

Monitoring & Inspection Procedure

3.0 Temperature Monitoring, Daily Visual Inspections and Formal Inspections

- 3.1 Temperature checks are undertaken and recorded on temperature logs on a weekly basis. Where any heat sources in the woodchip or RDF waste material are identified the Waste Storage Procedure and Fire Prevention and Mitigation plan are followed. Where required temperature checks will be undertaken at a higher frequency until issue is resolved.
- 3.2 Daily visual checks of the waste material stockpiles are undertaken. Any issues identified with waste material (i.e. woodchip stockpile/ RDF / Mill Scale) will be dealt with in the most appropriate manner given the findings of the visual check.
- For contamination – Refer to the Waste Acceptance and Storage Procedure
 - For 'hot spots' / potential for fire – Refer to the Waste Storage Procedure and FPMP
 - For damage to RDF wrapping – Refer to above procedure 4.0 Inspecting / Repairing RDF Wrapping
 - For odour or dust issues / complaints refer to respective management plans
- 3.3 Daily visual inspections of the site will be undertaken at the same time as checking the waste material stockpiles. Any issues identified in relation to site integrity e.g. traffic routes, surfacing, drainage, security, vandalism, debris / litter, pest control etc. will be recorded on a non-conformance report and reported to the relevant person and appropriate control measures implemented to bring the site and surrounding areas back into compliance.
- 3.4 On a weekly basis, a formal inspection will be undertaken by the Technically Competent Manager. The findings will be recorded in the TCM report and will detail: -
- Site Details and person undertaking the inspection
 - Any Visits / Inspections / Reports from Regulatory Authorities (*NRW, HSE, FRS, Police, LA etc.*)
 - General Site Management
 - Fire Guidance Requirements
 - Site Maintenance
 - Environmental Considerations
 - Operational Records / Documentation
 - Action Plan required to bring site and permit back into compliance

4.0 Inspecting RDF Bales Wrapping (Repair or Removal from Site)

- 4.1 RDF will be delivered to site in fully wrapped bale form that prevents water ingress, odour release and access by pests and / or vermin.
- 4.2 RDF Bales will be stored on the permitted area – impermeable surface with a sealed drainage system.
- 4.3 RDF bales will be inspected on delivery and routinely for the duration they are on site to ensure that the bale wrapping is intact.
- 4.4 In instances where the RDF bale wrapping is found to have failed when inspected during delivery to such an extent where the breakage has caused the contents to spill, the bale will be refused and returned to the supplier for re-wrapping.
- 4.5 In instances where the RDF bale wrapping is found to have failed during a site inspection the following corrective action will be undertaken:
- If there are tears or holes in the wrapping but the wrapping is still capable of retaining the contents of the bale then a repair will be undertaken using tape and if necessary, given the size or the repair required, an appropriate covering (e.g. plastic film, plastic sheeting etc.)

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- If the wrapping has failed and will not retain the contents of the bale, the affected bale/s will be removed to the quarantine area and re-wrapped at the customer / supplier expense.

4.6 In the above instances, a non-conformance report is completed detailing the issues identified and the actions taken as a result.

5.0 Monitoring and Inspection - Pest Control

General

The risk of infestation from pests and vermin will be minimised by maintaining a high standard of housekeeping on the permitted area and the area surrounding the site. General cleaning and litter picking duties will be undertaken at an appropriate frequency to maintain site standards and in particular after loading vessels.

Daily visual inspections of the site standards will be undertaken to coincide with other inspections. Any issues identified will be recorded on a non-conformance report form and reported to the relevant person. Where necessary a specialist contractor will be contacted to deal with the pest / vermin infestation.

The Technically Competent Manager (TCM) will formally inspect the site and surrounding areas and record findings of any pest / vermin infestation identified on the TCM report. The report will include the action required to be taken to bring the site and permit back into compliance.

ABP / Customer have access to specialist pest / vermin control contractors who will provide advice, guidance and / or where necessary undertake actions to deal with any infestation

Rats

- 5.1.1 Bait boxes are set around the perimeter of the permit area and are inspected / replenished on a monthly basis.
- 5.1.2 Where bait takes or pest activity are higher than usual then the inspection frequency is reviewed, more regular visits and suitable treatment is undertaken until the issue resolved.
- 5.1.3 ABP receive a documented report for every inspection visit undertaken by the pest control company with details of the type of visit, observations, report, recommendations, bait used and an indication of the location where bait has been taken from (if any).
- 5.1.4 The report is retained to inform of any further actions required and for audit purposes.

Birds

- 5.2.1 Bird scarer kites are erected / located at various points around the permit area to deter unwanted attention from birds.
- 5.2.2 Where deemed necessary if there is a persistent issue with birds at the permit site, ABP will employ the services of a suitable pest control company to advise on a suitable course of action

Fly Activity (When Storing RDF Bales)

- 5.3.1 Daily inspection / monitoring of condition of bales will be carried out in line with section 4.0 Inspecting RDF Bales Wrapping (Repair or Removal from Site).

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- 5.3.2 RDF bales will not be stored for longer than 6 weeks. The vessel will be loaded, and the berth cleared and cleaned thoroughly at the end of each campaign to ensure that no old stock is carried over to the next vessel. NOTE: The permit will not accept any new baled waste until the cleaning process has been completed.
- 5.3.3 Fly traps / baits are erected / located at various points around the permit area and are inspected and changed at regular intervals by the customer.
- 5.3.4 Monitoring for flies and other pests will be undertaken on a daily basis and where issues / increased activity is identified it will be reported to the TCM or operations manager and ABP / Customer will employ the services of a suitable pest control company to advise on a suitable course of action. Suitable courses of action could include: -
- The treatment of bales with a suitable insecticide, either spray or paint applied – this may be treating baled waste prior to the permit receiving for storage, treating in storage or a mixture of both options.
 - The removal of bales from site via vessel or road transport at the earliest opportunity
 - Any treatment or course of action deemed suitable (without impacting on the surrounding environment) by approved the pest control company.
- 5.3.5 Where increased fly activity is identified, adhesive fly monitoring cards are hung close to bale stacks and replaced weekly. Flies caught on old cards are counted and records kept in order to identify the extent of fly activity. Where issues are identified it will be reported to the TCM or operations manager and ABP / Customer will employ the services of a suitable pest control company to advise on a suitable course of action. Suitable courses of action could include: -
- The treatment of bales with a suitable insecticide, either spray or paint applied – this may be treating baled waste prior to the permit receiving for storage, treating in storage or a mixture of both options.
 - The removal of bales from site via vessel or road transport at the earliest opportunity
 - Any treatment or course of action deemed suitable (without impacting on the surrounding environment) by approved the pest control company.
- 5.3.6 Where necessary, NRW will be informed of any nuisance and the control measures implemented to resolve.

6 Monitoring and Inspection – Odour and Dust

- 6.3 Any issues with odour and / or will be dealt with in line with the Odour Management and Dust Management Plans.

7 Drainage System Inspection & Maintenance

- 7.1 On the weekly TCM inspection surface drainage is visually inspected for any signs of silt / sludge build up. Any issues are reported to engineering who engage the services of an approved environmental contractor to resolve issue.
- 7.2 On a quarterly basis as part of the planned maintenance programme, the drainage system and interceptor is inspected & maintained (including sampling) by an approved contractor where drainage system / interceptor emptied and cleaned

This procedure will be reviewed on an annual basis as a minimum, as result of any issues identified or changes to the operation

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Amendment Log

Version No:	Comments / Amendments	Author	Date	Approved By	Job Title	Date
1	Developed for Permit Operations	T Butler	23/01/18	C Christoforato	Operations Manager	23/01/18
2	Reformatted and amended some wording and added reference to Odour and dust management plans	T Butler	03/06/20	C Christoforato	Operations Manager	03/06/20
3	Added reference to mill scale in 3.2	T Butler	06/02/23	R Gray	Port Manager	06/02/23
4	Reviewed and updated the Pest Control section and Drainage system inspection and maintenance	T Butler	24/05/23	J Cooksley		