

## 2.5 Site office/stores

- 2.5.1 The site offices are located as shown on Drawing No. 2698/1739/06 on the site. A copy of the environmental permit and site management documents will be held in the site office. Welfare facilities are also provided for site staff in this area. The telephone/facsimile numbers for the recycling centre are the numbers listed in Section 1.1.2 above.
- 2.5.2 The table below details the relevant site documentation which will be kept in the site office / weighbridge office:

| <b>Documents to be retained in site office</b>                                 |
|--------------------------------------------------------------------------------|
| Environmental Permit                                                           |
| Management System documents                                                    |
| Site diary & visitors book<br>(to record all inspections/visitors to the site) |
| Environment Agency/Natural Resources Wales inspection forms                    |
| In-house inspection sheets/recording forms                                     |
| Duty of care transfer notes (for 2 years minimum)                              |
| Hazardous waste consignment notes<br>(kept for 3 years minimum)                |
| Waste delivery tickets                                                         |
| Any relevant monitoring data                                                   |
| Accident book (& 1 <sup>st</sup> aid kit)                                      |
| COTC certificates and management meeting minutes                               |

## 2.6 Weighbridge

- 2.6.1 All wastes accepted at the site are measured on the basis of vehicle numbers and conversion factors agreed by the regulating authority will be used to convert these numbers to weights. There is currently no weighbridge on site.

## 2.7 Wheel cleaning facilities

- 2.7.1 The waste types handled on site and the fact that the main vehicle running surfaces are impermeably surfaced with concrete reduces the likelihood of mud or debris being carried onto the highway.