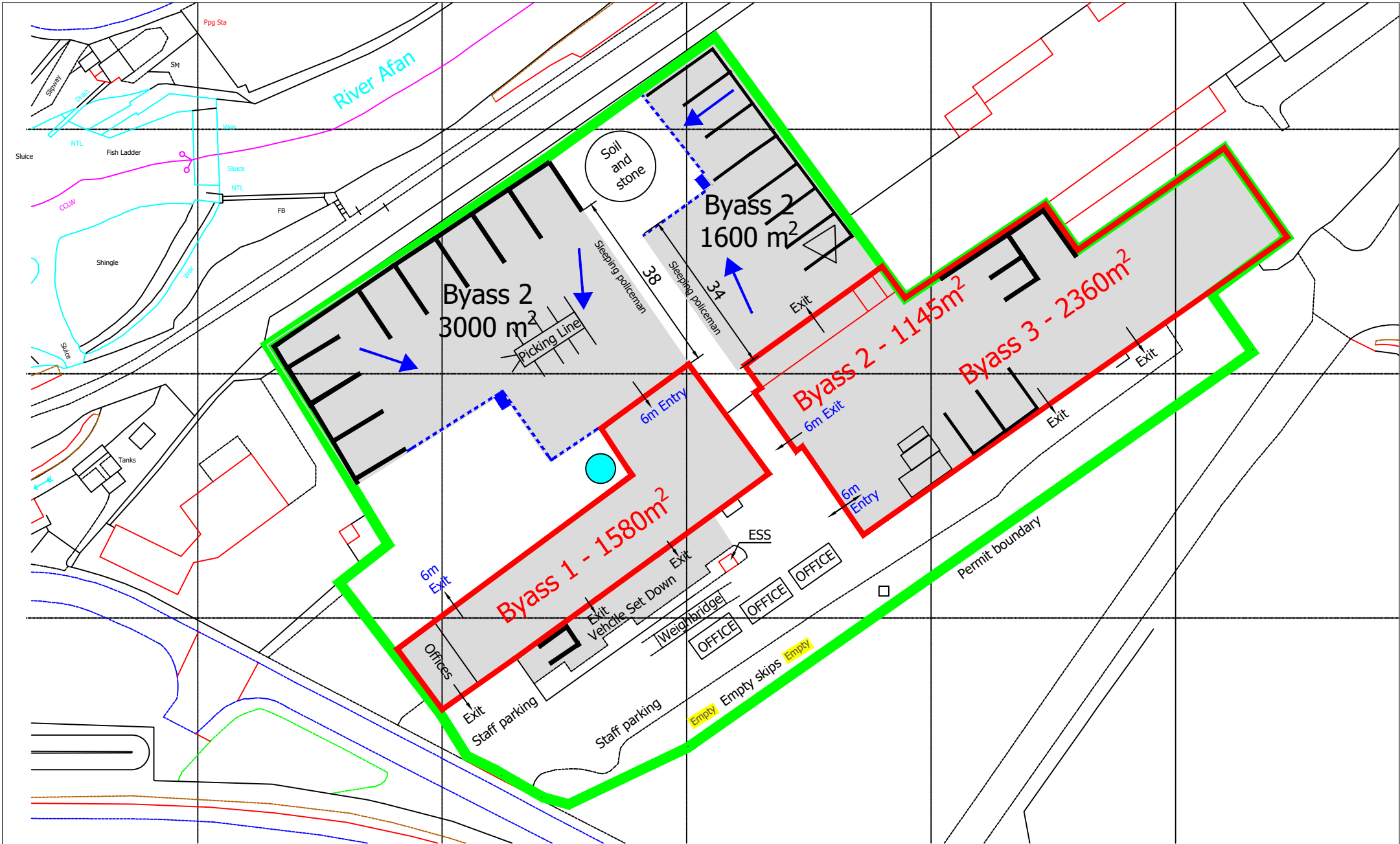


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Drawing Number 2099r2/2		NOTE		CLIENT		PROJECT		DRAWING NUMBER		REVISION	
Legend				AWD Ltd		Environmental Permit		Figure 2		3	
Concrete		Sealed drainage with tanks		Smoking Area		As Shown		09/22		BR	
RORO		35m³ fire water tank				DATE		DRAWN		CHECKED	
						TITLE		Geotechnology			
						Site Layout		Ty Coal, Cefn-yr-Allt, Aberdulas, Neath			
								01639 775293			
								www.geotechnology.net			





Drawing Number 2099r2/3		Client AWD Ltd		Project Environmental Permit		Drawing Number Figure 3		Revision 3	
Legend		Scale As Shown		Date 09/22		Drawn BR		Checked	
Concrete		Sealed drainage with tanks		Smoking Area		Geotechnology Ty Coal, Cefn-yr-Allt, Aberdulas, Neath SA10 9HE 01639 775293 www.geotechnology.net		G	
RORO		35m³ fire water tank		Site Drainage					

**AWD ENVIRONMENTAL LTD  
MANAGEMENT  
SYSTEM  
(EMS)**



**Operator: AWD (Group) Ltd  
Facility: Byass Works, The Docks, Port Talbot, SA13 1RS  
Permit reference: EPR/AB3895CN  
Waste returns reference: EPR/AB3895CN**

**Appendix 1  
Procedures**

## AWD Group Ltd EMS

<b>PROCEDURE TITLE</b>	<b>Waste Acceptance</b>
<b>Version</b>	<b>3</b>
<b>Date</b>	<b>October 2022</b>
<b>Owner</b>	

## Link to Environmental Aspects Assessment

<b>Environmental Aspect Ref:</b>	<b>Aspect Description</b>	<b>Link to Aspect &amp; Impact Assessment</b>
All aspects	All aspects of environmental risk assessment	Waste acceptance has potential to impact all risks at the site

## Overview &amp; Scope

<b>Description</b>
Actions to be followed during acceptance and inspection of waste

## Legal &amp; Other Requirements

<b>Requirement</b>	<b>Description</b>
<b>Permit condition 2.2</b>	Waste acceptance procedures to be in place
<b>Permitting guidance</b>	

## Responsible Persons

<b>Responsibility</b>	<b>AWD Responsible Person</b>	<b>Contact No (if applicable)</b>
Procedure owner		
Implementation of procedure		
<b>Responsibility</b>	<b>Other Responsible Person (e.g. Sub-contractor)</b>	<b>Contact No</b>



### Steps to be taken

#### Pre-acceptance checks

Pre-acceptance checks will be carried out, where feasible, to limit the opportunity of non-confirming wastes being delivered. This will most likely be done via telecommunication or email and will be aimed at ensuring that only suitable waste is accepted for treatment.

The checks will be made with the customer (typically either a waste producer or waste carrier) as part of the booking process for waste collection or delivery.

The following information will be requested from all customers prior to booking in for acceptance:

- EWC code and details of process of production
- Quantity of waste
- The physical form of the waste material e.g. loose, baled
- Confirmation of no cross-contamination of full IBCs containing paint tins from CA sites as other wastes may have inadvertently been placed into IBCs

The customer will also be informed of the waste acceptance procedures and the measures and charges to be applied if the waste is found to be not as described.

Only when the customer has provided sufficient information will AWD schedule for the waste for collection or delivery.

The potential exception to this approach may be small one-off loads. These will be evaluated on a case-by-case basis.

#### Waste Acceptance applicable to **ALL WASTES**

1. Ideally, a minimum of 24 hours notification (or less by arrangement) of waste being delivered to site shall be implemented, particularly if the waste is arising from a site where AWD does not have control over the waste or its transportation. Prior to any waste leaving for delivery to the site, AWD will ensure that the Waste Producer is aware of their Duty of Care requirements, the limitations of the site Permit, hours of operation and waste acceptance and a pre-acceptance check has been made
2. Prior to the waste being brought to the site the waste must be classified by the Waste Producer. The producer must provide information with respect to the waste's relevant EWC code, appearance and process applied to create the waste.
3. On delivery, the waste carrier shall present a Duty of Care certificate/ Waste Transfer Note (WTN) at the weighbridge. This is to be compared against the initial enquiry and the Waste Producers waste classification. If they are unable to produce valid certification, the waste may be rejected and the incident recorded in the site diary.
4. If the waste is NOT as described or is not accepted within the terms of the Permit or site rules it shall be deemed to be NON-COMPLIANT. All non-compliant wastes shall be rejected and the incident recorded on Form F002 NON-COMPLIANT WASTE FORMS.
5. If valid certificates are produced and have been reviewed, a visual inspection of the waste should be undertaken either directly or using cameras. This is to ensure the waste is in compliance with the Transfer Note, the Permit and the driver's description.
6. All NEW waste carrier drivers are to undergo site induction and to be informed of waste tipping area.
7. If the waste IS acceptable, the following information shall be recorded either digitally or on Form F001 RECORD OF WASTE DELIVERIES RECORD FORM held at the site office:
  - a) Weight of waste in the vehicle
  - b) Category/EWC Code of the waste
  - c) Time of delivery
  - d) Vehicle Registration
  - e) Site address of waste
  - f) Name of waste carrier

**Waste Inspection and Weighing**

On acceptance of the waste at the weighbridge the waste shall be weighed at the weighbridge by the operator (gross weight) and the value recorded. The empty waste vehicle shall be re-weighed on exit (net weight) and the value recorded. The weight of the waste will be GROSS minus NET weights. The weight of the waste delivered is to be recorded on Form F001 REGISTER OF WASTE DELIVERIES FORM.

**Waste Delivery to Working Area**

1. Following weighing, the driver shall be given directions to the waste reception point
2. If any new drivers are unsure of the correct location, the Operations manager and the operating staff will ensure the waste lorry arrives at its correct destination.
3. The operational staff will guide the waste lorry driver to the correct area for controlled discharge.
4. The waste receiving areas will be clearly marked with a sign to ensure no cross-contamination of waste streams.

**Identification and Management of Non-conforming Wastes**

Following tipping/delivery of the waste into the correct storage area the waste will be visually inspected whilst the delivery driver is still present. Particular attention will be paid to identifying wastes that could increase the site fire risk such as Lithium batteries.

If non-compliant wastes are identified the load will be rejected and sent back to the waste producer where it originated from. The occurrence of such wastes will be recorded on Form F002 NON-CONFORMANCE WASTE FORM. A comment may also be made in the Site Diary. The information to be recorded will include:

- a) Date and Time
  - b) Description of Waste
  - c) Details of Non-compliant waste
  - d) Details of action taken
  - e) Name and address of Waste producer
  - f) Vehicle Type
  - g) Vehicle Registration
  - h) Waste Carrier Details
  - i) Waste Transfer Note Number
  - j) Details of final waste destination
- Use Form F002 for recording non-conformance wastes

If, in the interests of the environment, it would be best to allow the load to be stored on site, then the waste shall be retained on site in a quarantine area.

If necessary, NRW shall be informed by telephone immediately and a record kept of the conversation and with whom.

Steps taken to safely dispose of the waste (after liaison with NRW) should be documented– typically this will involve returning it to the waste producer.

**SPECIAL MEASURES FOR HARD PLASTICS**

In addition to the general waste acceptance measures, AWD will ensure all staff and customers are aware of the following site rules for hard plastics.

**If in doubt ask Thomas Sillman**

AWD **will accept:**

✓ Loose or baled clean hard plastic	✓ PVC gutter / pipe
✓ Buckets	✓ uPVC window frames
✓ Pipe	✓ Wheelie bins
✓ Cans	✓ Buckets
✓ Crates	✓ ABS
✓ Toys	
✓ Garden furniture	

AWD **will not accept:**

✗ Dirty plastic	✗ Plastic film
✗ Cable sheathing	✗ CDs
✗ Wood	✗ Polystyrene foam
✗ Cable	✗ Plasterboard
✗ Hose pipe	✗ Car seats
✗ Cardboard	✗ Suitcases
✗ Oil contamination	✗ Crosslinked pipe
✗ Car headlights	✗ Sharps / needles

**If more than 5 items of non-conforming material are found in a load, the load is photographed and the customer charged for the investigation and additional sorting.**

**Monthly review of customers and red flags on repeat offenders and actions required.**

**SPECIAL MEASURES FOR uPVC**

In addition to the general waste acceptance measures, AWD will ensure all staff and customers are aware of the following site rules for uPVC.

**If in doubt ask Thomas Sillman or Andrew Jenkins**AWD **will accept:**

- ✓ Clean uPVC

AWD **will not accept:**

✗ <b>Dirty uPVC</b>
✗ <b>Glass</b>
✗ <b>PVC guttering and downpipe[s]</b>
✗ <b>Wood / construction waste mixed with PVC</b>

**Monthly review of customers and red flags on repeat offenders and actions required.**

## **SPECIAL MEASURES FOR GLASS**

In addition to the general waste acceptance measures, AWD will ensure all staff and customers are aware of the following site rules for Glass.

### **If in doubt ask Thomas Sillman or Andrew Jenkins**

AWD **will accept;**

- ✓ Clean glass
- ✓

AWD **will not accept;**

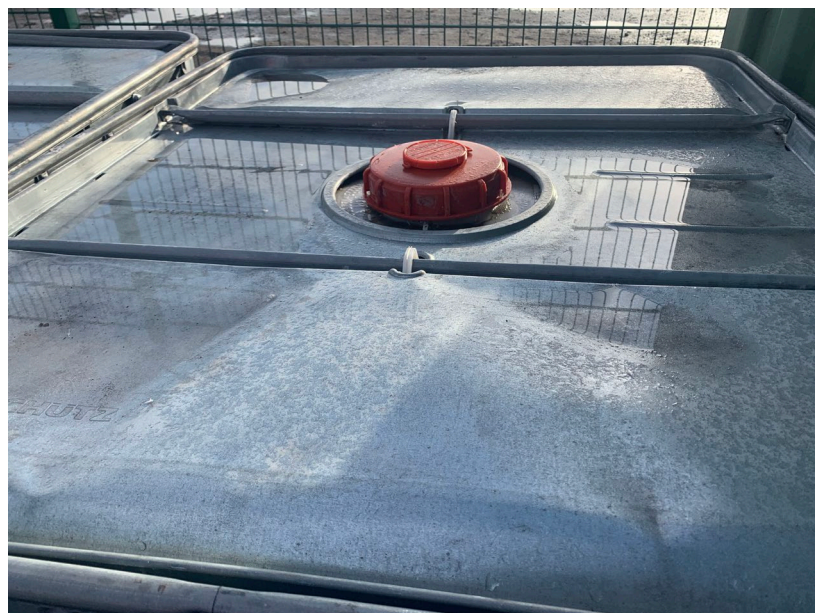
×	<b>Dirty glass</b>
×	<b>Windscreens</b>
×	<b>Anything that isn't glass</b>

**Monthly review of customers and red flags on repeat offenders and actions required.**

## **Specific Measures for IBCs containing Paint Tins**

Paint tins are to be collected from client sites by AWD using sheeted flat bed. Prior to any collections, the site will be contacted to ensure that the IBCs are full of tins and that there are no other wastes in the IBCs.

At the site, the IBC is to be visually inspected and then the lid placed into position. This must be fitted correctly to form a sealed IBC.



**Sealed IBC**



The IBC will then be loaded onto the flat bed and delivered to AWD. An empty IBC will be provided for the client.

At Byass Works, the sealed IBCs will be placed directly into the dedicated bunded area.

The areas of untreated waste and treated waste will be clearly marked with signs.

Operational staff will be informed by the plant foreman or the managing director of the plant equipment to use to treat the waste

The recycling process will involve the operation of dedicated equipment.

Records of maintenance of these pieces of equipment will be kept in accordance with MAINTENANCE RECORDS.

- Use Form F003 for recording preventative maintenance checks

Relevant operational staff will be trained in the operation of the plant and a record of this training kept at the site office in accordance with TRAINING RECORDS.

- Use Form F004 for recording training

### Acceptable Performance Criteria

A measure of compliance (legal & other requirements) is to routinely assess against defined criteria using the conditions as described above - this is also a useful tool when conducting audits. To this end, the table below broadly summarises what is required to remain in compliance

Measure	Target / Requirement
Waste fraction not recycled	Zero waste to landfill



### Training

Who	Requirement
All responsible persons	All those listed to be familiar with this procedure

### Records & Associated Documentation

Record / Document Description	Location of Records / Evidence
Form F001 Record of Waste Deliveries	Office
Form F002 Non-conforming wastes	Office



### AWD Group Ltd EMS

<b>PROCEDURE TITLE</b>	<b>Discovery of Suspicious Item in Waste</b>
<b>Version</b>	<b>3</b>
<b>Date</b>	<b>October 2022</b>
<b>Owner</b>	

#### Link to Environmental Aspects Assessment

<b>Environmental Aspect Ref:</b>	<b>Aspect Description</b>	<b>Link to Aspect &amp; Impact Assessment</b>
All aspects	All aspects of environmental risk assessment	Waste acceptance has potential to impact all risks at the site

#### Overview & Scope

<b>Description</b>
Actions to be followed if suspicious item discovered in waste following acceptance

#### Legal & Other Requirements

<b>Requirement</b>	<b>Description</b>
<b>Permit condition 2.2</b>	Waste acceptance procedures to be in place
<b>Permitting guidance</b>	

#### Responsible Persons

<b>Responsibility</b>	<b>AWD Responsible Person</b>	<b>Contact No (if applicable)</b>
Procedure owner		
Implementation of procedure		
<b>Responsibility</b>	<b>Other Responsible Person (e.g. Sub-contractor)</b>	<b>Contact No</b>

## Procedure

Steps to be taken
<p><b>Lithium batteries and gas cylinders can cause fires. Be vigilant.</b></p> <p>If a suspicious item is discovered the following procedures will be adopted.</p> <ul style="list-style-type: none"> <li>• Stop work and make others working nearby aware of discovery</li> <li>• Move all personnel away from area to muster point</li> <li>• Inform site foreman / Senior Manager immediately.</li> <li>• Inform Emergency services using 999</li> <li>• Site to remain under the control of the senior emergency officer until the emergency/incident is over.</li> </ul> <p>➤ Use Form F002 to record non-compliant wastes</p>

## Acceptable Performance Criteria

A measure of compliance (legal & other requirements) is to routinely assess against defined criteria using the conditions as described above - this is also a useful tool when conducting audits. To this end, the table below broadly summarises what is required to remain in compliance

Measure	Target / Requirement
Record of non-compliant wastes	Zero non-compliant wastes each year

## Training

Who	Requirement
All responsible persons	All those listed to be familiar with this procedure

## Records & Associated Documentation

Record / Document Description	Location of Records / Evidence
Form F002 Non-compliant wastes	Office

### AWD Group Ltd EMS

<b>PROCEDURE TITLE</b>	<b>Site Evacuation Drill</b>
<b>Version</b>	<b>3</b>
<b>Date</b>	<b>October 2022</b>
<b>Owner</b>	

#### Link to Environmental Risk Assessment Aspects

<b>Environmental Aspect Ref:</b>	<b>Aspect Description</b>	<b>Link to Aspect &amp; Impact Assessment</b>
ASP11, 12	Incident such as fire or flood	Drills will enable site to be prepared for potential incident

#### Overview & Scope

<b>Description</b>
Steps to be followed during a drill

#### Legal & Other Requirements

<b>Requirement</b>	<b>Description</b>
<b>Permit condition 3.4</b>	Operate site in accordance with Permit
<b>Permitting guidance</b>	

#### Responsible Persons

<b>Responsibility</b>	<b>AWD Responsible Person</b>	<b>Contact No (if applicable)</b>
Procedure owner		
Implementation of procedure		
<b>Responsibility</b>	<b>Other Responsible Person (e.g. Sub-contractor)</b>	<b>Contact No</b>

## Procedure

'Normal & Abnormal' Operating Conditions (overview of standard operations)			
<p>A drill is intended to ensure, by means of training and rehearsal, that in the event of an incident:</p> <ul style="list-style-type: none"> <li>- The people who may be in danger act in a calm and orderly manner. Where necessary those designated carry out their allocated duties to ensure the safety of all concerned.</li> <li>- The means of escape are used in accordance with a pre-determined and practised plan.</li> <li>- If evacuation of the building becomes necessary, staff should be aware of what to do.</li> </ul> <p>Where there are alternative means of escape the drill should be based on the assumption that one or more of the escape routes cannot be used because of the incident. During these drills a member of staff who is told of the supposed outbreak should operate the alarm and, thereafter, the evacuation routine should be rehearsed as circumstances allow. This may raise some difficulties where members of the public are present, but such a procedure is still desirable.</p> <p>It should also be remembered that regular drills test the procedures and training that you have put in place for the safe and effective evacuation of <b>disabled and infirm employees and visitors</b>. In cases where there are profoundly deaf or disabled people employed, then an alternative alarm may need to be in place.</p> <p><b>Conducting an Evacuation Drill</b></p> <p>Normally advance warning should <b>not</b> be given of the drill. However, you can individually warn anyone who may need to know in advance. Every opportunity should be taken to learn lessons from the drill and to reinforce staff training where gaps are identified. It is good practise to appoint a small number of people, usually safety representatives or managers to observe the drills and highlight areas of concern. It is important that all managers are aware of the procedures, as employees will naturally look towards them in an emergency.</p>			
No.	Check List	Yes/No/NA	Comments
1	Agree the scenario, extent and aim of the exercise with senior management.		
2	Assemble a multi-disciplinary exercise planning team and agree the objectives for each area to be exercised.		
3	Sketch out and then develop the main events of the exercise and associated timetables.		
4	Determine and confirm the availability of the outside agencies to be involved, such as the media or voluntary agencies.		
5	List the facilities required for the exercise and confirm their availability e.g. transport, buildings and equipment.		
6	Ensure that all communications to be used during the exercise have been tested at some stage prior to the exercise.		
7	Check that Umpires for each stage of the exercise are clearly identified and properly briefed.		
8	Ensure that directing staff are clearly identified and properly briefed and have good independent communications with "exercise control" throughout the exercise.		
9	If the exercise links a number of activities or functions which are dependent on each other, confirm that each has been individually tested beforehand.		
10	Ensure that all participants have been briefed.		
11	Ensure that all players are aware of the procedures to be followed if a real emergency occurs during the exercise.		
12	If spectators are to be invited, including the media, ensure that		

	they are clearly identified and properly marshalled, and arrange for them to be kept informed of the progress of the exercise. Ensure their safety.		
13	For the longer exercise, arrange catering and toilet facilities.		
14	Ensure that where appropriate outside agencies are indemnified in the event of exercise accident.		
15	Warn the local media, emergency services switchboards / controls and any neighbours who might be worried or affected by the exercise. Position Exercise in Progress signs if appropriate.		
16	Ensure that senior management, directing staff, Umpires and key players are aware of the time and location for the "hot" debrief, and circulate a timetable for a full debrief.		
17	Agree and prepare a detailed set of recommendations, each one accompanied by an action addressee and timescale.		
18	Prepare a clear and concise summary report of the exercise to distribute to all organisations and groups which took part, together with major recommendations.		
19	Discuss with senior management the outcome of the exercise and agree the future exercise programme.		
20	Thank all personnel and outside agencies which took part.		

➤ **Use Form F006 to record the findings of the drill**

### Acceptable Performance Criteria

A measure of compliance (legal & other requirements) is to routinely assess against defined criteria using the conditions as described above - this is also a useful tool when conducting audits. To this end, the table below broadly summarises what is required to remain in compliance

Measure	Target / Requirement
Time taken to evacuate all personnel	3 minutes

### Training

Who	Requirement
All responsible persons	All those listed to be familiar with this procedure

### Records & Associated Documentation

Record / Document Description	Location of Records / Evidence
Form F006 for recording findings of drill	Office

### AWD Group Ltd EMS

<b>PROCEDURE TITLE</b>	<b>Spillage/Leakage Response</b>
<b>Version</b>	<b>3</b>
<b>Date</b>	<b>October 2022</b>
<b>Owner</b>	

#### Link to Environmental Aspects Assessment

<b>Environmental Aspect Ref:</b>	<b>Aspect Description</b>	<b>Link to Aspect &amp; Impact Assessment</b>
ASP13	Spillage posing risk to controlled water	Spillages could impact surface water and groundwater

#### Overview & Scope

<b>Description</b>
Actions to be undertaken in response to spillage or leakage

#### Legal & Other Requirements

<b>Requirement</b>	<b>Description</b>
<b>Permit condition 3.1</b>	Control of emissions that may give rise to pollution
<b>Permitting guidance</b>	

#### Responsible Persons

<b>Responsibility</b>	<b>AWD Responsible Person</b>	<b>Contact No (if applicable)</b>
Procedure owner		
Implementation of procedure		
<b>Responsibility</b>	<b>Other Responsible Person (e.g. Sub-contractor)</b>	<b>Contact No</b>

## Procedure

### Steps to be taken if safe to do so

Pollution may result from accidental leaks or spillages from waste, plant and vehicles or from liquid wastes discovered in loads and destined for quarantine as an unacceptable waste.

#### Spillage / Leakage – Steps to be taken

The following procedure is adopted for all accidental spillages of liquids whether inside buildings or in yard areas. Responsibility for any spillage lies with the first person noticing or finding the spill and they must take steps to contain it by taking action as follows:

If there is a fire or medical attention needed, contact emergency services on 999.

Attend to any people who may be contaminated. Contaminated clothing should be removed immediately and the skin flushed with copious amounts of water until emergency assistance arrives. Take advice from 999 call handler where relevant.

If a volatile, flammable material is spilled, immediately warn everyone, control sources of ignition and ventilate the area.

If safe to do so, stop the spill / leak if still occurring:

- ☐ Block off any local discharge points using sand bags / spill booms / spill mats e.g. drains and other routes of liquid escape
- ☐ Area surrounding spillage to be isolated by application of absorbent granules / mats or clean sand to prevent vehicles or personnel from passing over the area and thus spreading the spilled liquid. Apply the loose spill control materials working from the outside, circling to the inside. This reduces the chances of splash or spread of the spilled chemical.

When spill materials have been absorbed use brush and scoop to place materials in appropriate container. Polyethylene bags may be used for small spills. 5 gallon drums or 20 gallon drums with polyethylene liners may be appropriate for larger quantities.

- ☐ Site manager notified as soon as possible
- ☐ Spill mats and spill kits, including absorbent granules, are to be spread on the spilled liquid until all is absorbed.
- ☐ When all the liquid is absorbed, the contaminated spill kits will be loaded into a suitable drum for removal by a suitably licensed carrier to a licensed disposal or recovery facility.

Decontaminate the surface where the spill occurred using suitable detergents and water, when appropriate.

- ☐ Every instance of spill MUST be recorded and investigated as an accident or incident.

➤ Use form SFR08 for recording incident

#### Ongoing leakage – Steps to be taken

In addition to the above procedures, if a leakage is ongoing and the valve cannot be closed arrangements will be made to have the contents transferred or captured to an alternative container.

Spillage from a vehicle – Steps to be taken

In the event of a Spillage or leak that may occur from a vehicle during carriage or when stationary, the members of the vehicle crew shall take the following actions where safe and practicable to do so:

Apply the braking system, stop the engine and isolate the batter by activating the master switch where available.

Avoid sources of ignition, in particular, do not smoke or switch on any electrical equipment  
Inform the appropriate emergency services, giving as much information about the incident and substances involved as possible.

Put on warning vest and place the self-standing warning signs as appropriate;

Keep transport documents readily available for responders on arrival.

Do not walk into or touch spilled substances and avoid inhalation of fumes, smoke, dusts and vapours by staying up wind;

Where appropriate and safe to do so, use on-board spill kit equipment to prevent leakages into aquatic environment or the sewage system and to contain spillages;

Remove any contaminated clothing and used contaminated protective equipment and dispose of it safely;

Move away from the vicinity of the spillage, advise other persons to move away and follow the advice of the emergency services.

### **Practice Spill Drills**

Spill drills should be performed to check the effectiveness of procedures, equipment and personnel and to identify improvements.

➤ Use Form F013 for recording spill drills

### **'Emergency' Operating Conditions (System out of control)**

**In the event of a major spillage implement as much as possible of the measures identified above but focus on the safety of personnel and do not implement any steps if there is a risk to human health.**

**Inform Emergency Services and NRW immediately.**

### **Acceptable Performance Criteria**

A measure of compliance (legal & other requirements) is to routinely assess against defined criteria using the conditions as described above - this is also a useful tool when conducting audits. To this end, the table below broadly summarises what is required to remain in compliance



Measure	Target / Requirement
Check for presence of spill kits Check liquids are provided with correct bunding Check liquid transfer techniques are working correctly	Weekly

### Training

Who	Requirement
All responsible persons	All those listed to be familiar with this procedure

### Records & Associated Documentation

Record / Document Description	Location of Records / Evidence
Form F007 Inspection sheet	Office
Form F003 Preventative Maintenance Programme	Office
Form F004 Spill Kit training records	Office
Form F013 Spill Drill	Office
Form F008 Incident Report Form	Office

### AWD Group Ltd EMS

<b>PROCEDURE TITLE</b>	<b>Preventing Pollution of Surface Water and Groundwater</b>
<b>Version</b>	<b>3</b>
<b>Date</b>	<b>October 2022</b>
<b>Owner</b>	

#### Link to Environmental Aspects Assessment

<b>Environmental Aspect Ref:</b>	<b>Aspect Description</b>	<b>Link to Aspect &amp; Impact Assessment</b>
ASP11 – ASP17	Protection of controlled water	Liquids issuing from the site could impact surface water and groundwater

#### Overview & Scope

<b>Description</b>
Actions to be undertaken to protect surface water and groundwater

#### Legal & Other Requirements

<b>Requirement</b>	<b>Description</b>
<b>Permit condition 3.1</b>	Control of emissions that may give rise to pollution
<b>Permitting guidance</b>	

#### Responsible Persons

<b>Responsibility</b>	<b>AWD Responsible Person</b>	<b>Contact No (if applicable)</b>
Procedure owner		
Implementation of procedure		
<b>Responsibility</b>	<b>Other Responsible Person (e.g. Sub-contractor)</b>	<b>Contact No</b>

## Procedure

Steps to be taken if safe to do so
<p>Pollution may result from accidental leaks or spillages from waste, plant and vehicles or from liquid wastes discovered in loads and destined for quarantine as an unacceptable waste. Flooding could also cause pollution by mobilising fluids / waste.</p> <p>➤ Use Procedure P004 for dealing with spillages and leaks.</p> <p>To ensure site containment and drainage systems are functioning as intended they will be inspected weekly. The results of each site inspection shall be recorded on the site inspection form.</p> <p>➤ Use Form F007 for recording Site Inspections</p> <p>Any maintenance and repair works will be carried out at the earliest opportunity.</p> <p>As the processing of dry waste occurs indoors and in areas with concrete there is a low risk of pollution impacting land, surface water or groundwater.</p> <p>The external areas of the site and surface drains will be inspected. The focus will be on identifying aspects that could influence the behaviour and flow directions of potential spills and leaks.</p> <p>Storage of all liquids covered by COSHH should be assessed.</p> <p>➤ Use Form F014 for COSHH assessment</p>

'Emergency' Operating Conditions (System out of control)

## Acceptable Performance Criteria

A measure of compliance (legal & other requirements) is to routinely assess against defined criteria using the conditions as described above - this is also a useful tool when conducting audits. To this end, the table below broadly summarises what is required to remain in compliance

Measure	Target / Requirement
<ul style="list-style-type: none"> <li>Check for presence of spill kits</li> <li>Check liquids are provided with correct bunding</li> <li>Check liquid transfer techniques are working correctly</li> </ul>	<ul style="list-style-type: none"> <li>Weekly</li> </ul>

## Training

Who	Requirement
All responsible persons	All those listed to be familiar with this procedure



## Records & Associated Documentation

Record / Document Description	Location of Records / Evidence
Site Inspection sheets (Form 007)	Office
Preventative Maintenance Programme (Form F003)	Office
Spill Kit training records (Form FF004)	Office
COSHH assessment (Form F014)	Office

## AWD Group Ltd EMS

<b>PROCEDURE TITLE</b>	<b>Response to Flooding of Site</b>
<b>Version</b>	<b>3</b>
<b>Date</b>	<b>October 2022</b>
<b>Owner</b>	

## Link to Environmental Aspects Assessment

<b>Environmental Aspect Ref:</b>	<b>Aspect Description</b>	<b>Link to Aspect &amp; Impact Assessment</b>
ASP9	Flooding of site	Flooding could mobilise waste from the site

## Overview &amp; Scope

<b>Description</b>
Actions to take if flooding is expected or expected to occur

## Legal &amp; Other Requirements

<b>Requirement</b>	<b>Description</b>
<b>Permitting guidance</b>	Planning for emergencies

## Responsible Persons

<b>Responsibility</b>	<b>AWD Responsible Person</b>	<b>Contact No (if applicable)</b>
Procedure owner		
Implementation of procedure		
<b>Responsibility</b>	<b>Other Responsible Person (e.g. Sub-contractor)</b>	<b>Contact No</b>

## Procedure

Steps to be taken
<p>The site is at low risk of flooding. Such an event could occur during prolonged heavy periods of rainfall and / or if adjacent River Afan overtops its banks.</p> <p>If the site was to flood some of the hazardous wastes and fluids stored on site, such as fuel, oils, paint and grinding solids could pose a risk to the environment. This procedure is aimed at limiting the risks to land and water.</p> <p>Natural Resources Wales and the Met Office provide flood warnings up to five days in advance and AWD is registered to receive such alerts. If a severe weather or flood warning is issued the following actions should be undertaken:</p> <p>Hazardous materials either secured or moved to a suitable and safe location where they cannot be affected by flood water.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Plant, machinery and hazardous waste moved off-site where relevant</li> <li><input type="checkbox"/> Move any waste off-site where possible e.g. temporarily return to customer or move to another recycling facility</li> <li><input type="checkbox"/> Place sand bags around sensitive areas.</li> <li><input type="checkbox"/> Electricity supply turned off if water levels increase or likely to increase to a dangerous level.</li> </ul> <p>If a flood does occur:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Electricity to site turned off, if safe to do so, and staff instructed to stay away from electrical outputs and devices.</li> <li><input type="checkbox"/> Site evacuated and staff to report to assembly point at Site entrance</li> <li><input type="checkbox"/> Visitor's books and employee clock in reports checked to ensure everyone is off site and at the assembly point.</li> <li><input type="checkbox"/> Emergency services and Natural Resources Wales notified.</li> </ul> <p>Before site re-occupation, potential hazards and issues will be identified and guidance from Natural Resources Wales and Local Emergency Services will be sought.</p>

'Emergency' Operating Conditions (System out of control)
<p><b>The site is not in an area at significant risk of flooding and there is always likely to be warning / signs of flooding occurring i.e. the site is not in an area that could be suddenly inundated.</b></p> <p><b>However, if the situation is too dangerous to prepare the site for flooding then evacuate all personnel using the evacuation routes set out in the Fire Plan and inform Emergency Services and NRW.</b></p>

## Acceptable Performance Criteria

A measure of compliance (legal & other requirements) is to routinely assess against defined criteria using the conditions as described above - this is also a useful tool when conducting audits. To this end, the table below broadly summarises what is required to remain in compliance

Measure	Target / Requirement
Spill Kit checks	Weekly



### Training

Who	Requirement
All responsible persons	All those listed to be familiar with this procedure

### Records & Associated Documentation

Record / Document Description	Location of Records / Evidence
Inspection sheets (Form F007)	Office
Env Incidents (Form F008)	Office
Spill Kit training records (Form F003)	Office

### AWD Group Ltd EMS

<b>PROCEDURE TITLE</b>	<b>Preventing Noise and Vibration causing Nuisance</b>
<b>Version</b>	<b>3</b>
<b>Date</b>	<b>October 2022</b>
<b>Owner</b>	

#### Link to Environmental Aspects Assessment

<b>Environmental Aspect Ref:</b>	<b>Aspect Description</b>	<b>Link to Aspect &amp; Impact Assessment</b>
ASP6	Release of noise from site	Noise can cause nuisance off-site

#### Overview & Scope

<b>Description</b>
Actions to be undertaken to prevent off-site nuisance from noise and vibration

#### Legal & Other Requirements

<b>Requirement</b>	<b>Description</b>
<b>Permit condition 3.1</b>	Control of emissions that may give rise to pollution
<b>Permitting guidance</b>	

#### Responsible Persons

<b>Responsibility</b>	<b>AWD Responsible Person</b>	<b>Contact No (if applicable)</b>
Procedure owner		
Implementation of procedure		
<b>Responsibility</b>	<b>Other Responsible Person (e.g. Sub-contractor)</b>	<b>Contact No</b>



## Procedure

Steps to be taken if safe to do so
<p>Noise is only likely to occur as a result of the abnormal movement of plant and vehicles on site or during use of recycling equipment.</p> <p>All vehicles and plant used at the facility will be well maintained and subject to a preventative maintenance programme.</p> <p>The Site Manager will carry out subjective noise inspections each day. Changes and increases in noise levels could be indicative of problems with plant and equipment. If this is the case the contingency actions set out in the Noise Management Plan should be followed.</p> <p>The following measures will be taken to minimise the risk of noise and vibration:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All plant machinery will be subject to regular inspection and maintenance;</li> <li><input type="checkbox"/> Equipment shall be switched off when not in use; and</li> <li><input type="checkbox"/> Treatment operations shall be arranged in such a way as to minimise noise production as far as possible.</li> </ul>

## Acceptable Performance Criteria

A measure of compliance (legal & other requirements) is to routinely assess against defined criteria using the conditions as described above - this is also a useful tool when conducting audits. To this end, the table below broadly summarises what is required to remain in compliance

Measure	Target / Requirement
Complaints related to noise and vibration	Zero complaints each year

## Training

Who	Requirement
All responsible persons	All those listed to be familiar with this procedure

## Records & Associated Documentation

Record / Document Description	Location of Records / Evidence
Form F007 Site Inspection sheets	Office
Form F003 Preventative Maintenance Programme	Office
Form F004 Spill Kit training records	Office

### AWD Group Ltd EMS

<b>PROCEDURE TITLE</b>	<b>Preventing dust problems</b>
<b>Version</b>	3
<b>Date</b>	October 2022
<b>Owner</b>	

#### Link to Environmental Aspects Assessment

<b>Environmental Aspect Ref:</b>	<b>Aspect Description</b>	<b>Link to Aspect &amp; Impact Assessment</b>
ASP1	Release of particulate matter	Dust and other airborne particulates can cause nuisance and impact environment

#### Overview & Scope

<b>Description</b>
Actions to be undertaken in response to dust problems

#### Legal & Other Requirements

<b>Requirement</b>	<b>Description</b>
Permit condition 3.1	Control of emissions that may give rise to pollution
Permitting guidance	

#### Responsible Persons

<b>Responsibility</b>	<b>AWD Responsible Person</b>	<b>Contact No (if applicable)</b>
Procedure owner		
Implementation of procedure		
<b>Responsibility</b>	<b>Other Responsible Person (e.g. Sub-contractor)</b>	<b>Contact No</b>

## Procedure

Steps to be taken if safe to do so
<p>There is little prospect of dust being released to the environment from the permitted activities in significant quantities as much of the processing is undertaking indoors and the waste types are not a significant source of dust.</p> <p>To ensure dust generation remains a low risk the following measures will be taken:</p> <ul style="list-style-type: none"> <li>• Minimising drop heights of potential dusty wastes when transferring and loading</li> <li>• Sweeping of indoor work areas and site yards.</li> <li>• Visually checking loads leaving the site for dust generating materials</li> <li>• Minimising vehicle speeds in the yard</li> </ul> <p>Where airborne material is persistently observed to be a problem the following actions will be considered:</p> <ul style="list-style-type: none"> <li>• Use of dust suppression comprising of a hose spray within the yard area; and</li> <li>• Sweeping of the site to remove dust or mud.</li> </ul>
'Emergency' Operating Conditions (System out of control)
<p>In the event of a major incident focus on the safety of personnel and do not implement any steps if there is a risk to human health</p>

## Acceptable Performance Criteria

A measure of compliance (legal & other requirements) is to routinely assess against defined criteria using the conditions as described above - this is also a useful tool when conducting audits. To this end, the table below broadly summarises what is required to remain in compliance

Measure	Target / Requirement
Complaints received in relation to dust	Zero complaints related to dust

## Training

Who	Requirement
All responsible persons	All those listed to be familiar with this procedure

## Records & Associated Documentation

Record / Document Description	Location of Records / Evidence
Site Inspection sheets (Form F007)	Office
Preventative Maintenance Programme (Form F003)	Office
Spill Kit training records (Form F004)	Office

## AWD Group Ltd EMS

<b>PROCEDURE TITLE</b>	<b>Dealing with litter</b>
<b>Version</b>	<b>3</b>
<b>Date</b>	<b>October 2022</b>
<b>Owner</b>	

### Link to Environmental Aspects Assessment

<b>Environmental Aspect Ref:</b>	<b>Aspect Description</b>	<b>Link to Aspect &amp; Impact Assessment</b>
ASP3	Litter released from site	Litter can cause nuisance and impact off-site environment

### Overview & Scope

<b>Description</b>
Actions to be undertaken in response to litter problems

### Legal & Other Requirements

<b>Requirement</b>	<b>Description</b>
<b>Permit condition 3.1</b>	Control of emissions that may give rise to pollution
<b>Permitting guidance</b>	

### Responsible Persons

<b>Responsibility</b>	<b>AWD Responsible Person</b>	<b>Contact No (if applicable)</b>
Procedure owner		
Implementation of procedure		
<b>Responsibility</b>	<b>Other Responsible Person (e.g. Sub-contractor)</b>	<b>Contact No</b>

## Procedure

Steps to be taken if safe to do so
<p>There is limited opportunity for litter to be directly released to the environment from the permitted activities.</p> <p>To ensure litter generation remains a low risk the following measures will be taken:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Light waste fractions will be covered or move to areas where there is little prospect of wind-blow/drafts</li> <li><input type="checkbox"/> If litter is found on the site yard or immediate access road the material will be removed</li> </ul>

'Emergency' Operating Conditions (System out of control)
<p><b>In the event of a major incident focus on the safety of personnel and do not implement any steps if there is a risk to human health.</b></p>

## Acceptable Performance Criteria

A measure of compliance (legal & other requirements) is to routinely assess against defined criteria using the conditions as described above - this is also a useful tool when conducting audits. To this end, the table below broadly summarises what is required to remain in compliance.

Measure	Target / Requirement
Complaints received in relation to litter	Zero complaints related to litter

## Training

Who	Requirement
All responsible persons	All those listed to be familiar with this procedure

## Records & Associated Documentation

Record / Document Description	Location of Records / Evidence
Weekly Inspection sheets	
Preventative Maintenance Programme	
Spill Kit training records	

Record / Document Description	Location of Records / Evidence
Inspection sheets (Form F007)	Office
Env Incidents (Form F008)	Office
Spill Kit training records (Form F003)	Office

## AWD Group Ltd EMS

<b>PROCEDURE TITLE</b>	Dealing with mud on roads
<b>Version</b>	3
<b>Date</b>	October 2022
<b>Owner</b>	

### Link to Environmental Aspects Assessment

<b>Environmental Aspect Ref:</b>	<b>Aspect Description</b>	<b>Link to Aspect &amp; Impact Assessment</b>
ASP4	Release of mud from site	Mud on roads can cause nuisance, impact road safety and impact the environment

### Overview & Scope

<b>Description</b>
Actions to be undertaken in response to problems with mud on roads

### Legal & Other Requirements

<b>Requirement</b>	<b>Description</b>
<b>Permit condition 3.1</b>	Control of emissions that may give rise to pollution
<b>Permitting guidance</b>	

### Responsible Persons

<b>Responsibility</b>	<b>AWD Responsible Person</b>	<b>Contact No (if applicable)</b>
Procedure owner		
Implementation of procedure		
<b>Responsibility</b>	<b>Other Responsible Person (e.g. Sub-contractor)</b>	<b>Contact No</b>

## Procedure

Steps to be taken if safe to do so
<p>The site is largely laid to concrete, tarmac or hardstanding and is located on an industrial estate. This results in limited opportunity for mud generation. There are no residential properties on the main access road.</p> <p>If mud on site roads is a significant problem mechanical sweeping will be undertaken.</p>

'Emergency' Operating Conditions (System out of control)
<p>In the event of a major incident focus on the safety of personnel and do not implement any steps if there is a risk to human health.</p>

## Acceptable Performance Criteria

A measure of compliance (legal & other requirements) is to routinely assess against defined criteria using the conditions as described above - this is also a useful tool when conducting audits. To this end, the table below broadly summarises what is required to remain in compliance.

Measure	Target / Requirement
Complaints received in relation to mud on roads	Zero complaints related to mud on road

## Training

Who	Requirement
All responsible persons	All those listed to be familiar with this procedure

## Records & Associated Documentation

Record / Document Description	Location of Records / Evidence
Weekly Inspection sheets (Form F007)	Office
Preventative Maintenance Programme (F003)	Office

### AWD Group Ltd EMS

<b>PROCEDURE TITLE</b>	<b>Dealing with pests</b>
<b>Version</b>	<b>3</b>
<b>Date</b>	<b>October 2022</b>
<b>Owner</b>	

#### Link to Environmental Aspects Assessment

<b>Environmental Aspect Ref:</b>	<b>Aspect Description</b>	<b>Link to Aspect &amp; Impact Assessment</b>
ASP7	Accepting wastes that encourage pests	Pests can cause on-site and off-site nuisance

#### Overview & Scope

<b>Description</b>
Actions to be undertaken in response to problems with pests

#### Legal & Other Requirements

<b>Requirement</b>	<b>Description</b>
<b>Permit condition 3.1</b>	Control of emissions that may give rise to pollution
<b>Permitting guidance</b>	

#### Responsible Persons

<b>Responsibility</b>	<b>AWD Responsible Person</b>	<b>Contact No (if applicable)</b>
Procedure owner		
Implementation of procedure		
<b>Responsibility</b>	<b>Other Responsible Person (e.g. Sub-contractor)</b>	<b>Contact No</b>



## Procedure

Steps to be taken if safe to do so
<p>The nature of the waste and the inspection procedures in place will limit the possibility of animal by-products and food waste that attract pests being received at the site.</p> <p>The following measures will be taken to minimise the risk of pests:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Waste inspected before tipping to identify potential contaminants;</li> <li><input type="checkbox"/> Quarantine non-conforming putrescible wastes and removal off-site within 48 hours;</li> <li><input type="checkbox"/> Visual monitoring for pests/vermin performed daily including inspections for evidence of droppings, damage to property/plant or ground disturbance e.g. burrow, nests and excessive infestation present; and</li> <li><input type="checkbox"/> Good housekeeping and regular inspection of mess facilities.</li> </ul> <p>In the event of a pest infestation being detected the following measures will be implemented:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Any waste identified as attracting scavengers shall be isolated and removed from site.</li> <li><input type="checkbox"/> Suitable treatment will be implemented either by trained employees or by suitable contractors, this may involve the application of insecticides or the setting of traps and poisons, or other measures as appropriate – these measures are considered last resort;</li> </ul>

'Emergency' Operating Conditions (System out of control)
<p>In the event of a major incident focus on the safety of personnel and do not implement any steps if there is a risk to human health.</p>

## Acceptable Performance Criteria

A measure of compliance (legal & other requirements) is to routinely assess against defined criteria using the conditions as described above - this is also a useful tool when conducting audits. To this end, the table below broadly summarises what is required to remain in compliance.

Measure	Target / Requirement
Complaints received in relation to pests	Zero complaints related to pests

## Training

Who	Requirement
All responsible persons	All those listed to be familiar with this procedure

## Records & Associated Documentation

Record / Document Description	Location of Records / Evidence
Form F007 Site Inspection Form	

### AWD Group Ltd EMS

<b>PROCEDURE TITLE</b>	<b>Dealing with odour problems</b>
<b>Version</b>	<b>3</b>
<b>Date</b>	<b>October 2022</b>
<b>Owner</b>	

#### Link to Environmental Aspects Assessment

<b>Environmental Aspect Ref:</b>	<b>Aspect Description</b>	<b>Link to Aspect &amp; Impact Assessment</b>
ASP5	Release of odour from site	Odour can cause nuisance

#### Overview & Scope

<b>Description</b>
Actions to be undertaken in response to problems with odour

#### Legal & Other Requirements

<b>Requirement</b>	<b>Description</b>
<b>Permit condition 3.2</b>	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.
<b>Permitting guidance</b>	

#### Responsible Persons

<b>Responsibility</b>	<b>AWD Responsible Person</b>	<b>Contact No (if applicable)</b>
Procedure owner		
Implementation of procedure		
<b>Responsibility</b>	<b>Other Responsible Person (e.g. Sub-contractor)</b>	<b>Contact No</b>

## Procedure

Steps to be taken if safe to do so
<p>The nature of the waste and the inspection procedures in place will limit the possibility of odorous wastes being received at the site. However, the measures set out below and the Odour Management Plan should be implemented where relevant.</p> <p>The following measures will be taken to minimise the risk of odour:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Waste inspected before tipping to identify potential contaminants;</li> <li><input type="checkbox"/> Quarantine odorous wastes and removal off-site within 48 hours;</li> <li><input type="checkbox"/> Sniff monitoring for odour performed</li> <li><input type="checkbox"/> Good housekeeping and regular inspection of mess facilities.</li> </ul> <p>In the event of an odour problem the following measures will be implemented:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Suitable treatment will be implemented either by employees or by suitable contractors</li> <li><input type="checkbox"/> Any waste identified as generating the odour shall be isolated and removed from site.</li> </ul> <p>See Odour Management Plan for more detail.</p>

'Emergency' Operating Conditions (System out of control)
<p>If Natural Resources Wales considers that the activities are giving rise to pollution outside the site due to odour the odour management plan will be reviewed and updated.</p>

## Acceptable Performance Criteria

A measure of compliance (legal & other requirements) is to routinely assess against defined criteria using the conditions as described above - this is also a useful tool when conducting audits. To this end, the table below broadly summarises what is required to remain in compliance

Measure	Target / Requirement
Complaints received in relation to odour	Zero complaints related to odour

## Training

Who	Requirement
All responsible persons	All those listed to be familiar with this procedure

## Records & Associated Documentation

Record / Document Description	Location of Records / Evidence
Site Inspection Form (Form F07)	Office
Preventative Maintenance Programme (Form F003)	Office

### AWD Group Ltd EMS

<b>PROCEDURE TITLE</b>	<b>Investigating near misses and accidents</b>
<b>Version</b>	<b>3</b>
<b>Date</b>	<b>October 2022</b>
<b>Owner</b>	

#### Link to Environmental Aspects Assessment

<b>Environmental Aspect Ref:</b>	<b>Aspect Description</b>	<b>Link to Aspect &amp; Impact Assessment</b>
All Aspects	Near misses, accidents and incidents	Near misses, accidents and incidents have potential to cause pollution

#### Overview & Scope

<b>Description</b>
Actions to be undertaken in response to near miss or accident

#### Legal & Other Requirements

<b>Requirement</b>	<b>Description</b>
Permit condition 3.1	Control of emissions that may give rise to pollution
Permitting guidance	

#### Responsible Persons

<b>Responsibility</b>	<b>AWD Responsible Person</b>	<b>Contact No (if applicable)</b>
Procedure owner		
Implementation of procedure		
<b>Responsibility</b>	<b>Other Responsible Person (e.g. Sub-contractor)</b>	<b>Contact No</b>

## Procedure

Steps to be taken if safe to do so
<p>Immediately inform the site manager of the occurrence of a near miss or accident.</p> <p>If necessary, contact Emergency services on 999</p> <p>If injury requiring medical treatment has occurred, contact appointed First Aider, or where necessary immediately dial 999.</p> <p>If necessary, refer to other procedures for dealing with emergencies:</p> <ul style="list-style-type: none"> <li>➤ Use Procedure P003 for identification of suspicious items</li> <li>➤ Use Procedure P004 for dealing with spillages</li> <li>➤ Use FPMP for fires</li> </ul> <p>The Site Manager will investigate the near miss / accident and compile a report using Form XX. The aim of the investigation should be to identify the root cause and to prevent the same thing happening again.</p> <p>Use Form F008 for recording and investigating near misses and accidents.</p> <p>Undertake a review of the near miss and accident procedure, and update training requirements if necessary.</p>

'Emergency' Operating Conditions (System out of control)
<p>In the event of a major incident focus on the safety of personnel and do not implement any steps if there is a risk to human health.</p>

## Acceptable Performance Criteria

A measure of compliance (legal & other requirements) is to routinely assess against defined criteria using the conditions as described above - this is also a useful tool when conducting audits. To this end, the table below broadly summarises what is required to remain in compliance.

Measure	Target / Requirement
<ul style="list-style-type: none"> <li>• Check for presence of spill kits</li> <li>• Check liquids are provided with correct bunding</li> <li>• Check liquid transfer techniques are working correctly</li> </ul>	<ul style="list-style-type: none"> <li>• Weekly</li> </ul>

## Training

Who	Requirement
All responsible persons	All those listed to be familiar with this procedure

## Records & Associated Documentation

Record / Document Description	Location of Records / Evidence
Form F007 Site Inspection sheets	Office
Form F003 Preventative Maintenance Programme	Office
Form F004 Spill Kit training records	Office
Form F008 for Recording near misses, accidents and incidents	Office

### AWD Group Ltd EMS

<b>PROCEDURE TITLE</b>	<b>Reporting Environmental Incidents</b>
<b>Version</b>	<b>3</b>
<b>Date</b>	<b>October 2022</b>
<b>Owner</b>	

#### Link to Environmental Aspects Assessment

<b>Environmental Aspect Ref:</b>	<b>Aspect Description</b>	<b>Link to Aspect &amp; Impact Assessment</b>
All	Documenting environmental incidents	Records of actions taken during an incident need to be maintained for NRW and insurance purposes

#### Overview & Scope

<b>Description</b>
Actions to be followed if there is an actual or potential pollution incident

#### Legal & Other Requirements

<b>Requirement</b>	<b>Description</b>
<b>Permit condition 4.3</b>	Notification of NRW of actual or potential pollution incident
<b>Permitting guidance</b>	

#### Responsible Persons

<b>Responsibility</b>	<b>AWD Responsible Person</b>	<b>Contact No (if applicable)</b>
Procedure owner		
Implementation of procedure		
<b>Responsibility</b>	<b>Other Responsible Person (e.g. Sub-contractor)</b>	<b>Contact No</b>

## Procedure

Steps to be taken
<p>All employees are responsible for reporting environmental incidents to the Site Manager. The Permit requires actual or potential pollution incidents to be reported to NRW within 24 hrs.</p> <p>➤ Use form SF08 for recording Incidents</p> <p>Incident Report template (Form F008) as soon as possible after the verbal report has been made.</p> <p>Incidents could include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Actual or imminent risk of significant environmental pollution.</li> <li><input type="checkbox"/> Breach of statutory limits or Site Licence Conditions.</li> <li><input type="checkbox"/> Any incident that must be reported to the enforcing authorities.</li> <li><input type="checkbox"/> Deposit of significant amounts of a non-permitted waste in skips or directly at the site.</li> <li><input type="checkbox"/> Any incident that could foreseeably lead to serious public complaint or media enquiries.</li> <li><input type="checkbox"/> Major damage to plant, equipment, premises including fires on-site.</li> <li><input type="checkbox"/> Severe injury of the public.</li> <li><input type="checkbox"/> Serious near-misses which could have foreseeably lead to any of the above.</li> </ul> <p>A central file containing all Incident Reports will be maintained and will be reviewed at regular intervals to identify whether any trends or patterns can be discerned.</p> <p>Where an incident is required to be reported to the enforcing authorities, the Site Manager must ensure that this report has been made within the required time period and in the specified format.</p>

## Acceptable Performance Criteria

A measure of compliance (legal & other requirements) is to routinely assess against defined criteria using the conditions as described above - this is also a useful tool when conducting audits. To this end, the table below broadly summarises what is required to remain in compliance

Measure	Target / Requirement

## Training

Who	Requirement
All responsible persons	All those listed to be familiar with this procedure

## Records & Associated Documentation

Record / Document Description	Location of Records / Evidence
Form F008 Incident Report Form	



### AWD Group Ltd EMS

<b>PROCEDURE TITLE</b>	<b>Managing Complaints</b>
<b>Version</b>	<b>3</b>
<b>Date</b>	<b>October 2022</b>
<b>Owner</b>	

#### Link to Environmental Aspects Assessment

<b>Environmental Aspect Ref:</b>	<b>Aspect Description</b>	<b>Link to Aspect &amp; Impact Assessment</b>
All aspects	Many parts of site activity could be cause of complaint	Recording complaints enables improvements to be made

#### Overview & Scope

<b>Description</b>
Actions to be followed upon receipt of complaint

#### Legal & Other Requirements

<b>Requirement</b>	<b>Description</b>
<b>Permit condition 1.1.1</b>	Written management system that identifies and minimises risks of pollution, including those drawn to the attention of the operator as a result of complaints.
<b>Permitting guidance</b>	

#### Responsible Persons

<b>Responsibility</b>	<b>AWD Responsible Person</b>	<b>Contact No (if applicable)</b>
Procedure owner		
Implementation of procedure		
<b>Responsibility</b>	<b>Other Responsible Person (e.g. Sub-contractor)</b>	<b>Contact No</b>

## Procedure

### Actions to be taken

On receipt of a complaint, the recipient shall enter the relevant details onto Complaint Record Form FR2.

- Use Forms F009 for F010 for recording and logging complaints

The Site Manager should be informed immediately and should be responsible for working out the next steps depending upon the nature of the complaint. The proposed next steps should be communicated to the person who has made the complaint.

The Site Manager will identify if other personnel need to be involved with investigating the source of the complaint or fixing the identified problem.

An immediate visual site inspection and/or sniff test will be Conducted where relevant. The aim will be to identify any issues of concern.

Emergency procedures within the Environmental Management System Plan or relevant procedure shall be initiated immediately if a verified event is in progress and that it is determined to be arising as a result of the company's operations.

For all complaints, reference will be made to the site activities at the time of the complaint and further onsite investigations conducted to determine whether any abnormal operations are/were occurring.

Actions required to prevent the problem re-occurring will be worked out. These will be recorded on a Corrective Action Form

- Use Form F011 and F012 for recording non-conformances and managing Preventative Actions

The person who made the complaint should be provided with an update on the steps To be taken.

Within 28 days of the complaint a short factual report should be submitted to Natural Resources Wales by the Site Manager. The report should explain the situation and the actions taken to solve the problem.

All complaints should be logged on the Customer Complaint Log form.

- Use Form F010 for logging complaints

## Acceptable Performance Criteria

A measure of compliance (legal & other requirements) is to routinely assess against defined criteria using the conditions as described above - this is also a useful tool when conducting audits. To this end, the table below broadly summarises what is required to remain in compliance



Measure	Target / Requirement
Number of complaints	Zero complaints each year

### Training

Who	Requirement
All responsible persons	All those listed to be familiar with this procedure

### Records & Associated Documentation

Record / Document Description	Location of Records / Evidence
Form F009 Customer Complaint form	Office
Form F010 Customer Complaint Log	Office

### AWD Group Ltd EMS

<b>PROCEDURE TITLE</b>	<b>Managing Complaints</b>
<b>Version</b>	<b>3</b>
<b>Date</b>	<b>October 2022</b>
<b>Owner</b>	

#### Link to Environmental Aspects Assessment

<b>Environmental Aspect Ref:</b>	<b>Aspect Description</b>	<b>Link to Aspect &amp; Impact Assessment</b>
All aspects	Many parts of site activity could be cause of complaint	Recording complaints enables improvements to be made

#### Overview & Scope

<b>Description</b>
Actions to be followed upon receipt of complaint

#### Legal & Other Requirements

<b>Requirement</b>	<b>Description</b>
<b>Permit condition 1.1.1</b>	Written management system that identifies and minimises risks of pollution, including those drawn to the attention of the operator as a result of complaints.
<b>Permitting guidance</b>	

#### Responsible Persons

<b>Responsibility</b>	<b>AWD Responsible Person</b>	<b>Contact No (if applicable)</b>
Procedure owner		
Implementation of procedure		
<b>Responsibility</b>	<b>Other Responsible Person (e.g. Sub-contractor)</b>	<b>Contact No</b>

## Procedure

### Actions to be taken

On receipt of a complaint, the recipient shall enter the relevant details onto Complaint Record Form FR2.

- Use Forms F009 for F010 for recording and logging complaints

The Site Manager should be informed immediately and should be responsible for working out the next steps depending upon the nature of the complaint. The proposed next steps should be communicated to the person who has made the complaint.

The Site Manager will identify if other personnel need to be involved with investigating the source of the complaint or fixing the identified problem.

An immediate visual site inspection and/or sniff test will be Conducted where relevant. The aim will be to identify any issues of concern.

Emergency procedures within the Environmental Management System Plan or relevant procedure shall be initiated immediately if a verified event is in progress and that it is determined to be arising as a result of the company's operations.

For all complaints, reference will be made to the site activities at the time of the complaint and further onsite investigations conducted to determine whether any abnormal operations are/were occurring.

Actions required to prevent the problem re-occurring will be worked out. These will be recorded on a Corrective Action Form

- Use Form F011 and F012 for recording non-conformances and managing Preventative Actions

The person who made the complaint should be provided with an update on the steps To be taken.

Within 28 days of the complaint a short factual report should be submitted to Natural Resources Wales by the Site Manager. The report should explain the situation and the actions taken to solve the problem.

All complaints should be logged on the Customer Complaint Log form.

- Use Form F010 for logging complaints

## Acceptable Performance Criteria

A measure of compliance (legal & other requirements) is to routinely assess against defined criteria using the conditions as described above - this is also a useful tool when conducting audits. To this end, the table below broadly summarises what is required to remain in compliance



Measure	Target / Requirement
Number of complaints	Zero complaints each year

### Training

Who	Requirement
All responsible persons	All those listed to be familiar with this procedure

### Records & Associated Documentation

Record / Document Description	Location of Records / Evidence
Form F009 Customer Complaint form	Office
Form F010 Customer Complaint Log	Office



### AWD Group Ltd EMS

<b>PROCEDURE TITLE</b>	<b>Use of Subcontractors</b>
<b>Version</b>	<b>3</b>
<b>Date</b>	<b>October 2022</b>
<b>Owner</b>	

#### Link to Environmental Aspects Assessment

<b>Environmental Aspect Ref:</b>	<b>Aspect Description</b>	<b>Link to Aspect &amp; Impact Assessment</b>
All aspects	Maintenance of the site may require use of sub-contractors	Ensuring sub-contractors are aware of site setting and environmental risks should lower likelihood of incident

#### Overview & Scope

<b>Description</b>
Actions to be followed when using sub-contractors

#### Legal & Other Requirements

<b>Requirement</b>	<b>Description</b>
<b>Permit condition 1.1.1</b>	Written management system that identifies and minimises risks of pollution
<b>Permitting guidance</b>	

#### Responsible Persons

<b>Responsibility</b>	<b>AWD Responsible Person</b>	<b>Contact No (if applicable)</b>
Procedure owner	Managing Director	
Implementation of procedure	Management	

## Procedure

### Actions to be taken

This procedure is to ensure that an appointed approved subcontractor selected to undertake a task is controlled during works and that they are made aware of the health, safety and environmental requirements when working for AWD.

All subcontractors shall be required to comply with this procedure as a condition of their contract.

All Subcontracted Staff will ensure:

- a. Their employees are familiar with the work site and are aware of all hazards.
- b. Comply with the Health and Safety at Work etc. Act 1974 and all other relevant health and safety legislation applicable to the work being undertaken.
- c. Comply with AWD Health and Safety Rules and Safety Policy and shall have made full provision in the tender for such compliance.
- d. Conduct their activities in accordance with established safe practices e.g. guidance notes, codes of practice, and take reasonably practicable precautions to protect the work site, all employees and others who may be affected by our works.
- e. Provide a Risk Assessment and Method Statement for contracted works in advance.

### Subcontractors will:

- a. Only use skilled, experienced and competent people in the execution of their duties on behalf of AWD
- b. Provide their employees with suitable protective clothing at their (the contractors) expense.
- c. Keep their employees within the designated work areas at all times unless stated.
- d. Ensure their employees submit to any security checks where required.

The following procedure shall be followed:

### Pre Start Contract Meeting

The Contracts/Project Manager shall hold a pre-start contract meeting where the outline details of the contract shall be discussed and agreed.

### Health & Safety Induction

All subcontractor personnel shall attend an AWD Health & Safety Induction prior to start of work.

### Accident / Incidents

All accidents / incidents shall be reported to the AWD management team on site immediately. The subcontractor shall also be responsible to provide a written report and if necessary attend any meetings that may be called in regards to the event.

## Acceptable Performance Criteria

A measure of compliance (legal & other requirements) is to routinely assess against defined criteria using the conditions as described above - this is also a useful tool when conducting audits. To this end, the table below broadly summarises what is required to remain in compliance

Measure	Target / Requirement
Using sub-contractors without incident	Zero incidents each year





## Training

Who	Requirement
All responsible persons	All those listed to be familiar with this procedure

## Records & Associated Documentation

Record / Document Description	Location of Records / Evidence

### AWD Group Ltd EMS

<b>PROCEDURE TITLE</b>	<b>Non conformance</b>
<b>Version</b>	<b>3</b>
<b>Date</b>	<b>October 2022</b>
<b>Owner</b>	

#### Link to Environmental Aspects Assessment

<b>Environmental Aspect Ref:</b>	<b>Aspect Description</b>	<b>Link to Aspect &amp; Impact Assessment</b>
All	Documenting environmental incidents	Records of actions taken during an incident need to be maintained for NRW and insurance purposes

#### Overview & Scope

<b>Description</b>
Actions to be followed if there is an actual or potential pollution incident

#### Legal & Other Requirements

<b>Requirement</b>	<b>Description</b>
<b>Permit condition 4.3</b>	Notification of NRW of actual or potential pollution incident
<b>Permitting guidance</b>	

#### Responsible Persons

<b>Responsibility</b>	<b>AWD Responsible Person</b>	<b>Contact No (if applicable)</b>
Procedure owner		
Implementation of procedure		
<b>Responsibility</b>	<b>Other Responsible Person (e.g. Sub-contractor)</b>	<b>Contact No</b>

## Procedure

Steps to be taken
<p>All employees are responsible for reporting environmental incidents to the Site Manager. The Permit requires actual or potential pollution incidents to be reported to NRW within 24 hrs.</p> <p>Incident Report template (Form F008) as soon as possible after the verbal report has been made.</p> <p>Incidents could include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Actual or imminent risk of significant environmental pollution.</li> <li><input type="checkbox"/> Breach of statutory limits or Site Licence Conditions.</li> <li><input type="checkbox"/> Any incident that must be reported to the enforcing authorities.</li> <li><input type="checkbox"/> Deposit of significant amounts of a non-permitted waste in skips or directly at the site.</li> <li><input type="checkbox"/> Any incident that could foreseeably lead to serious public complaint or media enquiries.</li> <li><input type="checkbox"/> Major damage to plant, equipment, premises including fires on-site.</li> <li><input type="checkbox"/> Severe injury of the public.</li> <li><input type="checkbox"/> Serious near-misses which could have foreseeably lead to any of the above.</li> </ul> <p>A central file containing all Incident Reports will be maintained and will be reviewed at regular intervals to identify whether any trends or patterns can be discerned.</p> <p>Where an incident is required to be reported to the enforcing authorities, the Site Manager must ensure that this report has been made within the required time period and in the specified format.</p>

## Acceptable Performance Criteria

A measure of compliance (legal & other requirements) is to routinely assess against defined criteria using the conditions as described above - this is also a useful tool when conducting audits. To this end, the table below broadly summarises what is required to remain in compliance

Measure	Target / Requirement

## Training

Who	Requirement
All responsible persons	All those listed to be familiar with this procedure

## Records & Associated Documentation

Record / Document Description	Location of Records / Evidence
Form F008 Incident Report Form	

**AWD ENVIRONMENTAL LTD  
MANAGEMENT  
SYSTEM  
(EMS)**



**Operator: AWD (Group) Ltd  
Facility: Byass Works, The Docks, Port Talbot, SA13 1RS  
Permit reference: EPR/AB3895CN  
Waste returns reference: EPR/AB3895CN**

**Appendix 2  
Forms**

**AWD Group Ltd EMS**

<b>FORM TITLE</b>	<b>Record Of Waste Deliveries</b>
<b>Version</b>	<b>3</b>
<b>Date</b>	<b>October 2022</b>
<b>Owner</b>	

### Link to Procedures:

Procedure Ref:	Procedure description

[illegible]

**AWD Group Ltd EMS**

<b>FORM TITLE</b>	<b>Recording Non-Compliant Wastes</b>
<b>Version</b>	<b>3</b>
<b>Date</b>	<b>October 2022</b>
<b>Owner</b>	

**Link to Procedures**

<b>Procedure Ref:</b>	<b>Procedure description</b>

Date and Time:	Reason for non-compliance e.g. odour, visual contamination, too wet etc.
Waste Description:	Action Taken:
Name and Address of Waste Producer	Waste Carrier Details, Vehicle Type and Vehicle Registration
Waste Transfer Note Number	Final Waste Destination
NRW Contacted?	

## AWD Group Ltd EMS

<b>FORM TITLE</b>	<b>Preventative Maintenance Programme</b>
<b>Version</b>	<b>3</b>
<b>Date</b>	<b>October 2022</b>
<b>Owner</b>	

## Link to Procedures

Procedure Ref:	Procedure description

Preventative maintenance is regularly performed to reduce the likelihood of the item failing or requiring unplanned replacement or maintenance. Preventative maintenance is performed while the equipment is still working, so that it does not break down unexpectedly.

The maintenance schedule below outlines the frequency that key parts of the site and items of plant and equipment are to be checked and maintained. Each item will be provided with a bespoke detailed checklist in accordance with the manufacturer's instructions, where relevant. At all times however consideration should be given to: **level of wear and tear, the need for lubrication, signs of overheating and performance of silencers.**

**IF ANY DEFECTS ARE NOTED THAT POSE A RISK TO HUMAN HEALTH OR THE ENVIRONMENT SENIOR MANAGEMENT SHOULD BE INFORMED IMMEDIATELY**

Item of Plant/ Part of site	Detailed Checklist Reference	Daily	Weekly	Monthly	Quarterly	Six monthly	Annually

Item / part of site:		Frequency of checks:
Completed on	Completed by	Comments e.g. work completed, repairs required,



### AWD Group Ltd EMS

<b>FORM TITLE</b>	Training Record
<b>Version</b>	3
<b>Date</b>	October 2022
<b>Owner</b>	

**Link to Procedures:**

<b>Procedure Ref:</b>	<b>Procedure description</b>
Training	Documenting personnel training

<b>Name</b>	<b>Date employment commenced</b>
	<b>Job Title</b>

**Induction Training**

<b>Course Title</b>	<b>Authorisation by Line manager</b>	<b>Date of Authorisation</b>	<b>Date training Completed</b>	<b>Initialled by trainer</b>

**Qualifications gained in this employment and Expiry Date**

--

**Training requirements**

--

**AWD Group Ltd EMS**

<b>FORM TITLE</b>	<b>Training Matrix</b>
<b>Version</b>	<b>3</b>
<b>Date</b>	<b>October 2022</b>
<b>Owner</b>	

**Link to Procedures:**

Procedure Ref:	Procedure description
Training	Planning training needs

[illegible]

## AWD Group Ltd EMS

<b>FORM TITLE</b>	<b>Site Evacuation Drills</b>
<b>Version</b>	<b>3</b>
<b>Date</b>	<b>October 2022</b>
<b>Owner</b>	

### Link to Procedures

<b>Procedure Ref:</b>	<b>Procedure description</b>
P003	Documenting evacuation drills

A drill is intended to ensure, by means of training and rehearsal, that in the event of an incident warranting site evacuation:

- The people who may be in danger act in a calm and orderly manner. The appointed personnel undertake their key tasks
- The means of escape are used in accordance with a pre-determined and practised plan. If evacuation becomes necessary, staff should be aware of what to do.
- Normal, advance warning should **not** be given of the drill.
- Every opportunity should be taken to learn lessons from the drill and to reinforce staff training where gaps are identified.

It is good practise to appoint a small number of people to observe the drills and highlight areas of concern. It is important that all managers are aware of the procedures, as employees will look towards them in an emergency.

### EVACUATION LOG SHEET

<b>Date:</b>	<b>Reason for Evacuation:</b>
<b>Time of Evacuation Alarm:</b>	
<b>Time Taken To Evacuate:</b>	
<b>Time Taken To Conduct Roll Call:</b>	
<b>Anyone unaccounted for:</b>	
<b>Were any escape routes blocked?</b>	
<b>If yes, with what?</b>	
<b>Was all machinery switched off?</b>	
<b>If not, why?</b>	
<b>Alarms reset?</b>	
<b>Feedback from employees?</b>	

Evacuation drills should be carried out at least once in every period of 6 months, unless otherwise specified.

**AWD Group  
Ltd EMS**

<b>FORM TITLE</b>	<b>Daily Site Inspection Form</b>
<b>Version</b>	<b>3</b>
<b>Date</b>	<b>October 2022</b>
<b>Owner</b>	

**Link to Procedures**

<b>Procedure Ref:</b>	<b>Procedure description</b>
Site Inspection	Documenting Site Inspections

**DAILY SITE INSPECTION FORM**

Use this form each day, at any time, to record the performance of the site. Completion of this form on a regular basis will assist with early identification of aspects requiring improvement and potentially prevent incidents occurring. Taking photographs on a regular basis will also help assess site conditions.

**IF ANY ASPECT OF THE SITE OPERATION IS FOUND TO BE POSING A RISK TO HUMAN HEALTH OR THE ENVIRONMENT THEN A MANAGEMENT REPRESENTATIVE SHOULD BE INFORMED IMMEDIATELY**

<b>Date:</b>	<b>Inspected By:</b>	<b>Outdoor Weather:</b>
<b>Observations and actions required should be recorded below. If there are no issues of concern 'OK' can be used. Before completing this form please review the previous inspection record to check if any actions should have been taken.</b>		
<b>ISSUES OF CONCERN:</b> Important factors to consider during the visual inspection of any part of the site should include: <b>security, vandalism or damage, odours, leaks, presence of nuisance dust and noise, presence of pests such as vermin/birds/insects, litter, fire hazards, integrity of drainage systems, safety of traffic movements and maintenance requirements.</b>		
<b>Site Exterior including roof structure, yard areas and surface water drainage</b>		
<b>Access and Exit Points</b>		
<b>Waste Receipt Area</b>		
<b>Sealed drainage system</b>		
<b>CCTV, security fencing, fire alarms and optical beams</b>		
<b>Fire Fighting / Pollution Control Equipment</b>		
<b>Waste storage bays and waste segregation</b>		

### DAILY HOUSEKEEPING CHECKLIST

Date:		
Location	Requirement	Checked / complete
External yard areas	Pick up light fraction wastes.	
Internal areas	Sweep up loose mud / debris.	
Perimeter fence	Collect any light fraction waste caught on fence	
Immediate off-site areas / access road	Pick up light fraction wastes.	
	Sweep up loose mud / debris.	
Picking lines	Inspect for tramp material / debris and remove	
	Sweep loose materials from around work area	
Float / sink lines	Inspect for tramp material / debris and remove	
	Sweep loose materials from around work area	
Storage Bays	Remove dirt accumulated in corners / along edges of walls	
Office / mess areas	Empty bins and any waste food from storage areas	
	Clean and replenish soap / clothes / bin liners	
Toilets	Clean and replenish soap / toilet paper	
<b><u>ANY OTHER OBSERVATIONS</u></b>		

## AWD Group Ltd EMS

<b>FORM TITLE</b>	<b>Accident and Incident Record</b>
<b>Version</b>	<b>3</b>
<b>Date</b>	<b>October 2022</b>
<b>Owner</b>	

## Link to Procedures

<b>Procedure Ref:</b>	<b>Procedure description</b>

<b>Date and time of the incident</b>	
What happened, what was it about?	
Was anyone else aware of this – other witnesses? If so who?	
What caused it?	
What action did you take to fix the problem? Were external agencies involved?	
What have you done to make sure that it does not happen again?	
Was there any significant pollution – for example: oil entering a surface water drain. If so what?	
If there was then you must notify e NRW ASAP 0300 065 3000	Yes/No/not applicable Time: Date:
Have you done so?	NRW Incident number:
Please print your name and sign	

## AWD Group Ltd EMS

<b>FORM TITLE</b>	<b>Recording Complaints</b>
<b>Version</b>	<b>3</b>
<b>Date</b>	<b>October 2022</b>
<b>Owner</b>	

## Link to Procedures:

<b>Procedure Ref:</b>	<b>Procedure description</b>
P015	Dealing with complaints

## Information to be recorded:

<b>Name and Address:</b>		<b>Tel:</b>	
		<b>Fax:</b>	
		<b>E-Mail:</b>	
		<b>Mobile:</b>	
<b>Date Complaint Received</b>	<b>Written or Verbal</b>	<b>Date Complaint Rectified</b>	<b>Written or Verbal</b>
<b>Nature of Complaint</b>			
<b>Remedial Action</b>			
<b>All Complaints Should Be Discussed at The Next Management Review Meeting</b>			
<b>Review Meeting Date</b>	<b>Complaint Discussed</b>	<b>Action Agreed</b>	<b>Signed (Meeting Rep.)</b>
<b>Comments</b>			

**AWD Group Ltd EMS**

<b>FORM TITLE</b>	<b>Customer Complaint Log</b>
<b>Version</b>	<b>3</b>
<b>Date</b>	<b>October 2022</b>
<b>Owner</b>	

**Link to Procedures:**

Procedure Ref:	Procedure description
P015	Dealing with complaints

[illegible]



## AWD Group Ltd EMS

<b>FORM TITLE</b>	<b>Non-conformance Corrective Action Report</b>
<b>Version</b>	<b>3</b>
<b>Date</b>	<b>October 2022</b>
<b>Owner</b>	

## Link to Procedures

<b>Procedure Ref:</b>	<b>Procedure description</b>
Audits	Recording non-conformances

Non Conformance No:	Raised by:	Position:	Date:
Details :			
Agreed <b>corrective/preventive action</b>			
Completed by		Date	
Management comments			
Signed		Date	
<b>All Non-conformances Should Be Discussed At The Next Management Review Meeting</b>			
Review Meeting Date	Non Conformance discussed	Action Agreed	Signed (Meeting Rep.)
Comments			

**AWD Group Ltd EMS**

<b>FORM TITLE</b>	<b>Preventative Action</b>
<b>Version</b>	<b>3</b>
<b>Date</b>	<b>October 2022</b>
<b>Owner</b>	

### Link to Procedures

Procedure Ref:	Procedure description
Audits	Preventing future non-conformances

[illegible]

**AWD Group Ltd EMS**

<b>FORM TITLE</b>	<b>Audit Programme</b>
<b>Version</b>	<b>3</b>
<b>Date</b>	<b>October 2022</b>
<b>Owner</b>	

## Link to Procedures

Procedure Ref:	Procedure description
Audits	Scheduling Audits

[illegible]

## AWD Group Ltd EMS

<b>FORM TITLE</b>	<b>Audit Report</b>
<b>Version</b>	<b>3</b>
<b>Date</b>	<b>October 2022</b>
<b>Owner</b>	

## Link to Procedures:

<b>Procedure Ref:</b>	<b>Procedure description</b>
Audit	Documenting audits of procedures

Procedure Audited: ..... Title.....			
Audit Report No.....	Conducted By.....	Date.....	
<b>Audit Summary :</b> Procedure ..... has been audited and its application reviewed. The applied procedure <b>IS/IS NOT</b> complied with (see separate non-conformance reports)			
Audit Report : a) Is current revision in use? b) Is it a controlled copy? c) Is it easily accessible? d) Is it correctly applied? e) Does it need changing?	Y	N	Remarks ..... ..... ..... ..... .....
Examples of Documents and Records reviewed and comments on use : ..... ..... ..... .....			
Reviewed By : ..... (Management Representative) Date : ..... Comments : ..... ..... ..... ..... .....			

**AWD ENVIRONMENTAL LTD  
MANAGEMENT  
SYSTEM  
(EMS)**



**Operator: AWD (Group) Ltd  
Facility: Byass Works, The Docks, Port Talbot, SA13 1RS  
Permit reference: EPR/AB3895CN  
Waste returns reference: EPR/AB3895CN**

**Appendix 3  
Company Policies**



## GENERAL STATEMENT OF POLICY OF AWD GROUP LTD

### General Statement of Policy

AWD Group acknowledges and accepts its legal responsibilities for securing the health, safety and welfare of all its employees, of sub-contractors working on its behalf and all others affected by their activities.

It is the intent of the above company to provide safe and healthy working conditions for all our employees by: -

- providing and maintaining safe plant and equipment
- providing safe systems of work
- providing a safe place of work and safe access and egress
- providing for the safe use, handling, storage and transport of all particles and substances providing a safe working environment
- providing adequate and sufficient information, instruction, training and supervision

It is also the intent of AWD Group to enlist the support of all employees towards achieving the safest possible working conditions and to encourage consultation on all health and safety matters. Support, co-operation and consultation will also be sought from clients, other contractors and any other persons who might reasonably be expected to be included in such discussions. To this end, regular health and safety discussions will be held.

AWD Group accepts its responsibility for the health and safety of other people who may be affected by our activities including clients' employees, other contractors and members of the public. The Company also accepts responsibility for any affects our activities may have on the environment.

The allocation of duties for safety matters and the arrangements which will be made to implement this policy are set out in this document.

This Policy will be kept up to date particularly as regards any changes in activities or the nature or size of the business and will be reviewed annually.

Signed:

A handwritten signature in black ink, appearing to read 'Alun Wyn Davies', written over a horizontal line.

Date:

23/4/18

Name: Alun Wyn Davies

Position: Managing Director



## **Environmental Policy Statement**

AWD Group LTD> The Company provides a comprehensive waste & environmental management service through a nation-wide network of approved service providers.

AWD Group Ltd recognize its responsibility towards the protection of the environment and issues this policy as a statement of the commitment of both management and employees to preventing pollution and minimizing the environmental impact of its operations. In order to ensure effective management of activities with the potential to affect environment the company will:

- Comply with and where possible exceed relevant environmental and operational legislative requirements in relation to the company's activities and their environmental aspects.
- Encourage our customers and suppliers to subscribe to our environmental principles and evaluate their environmental performances.
- Review our environmental policy annually and if necessary update it to take account of new developments. It is available to the public on request.
- To communicate our environmental policy to those working for, and/or on behalf of AWD Group Ltd.
- Set up procedures to assess the environmental impact of our operations and develop programs, which will enable the Company to continually improve its environmental performance through using the best practical environmental options for established annual priorities.
- Where feasible prevent pollution through setting objectives and targets that focus on waste, energy consumption, raw material uses and transport.
- Inform and train our employees to take account of environmental issues in their areas of work to assist them with their specific environmental responsibilities.
- To control the waste management and recycling activities of national accounts through the developments of Waste management policies and procedures to ensure that all wastes will be disposed of in a safe and responsible manner.
- Minimize health and safety risks to employees and communities in which it operates.
- Develop and implement programs to enable environmental objectives to be realized
- Regularly review both environmental performance and effectiveness of the environmental management system.
- Respond promptly and effectively to environmental incidents and implement appropriate corrective actions.
- Ensure that new processes or change to existing operations are assessed and approved prior to introduction, to take into account environmental effects and to minimize their impact.

Signed & dated by Eifion Wyn Davies  
For AWD Group Ltd

A handwritten signature in black ink, appearing to be 'Eifion', is written over a horizontal line that serves as a signature line.



## GENERAL STATEMENT OF POLICY OF AWD GROUP LTD

### **Head of AWD Group: - Mr Alun Wyn Davies (MD)**

AWD Groups Managing Director has overall responsibility for health and safety within the company, and will:

☐ Ensure suitable financial provision is made for health & safety obligations

Provide appropriate information and instruction to employees

Ensure work is planned to consider health & safety issues

Ensure that staff at all levels receive appropriate training

Monitor and assess risk to health and safety

Understand the company policy for health and safety and ensure it is readily available for employees

Set a personal example when visiting site by wearing appropriate protective equipment

Actively promote at all levels the company's commitment to effective health and safety management

### **Health and Safety Co-ordinator / Representative**

The person responsible for H&S is Eifion Wyn Davies

Health and Safety Experience / qualifications of above person is NEBOSH accredited.

The Health and Safety Co-ordinator / Representative will undertake and be responsible for:

☐ Monitoring the implementation of the health and safety policy throughout the company and reviewing its appropriateness by regular safety audits/inspections carried out in various workplaces

Investigating accidents and implementing corrective action

Reviewing health and safety legislation and implementing any new requirements pertaining to the company's undertaking





## GENERAL STATEMENT OF POLICY OF AWD GROUP LTD

Liaising with managers, employees, sub-contractors and specialists as and when appropriate

Collating and reporting any accidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.) 2013

### **Employees**

Section 7 of the Health and Safety at Work Act 1974 states the following:

It shall be the duty of every employee while at work -

(A) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and

(B) As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

For all employees to comply with their legal duties, they will undertake and be responsible for:

Reading and understanding the Company's health and safety policy and carry out their work safely and in accordance with its requirements

Ensuring that all protective equipment provided under a legal requirement is properly used in relation to any instruction / training given and in accordance with this health and safety policy

Reporting any defects to work equipment immediately to the Site Supervisor

Reporting to the management any incidents, which have led or might lead to injury or damage

Reporting any accidents or near misses however minor to the Site Supervisor

Using the correct tools and equipment for the job in hand and in accordance with training and instructions

Co-operating with any investigation, which may be undertaken with the objective of preventing reoccurrence of incidents.

### **Communication/Consultation**

To meet the legal requirements of the Safety Representatives and Safety Committees Regulations and the Health and Safety (Consultation with Employees) Regulations, the company will communicate and consult with all employees on the following issues:

The content of this policy

Any rules specific to a site or job

Changes in legislation or working best practice

The planning of Health and Safety training



## GENERAL STATEMENT OF POLICY OF AWD GROUP LTD

### **Staff Welfare**

Wherever possible arrangements will be made with the Client and/or Principal Contractor for the use of Welfare facilities at sites under their management. As a minimum the following requirements will be adhered to:

☒ Toilet/washing facilities accessible on site

☒ Eating/rest facilities accessible on site

Where these facilities are not provided by the Client or Principal contractor, the company will provide suitable welfare facilities

### **Work Equipment**

All work equipment (including electrical equipment) used at work, as part of the Company's undertaking will comply with the Provision and Use of Work Equipment Regulations (P.U.W.E.R.).

Before new equipment is introduced into the working environment, an assessment will be made by Eifion Wyn Davies to ascertain that the equipment is suitable for its intended use.

No employee will use work equipment for which they have not received specific training.

No employee will knowingly misuse work equipment or remove any guards that are in place to minimise a specified risk.

All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies. The frequency of work equipment maintenance or inspection will be based on manufacturer's guidance and industry best practice. Any maintenance / inspections undertaken on company equipment will be formally recorded with a hard copy left on file.

If any faults or damage are found on any equipment, stop using the work equipment and report the fault to your Supervisor.

### **Personal Protective Equipment (PPE)**

Appropriate personal protective equipment will be issued to employees as and when necessary for work activities.

Training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before issue, and a written record detailing what PPE has been issued will be signed by the employees on receipt of the equipment and the hard copy kept on file. Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements.

Any defects or malfunction of PPE must be reported to; Eifion Wyn Davies.



## GENERAL STATEMENT OF POLICY OF AWD GROUP LTD

### **Co-operation and Coordination**

Employees will always familiarise themselves with client procedures when first attending site, general site access, emergency procedures and high-risk work activities including permit to work systems. Clients site procedures and specific instructions will be followed always. Before commencing work, the site supervisor will attend any site meetings or inform other trades working in the direct vicinity of the activities of the company of the specific risks and requirements of the work being undertaken.

### **Health Surveillance:**

All employees of insert your name here are encouraged to carry out and record weekly personal health checks. Any problems reported will be dealt with in a personal and confidential manner by senior management. Should Lightning Protection Services Leeds have any concerns regarding the well being of any employee they may request a referral to a professional occupational health provider and or on request of an employee in matters relating to work related ill health issues Lightning Protection Services Leeds will pay for conducting relevant medical surveillance were appropriate

### **Risk Assessments**

The Health and Safety Co-ordinator / Representative will carry out and record formal risk assessments. In addition, risk assessments are carried out continuously by employees throughout their work. Hazards are considered and work methods established to minimize the risk of injury to themselves and others affected by the work. Where the employee does not have sufficient knowledge about a specific hazard, such as work in confined spaces, they will take further advice from the H&S Co-ordinator / Representative if required. The head of the Company ensures operators are provided with appropriate instruction and training on risk assessments.

### **PAT Testing**

All portable electrical appliances will be tested on an annual cycle, in accordance with HSE guidelines and statutory requirements.

The following types of modified appliances must NOT be used until tested:

- ☒ Hand tools and any associated leads
- ☒ Cleaning equipment and any associated leads
- ☒ Equipment manufactured or modified on site or at a similar establishment

Due to the negligible failure rates for all other new equipment, they may be used without testing until that type of equipment is next due for testing.



## GENERAL STATEMENT OF POLICY OF AWD GROUP LTD

### **First Aid and Accident Reporting**

Adequate first aid provision will be made at every place of work occupied by the Company. Each first aid box shall be suitably marked and be easily accessible to all employees always when they are at work.

On Project Sites – wherever possible arrangements are made with clients/principle contractors to use their first aid facilities. Where this is not possible, a member of the project team will be nominated as the appointed person for first aid and a first aid box supplied, which will contain adequate supplies for the total number of employees on site.

Head Office – the first aid box is located at reception

The Qualified First Aider / Appointed Persons: - John Davies or Andrew Jenkins.

All accidents MUST be reported to your Site Supervisor and the details recorded in the accident book (held at the main office). Serious accidents where hospital treatment is required must be reported to the Health and Safety Advisor as soon as possible after the incident.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.): Certain accidents are reportable to the HSE's Incident Contact Centre. The Health and Safety Co-ordinator must be notified as soon as practicable after incidents causing the following injuries:

any work-related injury that leads to an employee being absent from work for more than 7 working days

fracture other than to fingers, thumbs or toes;

amputation;

dislocation of the shoulder, hip, knee or spine;

loss of sight (temporary or permanent);

chemical or hot metal burn to the eye or any penetrating injury to the eye;

injury resulting from an electric shock or electrical burn leading to

unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;

any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.

All accidents / incidents will be investigated by senior management and/or the Health and Safety Co-ordinator / Representative with the following objectives;

To determine the cause(s) with a view to preventing a recurrence

To gather information for use in any criminal or civil proceedings



## GENERAL STATEMENT OF POLICY OF AWD GROUP LTD

To confirm or refute a claim for industrial injury benefit

To prepare notification to be made to the Health and Safety Executive

The degree of investigation will be dependent on the seriousness of the accident. The aim of the investigation will be to seek to answer the following questions;

WHAT caused the accident?

WHO was involved?

WHEN did it occur?

WHY did it occur?

HOW could it have been prevented?

HOW can a recurrence be prevented?

### **Hazardous Substances (COSHH)**

Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance will be undertaken by the Health and Safety Co-ordinator / Representative, in line with the Control of Substances Hazardous to Health Regulations (COSHH). Alternative less harmful substances will be used wherever possible.

Assessments will consider storage, handling, aspects of use, exposure, PPE requirements, workers' health, and emergency actions. Supervisors will brief staff on any hazard or substance precautions, with written records being in an accessible location within each department.

An inventory of all substances and materials hazardous to health is held at head office.

### **Manual Handling**

Manual handling operations will be risk assessed to determine suitable control measures for the management of risk and the company will endeavour to eliminate manual handling operations where practicable with any remaining risks being controlled by;

- ☑ reducing weights
- ☑ reducing the frequency of manual handling

the use of additional manpower

through the provision of suitable equipment to assist in the operation

the selection of persons to carry out manual handling or lifting tasks will be based on the training given, age, physique etc.



## GENERAL STATEMENT OF POLICY OF AWD GROUP LTD

The introduction or alteration of new work equipment or technology his communication and consultation will take place directly with the employees via regular safety meeting, tool-box talks, e-mails and memos posted on the staff notice board.

### **Training**

All employees are given training appropriate to their responsibilities in accordance with the Management of Health and Safety at Work Regulations. Training will be provided for the following situations:

Induction training for new employees (Health and safety awareness, company procedures etc)

The introduction or modification of new/existing machinery or technology

A change in employee position/work activity or responsibility.

Training is also specifically provided for work with hazardous substances, use of PPE and manual handling. Any training provided by the company will be formally recorded with a hard copy kept on file.

A programme of refresher training will be undertaken to keep employees up to date with legislation and industry best practice.

### **Emergencies**

It is the Company's policy to take account of fire hazards in the workplace. All employees have a duty to conduct their operations in such a way as to minimize the risk of fire. This involves compliance with the Company's no smoking policy, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

Site Supervisors are responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.

#### **ACTION TO BE TAKEN UPON DISCOVERING A FIRE**

Do not try to tackle the fire yourself (unless trained to do so)

Activate the nearest fire alarm to raise the alarm

Leave the building by the nearest fire exit and proceed to the muster point

Do not re-enter the building for any purpose until the all clear has been given

#### **ACTION UPON HEARING THE FIRE ALARM**

Stop working and calmly leave the building by the nearest fire exit

Go directly to the muster point and await instructions

Do not leave the muster point until the all clear is given

Do not re-enter the building for any purpose until the all clear is given



## GENERAL STATEMENT OF POLICY OF AWD GROUP LTD

### **Monitor / Audit / Review**

#### **Policy review**

This policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it has implemented will be reviewed every year. In addition, reviews of risk and COSHH assessments and site safety inspections etc will take place from time to time. Work activities will periodically be audited and reviewed as required.

**AWD ENVIRONMENTAL LTD  
MANAGEMENT  
SYSTEM  
(EMS)**



**Operator: AWD (Group) Ltd  
Facility: Byass Works, The Docks, Port Talbot, SA13 1RS  
Permit reference: EPR/AB3895CN  
Waste returns reference: EPR/AB3895CN**

**Appendix 4  
Permit**



Company Secretary  
AWD (Group) Ltd  
1 Picton Lane  
Swansea  
SA1 4AF

**Our ref: EPR/AB3895CN/A001**

**Date: 04/06/2018**

Dear Company Secretary,

**Your new environmental permit**

**Permit reference: EPR/AB3895CN**

**Waste returns reference: EPR/AB3895CN**

**Operator: AWD (Group) Ltd**

**Facility: Byass Works, The Docks, Port Talbot, SA13 1RS**

Our determination of your application for a permit is complete. We're satisfied that you can carry out your activities in accordance with the enclosed permit, without harm to the environment or human health. I enclose your new permit. Please keep it in a safe place.

This letter contains web links to other documents. If you aren't able to access these phone our Customer Services Centre on 0300 065 3000 for help.

You need to read our document 'How to comply with your environmental permit'. This will help you understand what you need to do to meet the conditions of your permit. You can find this on our web page at:

<http://naturalresources.wales/media/2110/how-to-comply-with-your-environmental-permit.pdf>

Please look at the table below and note any of the things that apply to your permit.

If...	then...
you plan to keep your records at a site other than where the activity takes place	you need to let us know within 20 working days of receiving this letter.
your permit includes pre-operational or improvement conditions	check the deadlines for completing measures and make sure you carry them out by the times stated
your permit requires you to operate in accordance with an odour management plan or a fire prevention and mitigation plan	<p>this should already be in place for your site, and be supplied upon request.</p> <p>The odour management plan guidance can be found on our website:  <a href="https://naturalresources.wales/permits-and-permissions/environmental-permits/horizontal-guidance/?lang=en">https://naturalresources.wales/permits-and-permissions/environmental-permits/horizontal-guidance/?lang=en</a></p> <p>The fire prevention and mitigation plan guidance can be found on our website:  <a href="https://naturalresources.wales/permits-and-permissions/environmental-permits/guidance-to-">https://naturalresources.wales/permits-and-permissions/environmental-permits/guidance-to-</a></p>

Ffôn/Tel 0300 065 3433

Ffacs/Fax 0300 065 3001

Ebost/Email [magda.leonowicz@cyfoethnaturiolcymru.gov.uk](mailto:magda.leonowicz@cyfoethnaturiolcymru.gov.uk)  
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Gwasanaeth Trwyddedu, Cyfoeth Naturiol Cymru, Tŷ Cambria, 29 Heol Casnewydd, Caerdydd. CF24 0TP  
 Permitting Service, Natural Resources Wales, Cambria House, 29 Newport Road, Cardiff. CF24 0TP

Gwefan/Website [www.cyfoethnaturiolcymru.gov.uk](http://www.cyfoethnaturiolcymru.gov.uk)  
[www.naturalresourceswales.gov.uk](http://www.naturalresourceswales.gov.uk)

Croesewir gohebiaeth yn y Gymraeg a'r Saesneg  
 Correspondence welcomed in Welsh and English

	<a href="#">help-you-comply-with-your-environmental-permit/?lang=en</a>
you are carrying out a waste operation or activity and need to submit quarterly or annual waste returns on waste movements	<p>The waste return template is available to download on our website along with supporting Information on deadlines and guidance to assist with completing waste returns:</p> <p><a href="https://naturalresources.wales/guidance-and-advice/environmental-topics/waste-management/new-wales-operator-waste-return-and-deadlines-for-returns/?lang=en">https://naturalresources.wales/guidance-and-advice/environmental-topics/waste-management/new-wales-operator-waste-return-and-deadlines-for-returns/?lang=en</a></p> <p>When you complete your return use the waste returns reference above and submit to:</p> <p><a href="mailto:waste.returns@cyfoethnaturiolcymru.gov.uk">waste.returns@cyfoethnaturiolcymru.gov.uk</a></p>
you need to submit other returns	send these to your area office. Speak to your area officer to check local arrangements.

There is an annual subsistence charge for your permit unless your permit is only for mobile plant, where instead we will charge for each deployment.

The annual charge is due on demand in the year that we issue the permit and then on 1 April each year. The charge starts from the date we authorise the permit. If you need to know more about the subsistence charge, please look at the charging guidance on our website at <http://naturalresources.wales/about-us/what-we-do/how-we-regulate-you/our-charges/?lang=en>

### **Rights of appeal**

If you're not happy with any permit condition that has been imposed by the permit you may appeal to Welsh Ministers. You must make your appeal no later than six months after the permit issue date. Further information about making an appeal and the forms you will need are available from the Planning Inspectorate website or from the contact details below.

The Planning Inspectorate, Crown Buildings, Cathays Park, Cardiff, CF10 3NQ.

**Phone:** 029 2082 3866 / 389, Fax: 029 2082 5150 **Email:** [wales@pins.gsi.gov.uk](mailto:wales@pins.gsi.gov.uk)

You must send written notice of the appeal and the documents listed below to the Welsh Ministers to the respective Planning Inspectorate address above. At the same time you must send us a copy of the notice and documents to

**Centre Manager, Permitting Service (Cardiff), Natural Resources Wales, Cambria House, 29 Newport Road, Cardiff. CF24 0TP**  
**Phone: 0300 065 3000**

The documents are:

- a statement of the grounds of appeal;
- a copy of any relevant application;
- a copy of any relevant environmental permit;
- a copy of any relevant correspondence between the appellant and the regulator;
- a copy of any decision or notice which is the subject matter of the appeal; and
- a statement indicating whether you wish the appeal to be in the form of a hearing or dealt with by way of written representations.

You may withdraw an appeal by notifying the Welsh Ministers in writing and sending a copy of that notification to us.

If you have any questions about this permit please phone our Customer Services Centre on 0300 065 3000. They will put you in touch with a local area officer.

Yours sincerely

**Magdalena Leonowicz**  
**Permitting Officer**



**Cyfoeth  
Naturiol**  
Cymru  
**Natural  
Resources**  
Wales

# Permit

The Environmental Permitting (England & Wales) Regulations 2016

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AWD (Group) Ltd

Byass Works

The Docks

Port Talbot

SA13 1RS

Permit number

EPR/AB3895CN

## Permit

The Environmental Permitting (England and Wales) Regulations 2016

**Permit number**

**EPR/AB3895CN**

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

**AWD (Group) Ltd** (“the operator”),

whose registered office is

**1 Picton Lane**

**Swansea**

**City & County of Swansea**

**SA1 4AF**

company registration number **09374296**

to operate waste operations at

**Byass Works**

**The Docks**

**Port Talbot**

**SA13 1RS**

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

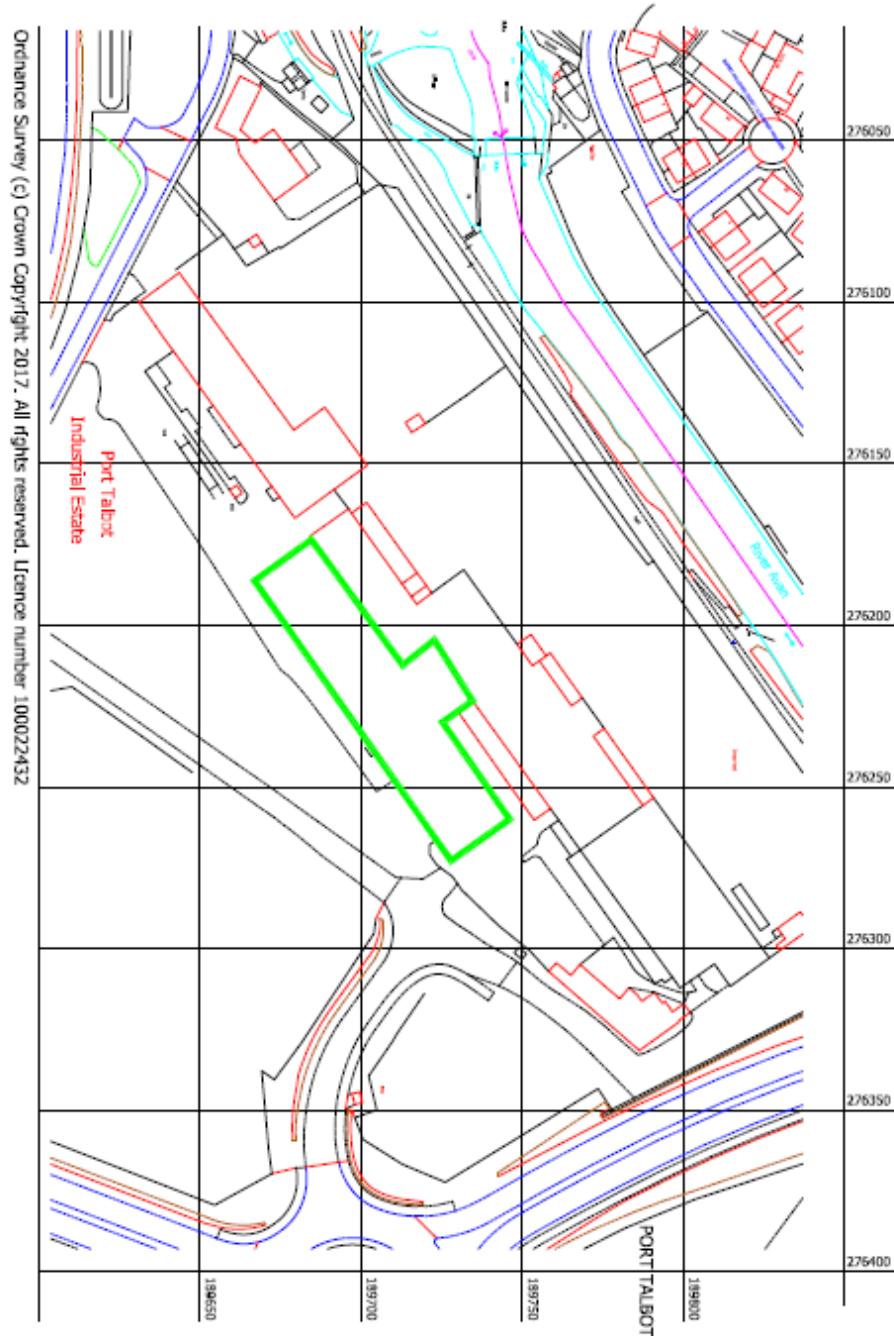
Under regulation 27(2) of the Regulations, standard rules **SR2008No3** are conditions of this permit.

Name	Date
<b>Huw Davies</b>	<b>04 / 06 / 2018</b>

Authorised on behalf of Natural Resources Wales

# Schedule 1 - Site plan

This is the plan referred to in the standard rules SR2008No3



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END OF PERMIT

## Standard rules

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



# Standard rules SR2008 No3 - household, commercial and industrial waste transfer station with treatment

## Introductory note

This introductory note does not form part of these standard rules

When referred to in an environmental permit, these rules will allow the operator to operate a Household, Commercial and Industrial Waste Transfer Station with waste treatment at a specified location, provided that the permitted activities are not carried out within 500 metres of a European Site<sup>1</sup>, Ramsar site or a Site of Special Scientific Interest (SSSI); or within 50m of any well, spring or borehole used for the supply of water for human consumption. This must include private water supplies. Furthermore, specified waste cannot be treated outside a building within a specified Air Quality Management Area (AQMA)<sup>2</sup>.

Permitted wastes are limited to non-hazardous wastes and do not include hazardous wastes such as asbestos. The total quantity of waste that can be accepted at a site under these rules must be less than 75,000 tonnes a year. With the exception of specified waste, all bulking, transfer or treatment of non-hazardous waste must be carried out inside a building. Wastes can be bulked up for disposal or recovery elsewhere and can also be treated by sorting, separation, screening, baling, shredding, crushing and compaction. These rules will not permit the burning of any wastes, either in the open, inside buildings or in any form of incinerator.

These 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 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.

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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 which has been designated due to concerns about particulate matter in the form of PM<sub>10</sub>.

**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 persons 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 activities 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>D15:</b> Storage pending any of the operations numbered D1 to D14 (excluding temporary storage, pending collection, on the site where it is produced)</p> <p><b>R13:</b> Storage of wastes pending any of the operations numbered R1 to R12 (excluding temporary storage, pending collection, on the site where it is produced)</p> <p><b>D14:</b> Repackaging prior to submission to any of the operations numbered D1 to 13</p> <p><b>D9:</b> Physico-chemical treatment not specified elsewhere in Annex IIA which results in final compounds or mixtures which are discarded by means of any of the operations numbered D1 to D8 and D10 to D12</p> <p><b>R3:</b> Recycling/reclamation of organic substances which are not used as solvents</p> <p><b>R4:</b> Recycling/reclamation of metals and metal compounds</p> <p><b>R5:</b> Recycling/reclamation of other inorganic materials</p>	<p>Treatment consisting only of manual sorting, separation, screening, baling, shredding, crushing or compaction of waste into different components for disposal, (no more than 50 tonnes per day) or recovery.</p> <p>No more than a total of 50 tonnes of intact and shredded waste vehicle tyres (waste codes 16 01 03 and 19 12 04) shall be stored at the site.</p>

## 2.2 Waste acceptance

2.2.1 Waste shall only be accepted if:

- (a) it is of a type and quantity listed in table 2.2 below; and
- (b) it conforms to the description in the documentation supplied by the producer and holder.

<b>Table 2.2. Waste types and quantities</b>	
<b>Maximum Quantities</b>	
The total quantity of waste accepted at the site shall be less than 75,000 tonnes a year.	
<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>Wastes that are in a form which is either sludge or liquid.</li> </ul>	
<b>Waste Code</b>	<b>Description</b>



<b>Table 2.2. Waste types and quantities</b>	
<b>01</b>	<b>WASTES RESULTING FROM EXPLORATION, MINING, QUARRYING, AND PHYSICAL AND CHEMICAL TREATMENT OF MINERALS</b>
<b>01 01</b>	<b>wastes from mineral excavation</b>
01 01 01	wastes from mineral metalliferous excavation
01 01 02	wastes from mineral non-metalliferous excavation
<b>01 03</b>	<b>wastes from physical and chemical processing of metalliferous minerals</b>
01 03 06	tailings other than those mentioned in 01 03 04 and 01 03 05
01 03 09	red mud from alumina production other than the wastes mentioned in 01 03 07
<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
01 04 11	wastes from potash and rock salt processing other than those mentioned in 01 04 07
01 04 12	tailings and other wastes from washing and cleaning of minerals other than those mentioned in 01 04 07 and 01 04 11
01 04 13	wastes from stone cutting and sawing other than those mentioned in 01 04 07
<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 03	plant-tissue waste
02 01 04	waste plastics (except packaging)
02 01 07	wastes from forestry
02 01 10	waste metal
<b>02 02</b>	<b>wastes from the preparation and processing of meat, fish and other foods of animal origin</b>
02 02 03	materials unsuitable for consumption or processing
<b>02 03</b>	<b>wastes from fruit, vegetables, cereals, edible oils, cocoa, coffee, tea and tobacco preparation and processing; conserve production; yeast and yeast extract production, molasses preparation and fermentation</b>
02 03 04	materials unsuitable for consumption or processing
<b>02 04</b>	<b>wastes from sugar processing</b>
02 04 01	soil from cleaning and washing beet
02 04 02	off-specification calcium carbonate
<b>02 05</b>	<b>wastes from the dairy products industry</b>
02 05 01	materials unsuitable for consumption or processing
<b>02 06</b>	<b>wastes from the baking and confectionery industry</b>
02 06 01	materials unsuitable for consumption or processing
02 06 02	wastes from preserving agents
<b>02 07</b>	<b>wastes from the production of alcoholic and non-alcoholic beverages (except coffee, tea and cocoa)</b>
02 07 01	wastes from washing, cleaning and mechanical reduction of raw materials
02 07 02	wastes from spirits distillation
02 07 04	materials unsuitable for consumption or processing
<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
03 01 05	sawdust, shavings, cuttings, wood, particle board and veneer other than those mentioned in 03 01 04

<b>03 03</b>	<b>wastes from pulp, paper and cardboard production and processing</b>
03 03 01	waste bark and wood
03 03 07	mechanically separated rejects from pulping of waste paper and cardboard
03 03 08	wastes from sorting of paper and cardboard destined for recycling
03 03 10	fibre rejects, fibre-, filler- and coating-sludges from mechanical separation
<b>04</b>	<b>WASTES FROM THE LEATHER, FUR AND TEXTILE INDUSTRIES</b>
<b>04 01</b>	<b>wastes from the leather and fur industry</b>
04 01 08	waste tanned leather (blue sheetings, shavings, cuttings, buffing dust) containing chromium
04 01 09	wastes from dressing and finishing
<b>04 02</b>	<b>wastes from the textile industry</b>
04 02 21	wastes from unprocessed textile fibres
04 02 22	wastes from processed textile fibres
<b>06</b>	<b>WASTES FROM INORGANIC CHEMICAL PROCESSES</b>
<b>06 09</b>	<b>wastes from the MSFU of phosphorous chemicals and phosphorous chemical processes</b>
06 09 02	phosphorous slag
06 09 04	calcium-based reaction wastes other than those mentioned in 06 09 03
<b>06 11</b>	<b>wastes from the manufacture of inorganic pigments and opacifiers</b>
06 11 01	calcium-based reaction wastes from titanium dioxide production
<b>07</b>	<b>WASTES FROM ORGANIC CHEMICAL PROCESSES</b>
<b>07 02</b>	<b>wastes from the MFSU of plastics, synthetic rubber and man-made fibres</b>
07 02 13	waste plastic
<b>09</b>	<b>WASTES FROM THE PHOTOGRAPHIC INDUSTRY</b>
<b>09 01</b>	<b>wastes from the photographic industry</b>
09 01 07	photographic film and paper containing silver or silver compounds
09 01 08	photographic film and paper free of silver or silver compounds
09 01 10	single-use cameras without batteries
09 01 12	single-use cameras containing batteries other than those mentioned in 09 01 11
<b>10</b>	<b>WASTES FROM THERMAL PROCESSES</b>
<b>10 01</b>	<b>wastes from power stations and other combustion plants (except 19)</b>
10 01 01	bottom ash, slag and boiler dust (excluding boiler dust mentioned in 10 01 04)
10 01 05	calcium-based reaction wastes from flue-gas desulphurisation in solid form
10 01 07	calcium-based reaction wastes from flue-gas desulphurisation in sludge form
10 01 15	bottom ash, slag and boiler dust from co-incineration other than those mentioned in 10 01 14
10 01 19	wastes from gas cleaning other than those mentioned in 10 01 05, 10 01 07 and 10 01 18
10 01 24	sands from fluidised beds
<b>10 02</b>	<b>wastes from the iron and steel industry</b>
10 02 01	wastes from the processing of slag
10 02 02	unprocessed slag
10 02 08	solid wastes from gas treatment other than those mentioned in 10 02 07
10 02 10	mill scales
10 02 14	filter cakes from gas treatment other than those mentioned in 10 02 13
10 02 15	other filter cakes
<b>10 03</b>	<b>wastes from aluminium thermal metallurgy</b>
10 03 02	anode scraps
10 03 05	waste alumina
10 03 16	skimmings other than those mentioned in 10 03 15
10 03 18	carbon-containing wastes from anode manufacture other than those mentioned in 10 03 17
10 03 24	solid wastes from gas treatment other than those mentioned in 10 03 23
10 03 26	filter cakes from gas treatment other than those mentioned in 10 03 25
10 03 28	wastes from cooling-water treatment other than those mentioned in 10 03 27
10 03 30	wastes from treatment of salt slags and black drosses other than those mentioned in 10 03 29

<b>10 04</b>	<b>wastes from lead thermal metallurgy</b>
10 04 10	wastes from cooling-water treatment other than those mentioned in 10 04 09
<b>10 05</b>	<b>wastes from zinc thermal metallurgy</b>
10 05 01	slags from primary and secondary production
10 05 09	wastes from cooling-water treatment other than those mentioned in 10 05 08
10 05 11	dross and skimmings other than those mentioned in 10 05 10
<b>10 06</b>	<b>wastes from copper thermal metallurgy</b>
10 06 01	slags from primary and secondary production
10 06 02	dross and skimmings from primary and secondary production
10 06 10	wastes from cooling-water treatment other than those mentioned in 10 06 09
<b>10 07</b>	<b>wastes from silver, gold and platinum thermal metallurgy</b>
10 07 01	slags from primary and secondary production
10 07 02	dross and skimmings from primary and secondary production
10 07 03	solid wastes from gas treatment
10 07 05	filter cakes from gas treatment
10 07 08	wastes from cooling-water treatment other than those mentioned in 10 07 07
<b>10 08</b>	<b>wastes from other non-ferrous thermal metallurgy</b>
10 08 09	other slags
10 08 11	dross and skimmings other than those mentioned in 10 08 10
10 08 13	carbon-containing wastes from anode manufacture other than those mentioned in 10 08 12
10 08 14	anode scrap
10 08 18	filter cakes from flue-gas treatment other than those mentioned in 10 08 17
10 08 20	wastes from cooling-water treatment other than those mentioned in 10 08 19
<b>10 09</b>	<b>wastes from casting of ferrous pieces</b>
10 09 03	furnace slag
10 09 06	casting cores and moulds which have not undergone pouring other than those mentioned in 10 09 05
10 09 08	casting cores and moulds which have undergone pouring other than those mentioned in 10 09 07
10 09 14	waste binders other than those mentioned in 10 09 13
10 09 16	waste crack-indicating agent other than those mentioned in 10 09 15
<b>10 10</b>	<b>wastes from casting of non-ferrous pieces</b>
10 10 03	furnace slag
10 10 06	casting cores and moulds which have not undergone pouring, other than those mentioned in 10 10 05
10 10 08	casting cores and moulds which have undergone pouring, other than those mentioned in 10 10 07
10 10 14	waste binders other than those mentioned in 10 10 13
10 10 16	waste crack-indicating agent other than those mentioned in 10 10 15
<b>10 11</b>	<b>wastes from manufacture of glass and glass products</b>
10 11 03	waste glass-based fibrous materials
10 11 10	waste preparation mixture before thermal processing, other than those mentioned in 10 11 09
10 11 12	waste glass other than those mentioned in 10 11 11
10 11 16	solid wastes from flue-gas treatment other than those mentioned in 10 11 15
10 11 18	filter cakes from flue-gas treatment other than those mentioned in 10 11 17
<b>10 12</b>	<b>wastes from manufacture of ceramic goods, bricks, tiles and construction products</b>
10 12 01	waste preparation mixture before thermal processing
10 12 05	filter cakes from gas treatment
10 12 06	discarded moulds
10 12 08	waste ceramics, bricks, tiles and construction products (after thermal processing)
10 12 10	solid wastes from gas treatment other than those mentioned in 10.12 09

10 12 12	wastes from glazing other than those mentioned in 10.12.11
<b>10 13</b>	<b>wastes from manufacture of cement, lime and plaster and articles and products made from them</b>
10 13 01	waste preparation mixture before thermal processing
10 13 04	wastes from calcination and hydration of lime
10 13 07	filter cakes from gas treatment
10 13 10	wastes from asbestos-cement manufacture other than those mentioned in 10 13 09
10 13 11	wastes from cement-based composite materials other than those mentioned in 10 13 09 and 10 13 10
10 13 13	solid wastes from gas treatment other than those mentioned in 10 13 12
10 13 14	waste concrete
<b>11</b>	<b>WASTES FROM CHEMICAL SURFACE TREATMENT AND COATING OF METALS AND OTHER MATERIALS; NON-FERROUS HYDRO METALLURGY</b>
<b>11 01</b>	<b>wastes from chemical surface treatment and coating of metals and other materials (for example galvanic processes, zinc coating processes, pickling processes, etching, phosphating, alkaline degreasing, anodising)</b>
11 01 10	filter cakes other than those mentioned in 11 01 09
11 01 14	degreasing wastes other than those mentioned in 11 01 13
<b>11 02</b>	<b>wastes from non-ferrous hydrometallurgical processes</b>
11 02 03	wastes from the production of anodes for aqueous electrolytical processes
11 02 06	wastes from copper hydrometallurgical processes other than those mentioned in 11 02 05
<b>11 05</b>	<b>wastes from hot galvanising processes</b>
11 05 01	hard zinc
11 05 02	zinc ash
<b>12</b>	<b>WASTES FROM SHAPING AND PHYSICAL AND MECHANICAL SURFACE TREATMENT OF METALS AND PLASTICS</b>
<b>12 01</b>	<b>wastes from shaping and physical and mechanical surface treatment of metals and plastics</b>
12 01 01	ferrous metal filings and turnings
12 01 03	non-ferrous metal filings and turnings
12 01 05	plastics shavings and turnings
12 01 13	welding wastes
12 01 17	waste blasting material other than those mentioned in 12 01 16
12 01 21	spent grinding bodies and grinding materials other than those mentioned in 12 01 20
<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
15 01 06	mixed packaging
15 01 07	glass packaging
15 01 09	textile packaging
<b>15 02</b>	<b>absorbents, filter materials, wiping cloths and protective clothing</b>
15 02 03	absorbents, filter materials, wiping cloths and protective clothing other than those mentioned in 15 02 02
<b>16</b>	<b>WASTES NOT OTHERWISE SPECIFIED IN THE LIST</b>
<b>16 01</b>	<b>end-of-life vehicles from different means of transport [including off-road machinery] and wastes from dismantling of end-of-life vehicles and vehicle maintenance (except 13,14, 16 06 and 16 08)</b>
16 01 03	end-of-life tyres

<b>16 02</b>	<b>wastes from electrical and electronic equipment</b>
16 02 14	discarded equipment other than those mentioned in 16 02 09 to 16 02 13
16 02 16	components removed from discarded equipment other than those mentioned in 16 02 15
<b>16 03</b>	<b>off-specification batches and unused products</b>
16 03 04	inorganic wastes other than those mentioned in 16 03 03
16 03 06	organic wastes other than those mentioned in 16 03 05
<b>16 06</b>	<b>batteries and accumulators</b>
16 06 04	alkaline batteries (except 16 06 03)
16 06 05	other batteries and accumulators
<b>16 11</b>	<b>waste linings and refractories</b>
16 11 02	carbon-based linings and refractories from metallurgical processes others than those mentioned in 16 11 01
16 11 04	other linings and refractories from metallurgical processes other than those mentioned in 16 11 03
16 11 06	linings and refractories from non-metallurgical processes others than those mentioned in 16 11 05
<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 01	wood
17 02 02	glass
17 02 03	plastic
<b>17 03</b>	<b>bituminous mixtures, coal tar and tarred products</b>
17 03 02	bituminous mixtures other than those mentioned in 17 03 01
<b>17 04</b>	<b>metals (including their alloys)</b>
17 04 01	copper, bronze, brass
17 04 02	aluminium
17 04 03	lead
17 04 04	zinc
17 04 05	iron and steel
17 04 06	tin
17 04 07	mixed metals
17 04 11	cables other than those mentioned in 17 04 10
<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 08	track ballast other than those mentioned in 17 05 07
<b>17 06</b>	<b>insulation materials and asbestos-containing construction materials</b>
17 06 04	insulation materials other than those mentioned in 17 06 01 and 17 06 03
<b>17 08</b>	<b>gypsum-based construction material</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
<b>19</b>	<b>WASTES FROM WASTE MANAGEMENT FACILITIES, OFF-SITE WASTE WATER TREATMENT PLANTS AND PREPARATION OF WATER INTENDED FOR HUMAN CONSUMPTION/INDUSTRIAL USE</b>
<b>19 01</b>	<b>wastes from incineration or pyrolysis of waste</b>

19 01 02	ferrous materials removed from bottom ash
19 01 12	bottom ash and slag other than those mentioned in 19 01 11
19 01 18	pyrolysis wastes other than those mentioned in 19 01 17
19 01 19	sands from fluidised beds
<b>19 02</b>	<b>wastes from physico/chemical treatments of waste (including dechromatation, decyanidation, neutralisation)</b>
19 02 03	premixed wastes composed only of non-hazardous wastes
19 02 10	combustible wastes other than those mentioned in 19 02 08 and 19 02 09
<b>19 04</b>	<b>vitrified waste and wastes from vitrification</b>
19 04 01	vitrified waste
<b>19 05</b>	<b>wastes from aerobic treatment of solid wastes</b>
19 05 01	non-composted fraction of municipal and similar wastes
19 05 02	non-composted fraction of animal and vegetable waste
19 05 03	off-specification compost
<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 02	ferrous metal
19 12 03	non-ferrous metal
19 12 04	plastic and rubber
19 12 05	glass
19 12 07	wood other than that mentioned in 19 12 06
19 12 08	textiles
19 12 09	minerals (for example sand, stones)
19 12 10	combustible waste (refuse derived fuel)
<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
<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 08	biodegradable kitchen and canteen waste
20 01 10	clothes
20 01 11	textiles
20 01 34	batteries and accumulators other than those mentioned in 20 01 33
20 01 36	discarded electrical and electronic equipment other than those mentioned in 20 01 21, 20 01 23 and 20 01 35
20 01 38	wood other than that mentioned in 20 01 37
20 01 39	plastics
20 01 40	metals
20 01 41	wastes from chimney sweeping
<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 02	waste from markets
20 03 03	street-cleaning residues
20 03 07	bulky waste

## 2.3 Operating techniques

- 2.3.1 The activities shall be operated using the techniques and in the manner described in Table 2.3 below.

**Table 2.3 Operating techniques**

- |  |
|--|
| <ol style="list-style-type: none"><li>1. Unless stored or treated outside as specified waste<sup>3</sup>:<ol style="list-style-type: none"><li>a) all bulking, transfer or treatment of waste shall be carried out inside a building;</li><li>b) all waste shall be stored in a building or within a secure container.</li><li>c) all waste shall be stored and treated on an impermeable surface with sealed drainage system.</li></ol></li><li>2. Specified waste shall be stored and treated on hard standing or on an impermeable surface with sealed drainage system.</li></ol> |
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## 2.4 The site

- 2.4.1 The activities shall not extend beyond the site, being the land shown edged in green on the site plan attached to the permit.
- 2.4.2 The activities shall not be carried out within 500 metres of a European Site or a SSSI.
- 2.4.3 The activities shall not be carried out within 50m of any well spring or borehole used for the supply of water for human consumption. This must include private water supplies.
- 2.4.4 No treatment of specified waste, unless undertaken in a building, shall take place within a specified AQMA.

## 2.5 Technical Requirements

### Waste battery and accumulator treatment

- 2.5.1 Treatment of waste batteries and accumulators must meet the minimum requirements set out in Annex III, Part A of Directive 2006/66/EC of the European Parliament and of the Council on batteries and accumulators and waste batteries and accumulators and repealing Directive 91/157/EEC.

## 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.

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<sup>3</sup> “specified waste” is defined in section 4.4 of these standard rules.

- 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.

## **3.4 Fire**

- 3.4.1 The operator shall manage and operate the activities in accordance with a written fire prevention plan using the current, relevant fire prevention plan guidance.
- 3.4.2 The operator shall:
- (a) if notified by Natural Resources Wales that the activities could cause a fire risk, submit to Natural Resources Wales a fire prevention plan which identifies and minimises the risks of fire;
  - (b) operate the activity in accordance with the fire prevention plan, from the date of submission, unless otherwise agreed in writing by Natural Resources Wales.

# **4 – Information**

## **4.1 Records**

- 4.1.1 All records required to be made by 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 I"* means Annex I to Directive 2008/98/EC of the European Parliament and of the Council on waste.

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

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

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

*"D"* means a disposal operation provided for in Annex I to Directive 2008/98/EC of the European Parliament and of the Council on waste.

*"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.

*"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.

*"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.

*“specified 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 PM<sub>10</sub>.

*“specified waste”* means the following waste codes in Table 2.2: 01 01 01, 01 01 02, 01 04 08, 01 04 09, 01 04 13, 02 04 01, 10 11 12, 10 12 08, 10 13 14, 15 01 07, 17 01 01, 17 01 02, 17 01 03, 17 01 07, 17 02 02, 17 03 02, 17 05 04, 17 05 08, 19 12 05, 19 12 09 and 20 02 02.

*“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**



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