

EMS

Process Description, Management and Controls



Environmental Permit Number:

EPR/JB3531AB

Plot 9 Waterston Industrial Estate

Waterston

Milford Haven

Pembrokeshire

SA73 1DP

Tel :01646 697769 / 622633

Fax: 01646 690770

E-mail : office@enviroventure.co.uk

Web: <http://www.enviroventure.co.uk>

Document Prepared by	October 2012 Revision: 0
Joe Gatley Caldey View Clos Sant Cenydd Llangennith Swansea SA3 1JT Tel: 01792 386699 E-mail: joe.gatley@gmail.com	This manual is approved for use by: Enviroventure Waste Solutions Limited
	Name: Diana Jones
	Position: Company Director
	Signed:
	Date:

Contents

	Page No
1 Site Details and Management	3
1.1 Introduction and Document Status	3
1.2 Site Operator	4
1.3 Site Location, Setting & Environs	5
1.4 Site Management	8
2 Site Operations	10
2.1 Overview of Operations	10
2.2 Waste Pre-acceptance Procedures	11
2.3 Waste Acceptance Procedures	11
2.4 Waste Storage, Treatment and Dispatch Operations	15
Area A – Sorting and Storage Pad	16
Area B – Open Yard Area	16
Area C – Scrap Metal Building	16
2.4.1 Figure 2.4.1 - Site Layout Plan	17
Appendices	
Appendix 1 – Site Plans	
1.1 Site Location Plan	
1.2 Permitted Site Boundary Plan	
1.3 Site Layout Plan & Drainage Plan	
Appendix 2 – Management	
2.1 Site Management Structure	
2.2 Training Checklist	
2.3 Training Records	
2.4 Environmental Risk Assessments.	
2.5 Maintenance Checklist	
2.6 Maintenance Records.	
2.7 Complaints Record	
2.8 Incidents, Accidents and Non-Conformances	
2.9 Site Inspection Checklist	
Appendix 3 – Accident Management Plan	

1. Site Details and Management

1.1 Introduction and Document Status

- 1.1.1 Enviroventure Waste Solutions Limited carry out non-hazardous waste transfer and simple sorting operations at their **Recycling Centre**, Plot 9, Waterston Industrial Estate, Waterston, Milford Haven, Pembrokeshire, the location of the site is shown and provided in **Appendix 1 – Site Location Plan**.



The waste recycling operations at the **Recycling Centre** are carried out under the controls of an **Environmental Permit EPR/JB3531AB**, and other independent **exempt waste recovery operations** registered with the Environment Agency, details of the registered exempt activities and their locations are documented separately to this bespoke **EMS**.

The permitted site boundary is shown and provided **Appendix 1.2 – Permitted Site Boundary Plan**.

The **Bespoke Environmental Permit EPR/JB3531AB** issued by the Environment Agency in August 2012 allows for the **storage and treatment** (Waste Framework Directive codes **R3, R4, R5 R13, D9, D14 & D15**) of non-hazardous solid household, commercial and industrial wastes within the confines of the permitted site boundary.

- 1.1.2 The information provided in this document aims to provide a **management plan** for the permitted operations and describes the processes and operations and how they are managed and controlled to meet the requirements of **Condition 1 – "General Management"** of the Environmental Permit and any associated best practices and guidance.
- 1.1.3 This document (and any other referenced or associated documents to it) provides information to the Operator and to the Environment Agency for the operation and regulation of the activities carried out at the site.

Any proposed changes to the site, its' activities or management should be discussed with the Environment Agency and reviewed & updated within this document beforehand.

1.2 Site Operator

1.2.1 The Site Operator is:

Enviroventure Waste Solutions Limited

Company Details

Name & Registered Office:
ENVIROVENTURE WASTE SOLUTIONS LIMITED
9 WATERSTON INDUSTRIAL ESTATE
WATERSTON
MILFORD HAVEN
PEMBROKESHIRE
SA73 1DP
Company No. 06331925

Status: Active
Date of Incorporation: 02/08/2007
Country of Origin: United Kingdom

Company Type: Private Limited Company
Nature of Business (SIC):
7487 - Other business activities

Accounting Reference Date: 31/08
Last Accounts Made Up To: 31/08/2010 (TOTAL EXEMPTION SMALL)
Next Accounts Due: 31/05/2012 OVERDUE
Last Return Made Up To: 02/08/2011
Next Return Due: 30/08/2012

Last Members List: 02/08/2011

Previous Names:
No previous name information has been recorded over the last 20 years.

UK Establishment Details
There are no UK Establishments associated with this company.

Oversea Company Info
There are no Oversea Details associated with this company.

1.2.2 The Site Contact Details are:

Miss Diana Jones: Site Manager and Company Director

Site Office Tel No.: 01646 697769 / 622633

Site Office Fax No.: 01646 690770

E-mail : office@enviroventure.co.uk

Web: <http://www.enviroventure.co.uk>

1.3 Site Location Setting and Environs

1.3.1 The Site address & Location is:

Plot 9
Waterston Industrial Estate
Waterston
Milford Haven
Pembrokeshire
SA73 1DF

NGR: SM 93187 06149

1.3.2 The Site

The [**Site**] is located at the northern perimeter of a small industrial estate (NGR SM 93187 06149) which is situated in a predominantly rural area, the site is surrounded on 3 sides lies located approximately 2 kilometers East from Milford Haven near to the large oil refinery situated approximately 500 metres to the south (East, South & West) by industrial units/plots and beyond the northern perimeter is agricultural land, see **Figure 1.3.2 Site Setting** below:

Figure 1.3.2 Site Setting



Access to the site is off the B4325 into Waterston Industrial Estate 1 kilometer West outside the village of Waterston via the main gates at which the site is clearly identified by a large notice board and safety signage, which are positioned adjacent to the entrance gates.

The **site occupies an area** of approximately 65m x 65m and **consists** of an office, toilets and weighbridge which are situated on the left on entering the site. A building is situated immediately to the right on entering the site, the building is divided into 2 sections (one section used for plant and equipment),

The permitted site boundary is shown in comprises of covered and uncovered areas (A, B and C), these areas are show in **Appendix 1- Site Plans, 1.2 – Site Plan**.

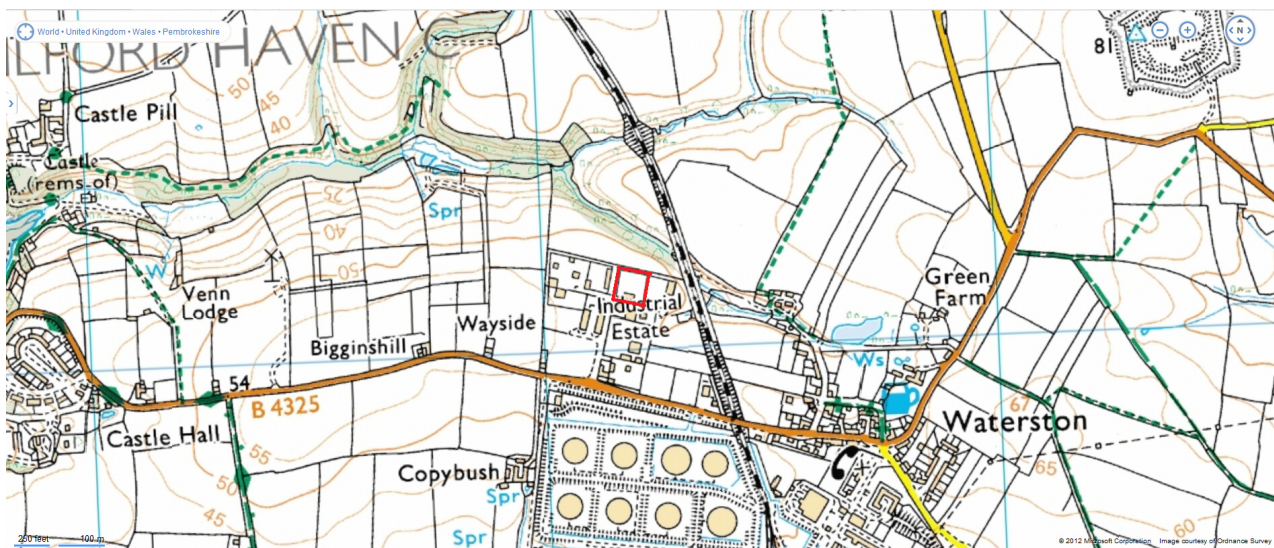
1.3.3 Site Environs

- **Location to Receptors**

The **[site]** is located at grid reference SM 93187 06149 and is not in a flood risk area nor within 200 metres of a European Site, Ramsar site or a Site of Special Scientific Interest (SSSI), however, the site is within 200 metres of a workplace, these are situated immediately East, South & West beyond the perimeter fencing of the site.

A stream which leads into/forms part of the upper reaches of **Castle Pill** is situated approximately 100 meters North and down gradient of the **[site]** as shown in **Figure 1.3.3.A Site Location and Receptors** below:

Figure 1.3.3 A Site Location and Receptors



- **Point Source Emissions**

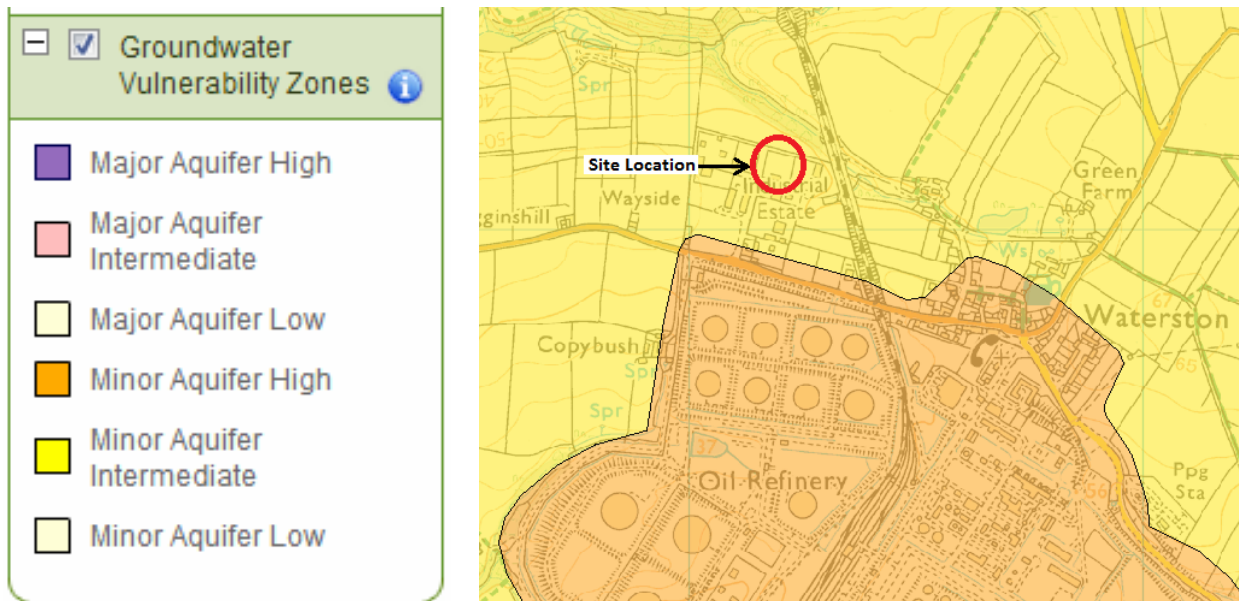
There are **no point source emissions** to air, land or surface and ground waters from waste storage or treatment (manual sorting) activities, rain water from roofed areas drain to land via

soak-away, open hard-standing areas of the site (used for storage of empty skips and inert/non-polluting (specified) wastes also drain to land via a soak-away.

- **Groundwater**

The [site] is located on a **Minor Aquifer - Intermediate** as shown in **Figure 1.3.3 B Groundwater Vulnerability Zones** below:

Figure 1.3.3.B Groundwater Vulnerability Zones



1.4 Site Management

1.4.1 Staffing at the site typically comprises of a Site Manager, Technical Administrator, a Machine Driver and 2 Operatives their positions and duties are provided in **Appendix 2.1 – Site Management Structure**.

1.4.2 Competence and training for all site employees is monitored by the Site Manager, a checklist list of training required and completed is kept and maintained in the site office by the Site Manager, which is provided in **Appendix 2.2 – Training Checklist**.

Updates to existing and new **Certificates of Competence** (WAMIAB) is undertaken and environmental & waste management refresher **training is provided by Brightwater Education** for site management & staff.

Training Records for individual site employees are completed and maintained and are kept in the site office by the Site Manager, which is provided in **Appendix 2.3 – Training Records**.

1.4.3 Risk assessments for the site operations are provided in **Appendix 2.4 – Risk Assessments**.

1.4.4 Maintenance is carried out on plant and equipment deployed at the site for waste treatment and recovery operations. A summary of plant and equipment used for on-site treatment operations is provided below in **Table 1.4.4 Itemised Plant and Equipment**.

Table 1.4.4 Itemised Plant and Equipment		
Plant	Description	Use
JCB JS130	Tracked mechanical grab	Loading and Unloading Vehicles
JCB Site Master	Front end bucket loader	Loading and Unloading Vehicles

A **checklist list for the maintenance of plant** and equipment and site infrastructure is kept in the site office and maintained by the Site Manager, which is provided in **Appendix 2.5 – Maintenance Checklist**.

Maintenance Records for plant and equipment and site infrastructure are kept in the site office and maintained by the Site Manager, which is provided in **Appendix 2.6 – Maintenance Records**.

1.4.5 Accidents, Incidents and breaches, and complaints occurring or caused by operations at the site are managed by the site manager and recorded.

Records are kept of the following:

- **Complaints** is provided in **Appendix 2.7 Complaints Record**
- **Incidents and Accidents** is provided in **Appendix 2.8 – Incidents, Accidents and Non-Conformances**.

- An **Accident Management Plan** is provided separately in **Appendix 3 -Accident Management Plan** and is implemented if and when they occur to minimise their potential adverse causes and consequences.

1.4.6 Monitoring of uncontrolled emissions (i.e. fugitive emissions which are not subject to emission limit values) as likely to have an adverse effect to receptors beyond the site are rectified and recorded as described and provided in **Appendix 2.9 – Site inspection Checklist**.

1.4.7 Records of wastes received and dispatched at the site are kept secure by the site manager at the site office.

1.4.8 Hours of Operation are not determined or restricted within the Planning Permissions for the site, however, typical operational times are as follows:

Table 1.4.8 Typical Hours of Operation	
Days	Operational Times
Monday to Friday	7:00 to 17:00
Saturday	7:30 to 13:00
Sundays and Bank Holidays	Closed

1.4.9 Security measures at the site consist of 2 metre high steel palisade fencing around the perimeter of the site, entrance to the site is via a steel gate which is kept locked outside operational hours and a CCTV system which monitored and alarmed to inform the local police of unauthorised intruders outside operational hours.



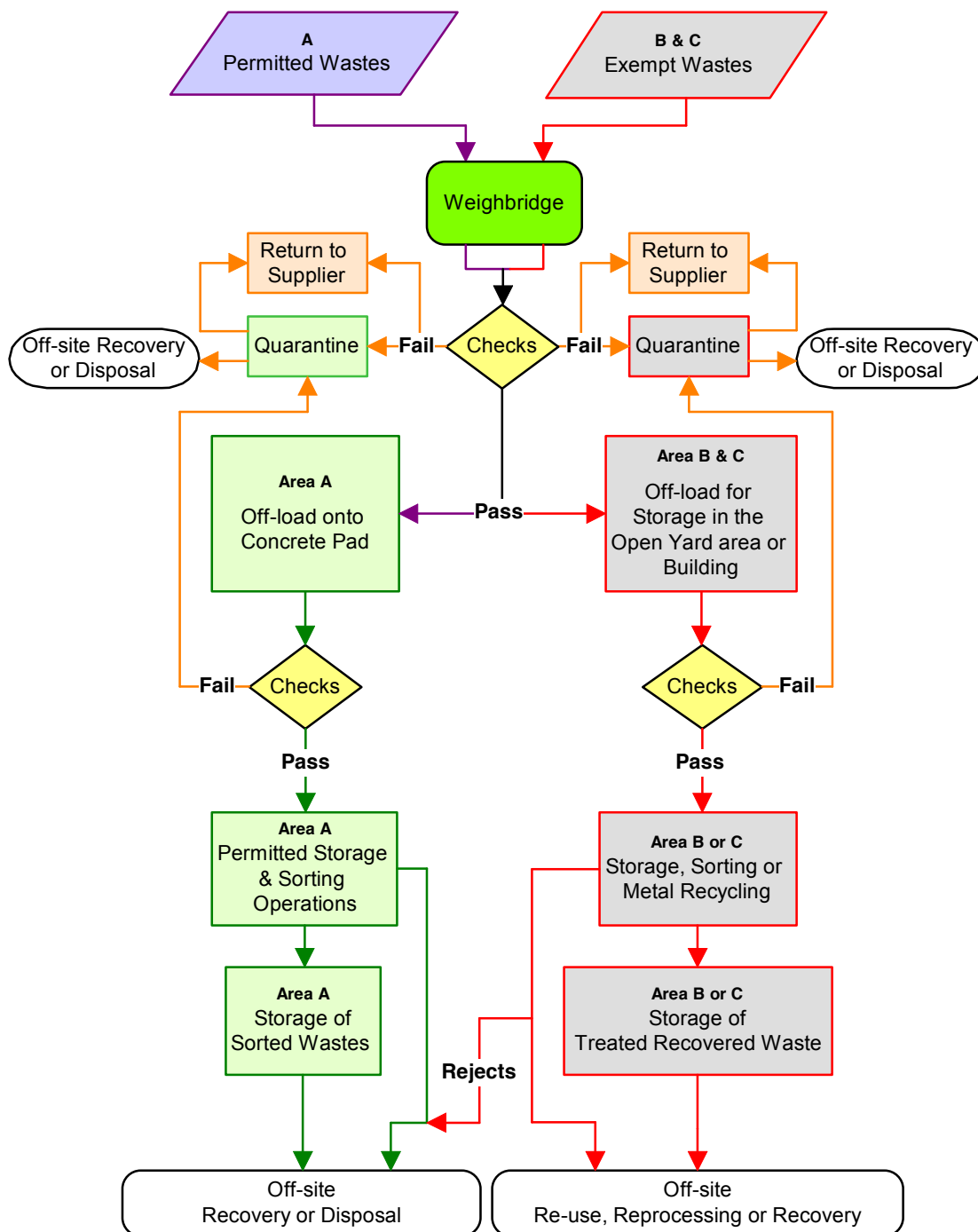
All working areas and site perimeters at the site are within easy visual range for on-going surveillance during working hours by the site staff.

2 Site Operations

2.1 Overview of Operations

The **permitted waste recovery and disposal** operations and **separate exempt recovery activities** carried out at the site are summarised in **Figure 2.1 – Operational Flow Chart** below:

Figure 2.1 – Operational Flow Chart



2.2. Waste Pre-acceptance Procedures

Pre-acceptance checks on wastes prior to receipt at the Recycling Centre comprise of the following:

- Pre-determined specifications and agreements (quotations) with the customer
- Producer on-site visit & verification checks
- Independent analysis and reports
- Scheduled dates for receipt.

Records of pre-acceptance checks will be kept at the site offices.

2.3 Waste Acceptance Procedures

2.3.1 Wastes Accepted

Wastes to be accepted at the Recycling Centre consist of the following simple generic waste descriptions:

A	Permitted Wastes	Non-hazardous Wastes listed in Schedule 2 of the Permit
B	Exempt Wastes	Separate and mixed recyclates for storage or sorting
C	Exempt Wastes	Metal wastes & including vehicle batteries for recovery

All *wastes accepted at the site shall **exclude** the following:

- Hazardous items or substances
- Liquids
- Invasive species and pests
- Malodours
- Fine dusts and powders capable of causing uncontrolled aerial emissions during deposit and handling

* Registered exempt activities for specified hazardous wastes will only be accepted where appropriate & required storage is provided.

2.3.2 Arrival of Incoming Waste

All vehicles delivering waste to the site will enter the site via the site entrance and stop at the weighbridge. The site supervisor or manager carries out visual checks on the waste and accompanying documentation to confirm that the waste is described adequately, conforms to any pre-acceptance checks and that the waste is permitted for acceptance at the site.

- ***Non-hazardous permitted and registered exempt wastes*** must be accompanied by a **Duty of Care Waste Transfer Note**.
- ***Registered exempt hazardous wastes*** must be accompanied by a ***Hazardous Waste Consignment Note***.
- ***Waste carriers*** must be registered and have a valid ***Carriers Certificate*** to carry waste.

The information recorded by the site supervisor is kept at the site office, for all waste received at the Recycling Centre includes:

- i. Time and date
- ii. Drivers (haulier) details
- iii. Waste carrier licence number, Vehicle registration/fleet identity number
- iv. The Producer (including address) of the waste
- v. Quantity / weight of waste received
- vi. The waste description and waste code
- vii. Physical nature and packaging/type e.g. solid, loose, bulk, whole item etc.
- viii. Controlled waste transfer note reference number(s)
- ix. Storage or treatment area (Area A, B or C) where the waste is directed to on-site

Additional information for certain wastes received at the Recycling Centre may also include:

- x. Pre-acceptance checks and verification against specifications, analysis, reports and agreements where previously made.
- xi. Any irregularities with the load, prior to offloading and on inspection after deposit, e.g. contamination, odours, unsuitable debris, hazardous items etc.

Where the waste does not conform and cannot be recovered at the site, the site manager or supervisor should refer to and complete ***Appendix 2.8 – Incidents, Accidents and Non-Conformances***.

- xii. Controlled waste transfer notes or hazardous waste consignment notes for redirected, rejected or removed wastes.

- xiii. Redirected (rejected) waste/loads for alternative off-site treatment/disposal including any instructions/correspondence from the Environment Agency.

2.3.3 Waste rejection and/or quarantine



Unsuitable loads detected arriving at the site following acceptance checks will not be accepted and re-directed back to the producer, holder or other agreed & authorised/permited facility.

If the site manager finds any irregularities with the documentation or the waste after deposit then the waste will be ***either re-loaded back onto the vehicle and rejected*** from the site or the waste will be ***quarantined within area A or B within a suitable sealed, covered locked skip or container on site pending further enquiries and agreement with or instructions received from the Environment Agency.***

Where these irregularities occur the site manager will record the details as provided in ***Appendix 2.8 – Incidents, Accidents and Non-Conformances***

Where there are irregularities found e.g. hazardous items, unsuitable debris or heavy contamination found within the waste after deposit the following procedures provided in ***Table 2.3.3 Redirected waste, rejection and quarantine procedures*** will be employed depending on the nature and scale of the issues and risk assessed where appropriate:

Table 2.3.3 Redirected waste, rejection and quarantine procedures	
Irregularity	Action
E.g. Hazardous or potentially dangerous items 	▪ Notify the Environment Agency. ▪ If required and safe (risk assessed) to do so, wear appropriate PPE before handling. ▪ Contain and isolate the waste, shut off drains and remove to a sealed and enclosed skip or container for off-site disposal as potential hazardous waste. ▪ Clean any affected surfaces and drains. ▪ Place absorbents and / or contaminated items or debris from affected areas in a sealed container(s). ▪ Dispose of as Hazardous waste using consignment notes to an authorised off-site facility.

Table 2.3.3 Redirected waste, rejection and quarantine procedures	
Irregularity	Action
Odorous waste	- Remove to a sealed and enclosed skip for off-site disposal. - Clean any affected surfaces and areas
Unsuitable other non-hazardous and low risk polluting debris	Remove debris to a sealed and enclosed skip for appropriate off-site disposal

Notifications to the Environment Agency can be made on the following numbers:

- Local / Area Environment Agency offices Tel No. 01792 325526
- National Environment Agency 24 hr Tel No. 08708 506505
- National Environment Agency Incident Hotline 0800 80 70 60

2.3.4 Waste Acceptance

Following satisfactory checks and recording the driver is then directed to take the waste to the relevant permitted or exempt waste storage or treatment areas, as described in section **2.4 Waste Storage and Treatment Operations**.

2.4 Waste Storage and Treatment Operations

2.4.1 Site Operations

◆ Receipt of Waste

Skips and waste collections are provided by Enviroventure Waste Services Limited to local waste producers. Typical waste producers comprise of (but not limited to) the following types:

- Packaging Manufacturers
- Construction & Demolition / Builders Wastes
- Engineering, & Service Industry
- Scrap Metal Dealers

◆ Weighbridge



Access to the weighbridge is almost immediately to the left after entering the site, the weighbridge is located within the Open Yard Area, Area B as shown in **Appendix 1.3 – Site Layout Plan**.

Signs erected at the site entrance and within its confines direct vehicles delivering wastes onto the weighbridge.

Drivers are report to the site office situated immediately facing the weighbridge prior to proceeding.

◆ Checks on Arriving Waste

All waste arriving at the site weighbridge undergo **documentation checks, visual inspection and recording as described in section 2.3 Waste Acceptance**.

Following satisfactory checks the vehicle carrying the waste is directed from the weighbridge to the appropriate area (A, B or C) depending on the permitted or registered exempt waste types as shown in **Appendix 1.3 – Site Layout Plan** and described in **section 2.3.1 Wastes accepted** for storage and / or treatment.

◆ **Offloading and Storage**

Area A Permitted Wastes



Vehicles delivering permitted wastes (Schedule 2 of the Permit) are directed to the covered **Concrete Storage and Sorting Pad** (fitted with a sealed drainage system) where their contents are offloaded.

Mixed wastes e.g. builders skips are then sorted into their different types e.g. wood/ bricks/plastics etc. and then bulked up/aggregated into larger skips or roro containers pending off site despatch.

Area B Exempt Wastes



Vehicles delivering registered exempt wastes (separate or mixed recyclates) are directed to the **Open Yard Area** of the site where their containers or skips are offloaded onto the **hardstanding** area of the site.

Separate recyclates (wastes of a single kind) are stored pending bulking up/aggregated with the same kind of wastes (e.g. plastics with plastics) or directly transferred for off-site re-use, recovery or reprocessing.

Mixed recyclates (e.g. plastic/cardboard/textiles etc.) are either sorted into their different types, and bulked up /aggregated into larger skips or roro containers or pending off site re-use, recovery or reprocessing.

Area C Exempt Wastes



Vehicles delivering registered exempt wastes are directed to the **Building** on the site where their contents are offloaded onto the **concreted floor** area of the building for storage or treatment.

Metal recycling operations consist of simple sorting, cutting and separation prior to off-site re-use, recovery or reprocessing

Secondary containment (e.g. battery boxes, internal bunding) is to be provided for the storage of any wastes containing free liquids, these wastes do not undergo any treatment and are stored and aggregated for direct transfer for off-site re-use, recovery or reprocessing.

Figure 2.4.1 -Site Layout Plan

