

C B Environmental Ltd

Aberystwyth Civic Amenity Site

Environmental Management System

Contents

See Appendix for sections within the EMS which are reviewed or updated more frequently than the rest of the EMS and are maintained as separate documents.

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Introduction

Location	Description of Premises / Land
Aberystwyth Civic Amenity Site Glanyrafon Industrial Estate, Llanbadarn Fawr, Aberystwyth, Ceredigion. SY23 3JQ	• Facility Type: Non-hazardous & hazardous household waste amenity site. • Environmental Permitting number: NP3998FA • The premises consist of a surfaced yard and site office with a range of containers for mixed and segregated non-hazardous and hazardous wastes.

The company has developed its Environmental Management System (EMS) for the Civic Amenity Site taking into account both Natural Resources Wales guidance and the company accreditation for the Green Dragon Environmental Management System standard. Waste operations onsite are directed by a Technically Competent Manager in conjunction with the operations at Rheidol Recycling Park which shares a common boundary. The TCM holds a suitable award to manage both sites (with certified Continuing Competence through CIWM/WAMITAB) and is in attendance for over the required number of operational hours with attendance being recorded in the site diary at Rheidol Recycling Park. The site is manned with staff carrying out sorting activities and supervising customers tipping their waste. Where contractors are required to work on site the company's Management of Contractors Policy applies including the use of Hot Work permits to be issued by C B Environmental Ltd. All wastes generated onsite are stored, treated and disposed of in line with the waste hierarchy.

1. Environmental Aspects, Impacts and Controls

The company has carried out an Environmental Review and an Environmental Risk Assessment (see Appendix) and by these means the company's Impacts and Controls have been identified and an Accident Management Plan and associated emergency response procedures formulated.

For clarification Environmental Aspects and Environmental Impacts can be defined as follows:

Environmental Aspect: Any element of the company's activities, products or services that can interact with the environment. *(Where 'environment' covers air, water, land and natural resources)*

Environmental Impact: Any change to the environment, whether adverse or beneficial, wholly or partially resulting from the company's activities, products or services. *(Including the use of energy and/or raw materials, packaging, generation of wastes, noise or other nuisance)*

The following tables identify and evaluate aspects of the company's activities associated with the civic amenity site that have an impact on the environment and the extent (**High, Medium or Low**) of that impact with regards to **Air, Water, Energy Usage, Waste Disposal, Land Contamination, Nuisance and Resource Consumption**.

Table 1 Aspects

Processes/Activities/Eqpt.	A	W	E	D	L	N	R	Processes/Activities/Eqpt.	A	W	E	D	L	N	R
Infrastructure (Buildings and Yards)															
Buildings - Heating			L					Site drainage & Interceptor tanks	L	M		L	L		
Buildings and Yards - Lighting			L												
Management and Office Activities															
Office Waste Management				L				General training and induction			L				L
Paper Waste Management				L				Storage of cleaning chemicals		L			L		L
Generation of waste				L			L	Cleaning - Chemical Use		L			L		L
Transport and Travel															
Travel to and from work	L		M					Vehicles and heavy plant	H	M	H		L	H	M
Waste Management (Recovery and Disposal)															
Storage of Controlled Wastes	L	L			L	L		Storage of Hazardous Wastes	L	L			L	L	
Treatment of Controlled Wastes	L	L	L		L	M		Transfer of Hazardous Wastes	L	L			L	M	
Transfer of Controlled Wastes	M	L			L	M		Disposal of Hazardous Waste	L	L		H	H	M	
Disposal of Controlled Waste	L	L		H	M	M									

Table 2 Impacts

Processes/Activities/Eqpt	Potential Impact	Is impact controlled by equipment?	Is impact included on maintenance checklist?	Is impact controlled by a procedure?	Person using the procedure adequately trained?	Comments
Emissions to Air (A)						
Vehicles and heavy plant	CO ₂ from exhaust contributes to global warming	✓	✓	X	N/A	- Cumulative effect of vehicles and heavy plant used for operations - Vehicles maintained on a rolling schedule
Transfer of Controlled Wastes	Dust generation through vehicle/plant movement and tipping of loads may impact local air quality, CO ₂ from exhaust contributes to global warming	✓	✓	X	N/A	- Loads tipped in building where appropriate - Cumulative effect – lots of miles/running hours - Plant maintained on a rolling schedule
Emissions to Water (W)						
Site drainage & Interceptor tanks	Oil passing through the interceptor could pollute groundwater or surface waters	✓	✓	X	N/A	- Site drainage and interceptor level routinely checked - Third party used for emptying tanks and cleaning drains
Vehicles and heavy plant	Leakages of fuel and oils may seep into groundwater or enter surface water drainage	✓	✓	✓ Spill response	✓ Inhouse training during induction	- Vehicles and plant maintained on a rolling schedule - Yards routinely inspected
Energy Usage (E)						
Travel to and from work	Petrol/diesel use contributes to atmospheric CO ₂	X	X	X	N/A	Staff responsibility

Table 2 (cont.)

Processes/Activities/Eqpt	Potential Impact	Is impact controlled by equipment?	Is impact included on maintenance checklist?	Is impact controlled by a procedure?	Person using the procedure adequately trained?	Comments
Waste Disposal (D)						
Disposal of Controlled Waste	Escaped materials during transfer and transport may pollute nearby watercourses. CO ₂ from vehicle exhaust contributes to global warming. Leakages of fuel and oils may seep into groundwater or surface waters	✓	✓	✓ Spill response	✓ Inhouse training during induction	- Transport of wastes are controlled by Duty of Care Regulations - Volume of waste for disposal reduced through treatment operations - Preparation for Reuse derogation applies for sale of bricabrac
Disposal of Hazardous Waste	Escaped materials during transfer and transport may pollute nearby watercourses. CO ₂ from vehicle exhaust contributes to global warming. Leakages of fuel and oils may seep into groundwater or surface waters. Toxicity of hazardous waste due to accidental release	✓	✓	✓ Spill response	✓ Inhouse training during induction	Transport and disposal of wastes are controlled by Hazardous Waste Regulations

Table 2 (cont.)

Processes/Activities/Eqpt	Potential Impact	Is impact controlled by equipment?	Is impact included on maintenance checklist?	Is impact controlled by a procedure?	Person using the procedure adequately trained?	Comments
Land Contamination (L)						
Disposal of Controlled Waste	Leakages of fuel/lubricants and escaped materials during transfer and transport may result in land contamination.	X	X	X	N/A	- Waste activities take place on a concrete yard with sealed drainage system - Transport of wastes are controlled by Duty of Care Regulations
Disposal of Hazardous Waste	Leakages of fuel/lubricants and escaped materials during transfer and transport may result in land contamination.	X	X	X	N/A	- Waste activities take place on a concrete yard with sealed drainage system - Transport and disposal of wastes are controlled by Duty of Care and Hazardous Waste Regulations
Nuisance (N)						
Disposal of controlled wastes	Section III of the Environment Act 1990 identifies noise and odour as statutory nuisances	✓	X	X	N/A	All vehicles are routinely maintained and industry best practice is followed during transfer of waste
Disposal of Hazardous Waste	Section III of the Environment Act 1990 identifies noise as a statutory nuisance	X	✓	X	N/A	All vehicles are routinely maintained and industry best practice is followed during transfer of waste
Resource Consumption (R)						
Vehicles and heavy plant	Oils and lubricants and other consumables required i.e. for servicing	X	X	X	N/A	Waste oils , filters etc. disposed of as hazardous wastes

The facility receives household waste brought onsite by members of the public and which is deposited into appropriate containment under the supervision of trained staff (minimum of 2). Due to the size of the site the number of vehicles permitted at any time has been capped by the company management to 5 however the site operatives carry out active traffic control and may permit additional vehicles if deemed safe to do so.

The site is serviced each morning before opening to the public when waste levels are assessed and full skips, bins, etc. are emptied as required and during the day the standby skips are brought in to use only once the first is up to capacity. Throughout the day the garden waste bunker is emptied by wheeled loading shovel as determined necessary by the site operatives.

There are no dedicated vehicles or heavy plant for the facility but instead they are brought onto the site from the adjacent RRP and through the back gateway with the exception of the skip wagon which is used to take the mixed municipal waste skips to the Ceredigion County Council (CCC) waste transfer station which is also adjacent. Vehicles are maintained on a scheduled 6-week rolling basis or as required and heavy plant is maintained in accordance to manufacturers' specifications and other legal requirements e.g. LOLER.

Some processing of waste is carried out by the site attendants during the day but this is generally limited to the removal of glass panes from frames and the dismantling of bicycles, pushchairs, etc.

Table 3 General Waste Management

The following abbreviations are used: CNY – Cwm Nant Yard RRP – Rheidol Recycling Park WTS – Glanyrafon Waste Transfer Station

* Denotes hazardous waste

EWC Code	Waste Description	Containment Method	Storage Capacity (Tonnes)	Recovery/ EfW/ Disposal	Notes (Duty of Care, Treatment and Transfer, etc.)
13 02 08*	Waste oil - engine	Bunded tank	1.25	Recovery	- Contents of the tank pumped into a contractor's tanker which remains parked on the adjacent RRP yard and taken direct to a reprocessing facility - Electronic consignment notes are provided
15 01 01	Cardboard	35 cu yd skip	3.00	Recovery	Transferred to RRP prior to onward transfer for recycling
15 01 04	Cans	Bulk bags	1.00	Recovery	Transferred to CNY prior to onward transfer for recycling
15 01 07	Glass - bottles	Bottle bank	2.80	Recovery	Transferred to CNY prior to onward transfer for recycling
17 01 07	Inert	8 cu yd skip	6.00	Recovery	Transferred to RRP for recovery of aggregates

EWC Code	Waste Description	Containment Method	Storage Capacity (Tonnes)	Recovery/ EfW/ Disposal	Notes (Duty of Care, Treatment and Transfer, etc.)
17 06 05*	Asbestos	8 cu yd enclosed skip	2.50	Disposal	- Must be suitably contained on arrival - Deposit in enclosed skip under direct supervision by site operative - Consignment notes used for transfers to RRP with onward transfer for disposal at a hazardous waste landfill
17 08 02	Plasterboard	16 cu yd skip	3.00	Recovery	Transferred to RRP prior to onward transfer for recycling
20 01 01	Paper (inc. books)	Paper banks and bulk bags for books	1.75	Recovery	Transferred to RRP prior to onward transfer for recycling
20 01 02	Glass - plate	8 cu yd skip	4.50	Recovery	Transferred to CNY prior to onward transfer for recycling
20 01 10	Textiles - clothes	Clothes bank	1.00	Recovery	Collected by third party contractor for reuse/recycling
20 01 11	Textiles - carpets	Stillage frame	0.50	EfW	Transferred to RRP prior to onward transfer for energy recovery
20 01 21*	WEEE - Fluorescent tubes	Fluorescent tube bin and bin for low-energy bulbs	0.80	Recovery	- Bins exchanged by third party contractor, their wagon remains on RRP yard - Loads taken direct to contractor's reprocessing facility - Electronic consignment notes are provided
20 01 23*	WEEE - Fridges	Loose, on yard	8.60	Recovery	- Bulked up on site and at RRP prior to dispatch for recycling - Consignment notes used for transfers to RRP
20 01 25	Waste oil - veg.	Internally bunded tank	1.25	Recovery	Contents of the tank pumped into a contractor's tanker which remains parked on the adjacent RRP yard and taken direct to a reprocessing facility
20 01 27*	Paint (hazardous)	Leak-proof pallet box	0.08	Recovery	- Stored in shipping container onsite and transferred to RRP for bulking up - Pallets of cans collected by third party contractor and taken direct to contractor's reprocessing facility - Electronic consignment notes are provided

EWC Code	Waste Description	Containment Method	Storage Capacity (Tonnes)	Recovery/ EfW/ Disposal	Notes (Duty of Care, Treatment and Transfer, etc.)
20 01 28	Paint (non-hazardous)	IBCs with tops removed	13.0	Recovery	Bulked up on site and at RRP prior to dispatch for recovery
20 01 33*	Car Batteries (lead-acid)	Weatherproof, acid-resistant box	0.25	Recovery	- Routinely transferred to RRP prior to dispatch for recycling - Quarterly consignment notes used for transfers to RRP
20 01 33*	Batteries - mixed	Lidded drums	1.00	Recovery	- Drums exchanged by third party contractor and taken direct to contractor's reprocessing facility - Electronic consignment notes are provided
20 01 35*	WEEE - TVs + monitors	Stillages	11.50	Recovery	- Transferred to RRP prior to onward transfer for recycling - Consignment notes used for transfer to RRP
20 01 35*	WEEE – Small Domestic Appliances	Tip skip	0.30	Recovery	- Transferred to RRP prior to onward transfer for recycling - Consignment notes used for transfer to RRP
20 01 36	WEEE – Large Domestic Appliances	Loose, on yard	1.00	Recovery	Transferred to RRP prior to dispatch for recycling
20 01 36	WEEE - printer inks	3 x 240L wheelie bin	0.08	Recovery	1 bin is available for customer use and 2 are stored in a shipping container - Exchanges of the bins are carried out by a contractor attending the site
20 01 38	Wood (mixed)	3 x 16 cu yd skip	7.50	EfW	Transferred to RRP for treatment prior to dispatch for Energy from Waste
20 01 39	Plastic (mixed)	16 cu yd skip + loose	2.00	Recovery	Transferred to RRP prior to onward transfer for recycling
20 01 39	Plastic - polystyrene	Bulk bags	0.10	Recovery	Transferred to RRP for thermal treatment prior to dispatch for recycling
20 01 40	Metals	16 cu yd skip, tip skips and wheelie bins	3.50	Recovery	Transferred to RRP for bulking up and baling prior to onward transfer for recycling of ferrous and non-ferrous metals

EWG Code	Waste Description	Containment Method	Storage Capacity (Tonnes)	Recovery/ EfW/ Disposal	Notes (Duty of Care, Treatment and Transfer, etc.)
20 02 01	Green	Walled bay with foul sewer drainage	1.50	Recovery	Routinely transferred to RRP throughout the working day prior to dispatch for recycling at a PAS100 site
20 02 02	Soil	8 cu yd skip	5.50	Recovery	Transferred to RRP for treatment prior to onward transfer for deposit under agricultural exemption
20 03 01	Mixed waste (general)	4 x 16 cu yd skips	10.00	EfW	Transferred to WTS or RRP prior to onward transfer for energy recovery
20 03 01	Mixed waste (bricabrac)	Loose and 3 x pallet crates	2.00	Reuse	- Suitable items for reuse sold to the public direct from site - Bulk transfer to RRP prior to checking and collection by third party
20 03 07	Bulky (containing POPs)	16 cu yd skip	2.00	Disposal	Transfer to RRP prior to dispatch for incineration (controlled transfer route)
20 03 07	Bulky (non-POPs)	16 cu yd skip	0.75	EfW	Transferred to RRP for sorting prior to onward transfer for recycling or energy recovery
20 03 07	Bulky - mattresses	Stillage frame	0.28	EfW	Transferred to RRP for bulking up prior to onward transfer for energy recovery

2. Accident/Pollution Incident Management

2.1. Site Plans – see Appendix

Site Plan – Operations and Infrastructure

Site Plan – Vulnerable Receptors

2.2. Key Site and Emergency Contacts – see Appendix

2.3. Hazardous Substance Storage Arrangements

Any substances brought to site that are identified as being hazardous will either be placed in the appropriate containment (see table 3 above), deposited in the flammable substances cabinet or in the waste quarantine area. Only a small amount of cleaning products are used onsite and these are associated with cleaning the staff welfare facilities.

2.4. Accident/Incident Prevention and Mitigation

Tables 4 and 5 below summarise the company's plan with regards to the prevention and management of events which may lead to pollution. In addition a Separate Fire Prevention and Mitigation Plan (see Appendix) has been documented and made available to the Fire and Rescue Service.

Table 4 Accident/Incident Prevention and Mitigation

Possible Accident/Incident	Possible Impact	Existing Controls	Corrective Action
Spillages			
1. Spillage during transfer, sorting, crushing and compaction of wastes. 2. Spillages of fuel, oil, etc. during transfer from customer vehicles 3. Slow seepage of liquids from imported contaminated materials.	Contamination of land, drains, groundwater and watercourses.	1. Inspect and validate all incoming wastes. 2. Supervise customers tipping. 3. Trained staff. 4. Incoming materials that are contaminated will only be stored on impermeable surfaces that are drained to an oil interceptor.	Spill response procedure.
Overfilling			
N/A			
Failure of Plant or Equipment			
1. Leakages; due to faulty pipe work, valves, over-pressure, blockages, corrosion, severe weather, ground movement, etc. 2. Puncture; of vessels and tanks, etc. due to impact – such as fork lift trucks.	Contamination of land, drains, groundwater and watercourses.	1. Daily observation and weekly inspection checklist recorded. 2. Preventative maintenance regime. 3. Any underground pipes and tanks will be tested for integrity. 4. Insulation and protection of pipe work. 5. Tanks and vessels generally located within/on secondary containment facilities. 6. Storage locations of drums and non-permanent vessels protected by use of barriers and fencing. 7. Movement of drums and containers using safe techniques.	Spill response procedure.
Cross contamination			
Due to transfer and mixing of incompatible materials, drainage cross connections, etc.	Explosion, smoke and pollution of air Contamination of land, drains, groundwater and watercourses.	1. Maintenance of up to date drainage plan 2. Procedure for contractors to work on site 3. Fail-safe filing systems.	Fire response procedure.

Flood			
Due to ingress of watercourse floodwater, blocked drains, burst water main, use of fire water.	Contamination of raw materials, buildings, land, drainage system, groundwater and watercourses with fire and flood water.	1. Maintenance of drains. 2. Safe location for storage of hazardous materials.	Flood response procedure.
Failure of Services			
Due to failure of sewage system.	Flooding.	1. Provision of standby facilities. 2. Maintenance of up to date plans showing location of utility services. 3. Procedure for contractors to work on site.	Failure of services and flood response procedures.
Failure of Containment			
Failure of containment facilities due to land movement, impact, corrosion. etc.	Contamination of land, drains, groundwater and watercourses.	Inspection of primary and secondary containment arrangements.	Spill response procedure.
Vandalism			
Unauthorised entry and tampering or malicious damage to property, plant and equipment.	Contamination of land, drains, groundwater and watercourses.	1. Secure gate and perimeter fence. 2. Site locked when unmanned. 3. Plant and equipment locked in secure storage out of hours. 4. Security system installed including camera and recording facilities with remote access.	Fire and spill response procedures.

Table 5 List of Procedures

See Appendix for the Emergency Procedures referenced in the above table

Procedure Name	What process / activity / equipment does it relate to?	Where is the procedure kept?	Version Number	Comments
Fire Response Procedure	• Emergency response. • Raising fire alert. • Use of fire control equipment. • Control of site evacuation. • Reporting and recording as necessary.	Staff Information Folder in staff facilities.	FRP/003	Training of this procedure is carried out as part of staff induction
Flood Response Procedure	• Emergency response. • Management of drainage systems. • Reporting and recording as necessary.	Staff Information Folder in staff facilities	FLRP/002	Training of this procedure is carried out as part of staff induction
Spill Response Procedure	• Emergency response. • Requires Spill Kit and COSHH awareness. • Reporting and recording necessary.	Staff Information Folder in staff facilities	SRP/002	Training of this procedure is carried out as part of staff induction
Failure Of Services Procedure	• Lighting – yard and staff facilities • Power supply to staff facilities	Staff Information Folder in staff facilities	FSRP/002	Training of this procedure is carried out as part of staff induction

3. Maintenance Checklists and Records

3.1. Site Maintenance

The site maintenance program revolves around weekly and annual checks in addition to daily observation and action. Weekly checks are carried out according to a tick box checklist, the outcome of which is recorded in the site diary. Annual checks are carried out by the TCM as part of a full site inspection. The Site Maintenance Checklist identifies which checks are carried out and when (see Appendix), this includes:

- **Infrastructure:** gates, fences, drainage, etc.
- **Emergency response equipment:** fire extinguishers, spill kits, etc.
- **Waste storage facilities:** containment through bays , stockpiles and skips
- **Other items:** litter, odour, vermin, etc.

3.2. Vehicle Maintenance

Vehicles are maintained on a scheduled 6-week rolling basis or as required, whilst plant is maintained in accordance to manufacturers' specifications and legal requirements e.g. LOLER. Vehicle and Plant Defect Report Sheets are in use to document maintenance issues during daily checks or as they arise; management are made aware of any issues as soon as possible and the Report Sheets passed on to third party mechanics.

4. Training Checklists and Records

4.1 Training requirements

Risk assessments for the site have been drafted and included in the Health and Safety manual and the required training for all activities has been identified through the use of a Training Checklists (by operation and by activity) and a Training Needs Matrix (by staff). Records of staff training and certification are kept in the site offices and reviewed annually.

4.2 Training and Development Policy

The company aims to provide training opportunities which will provide:

- An induction programme which all staff will be required to undertake and will assist staff settling into their new role/job.
- A progressive training and development scheme to enable staff to develop relevant skills and acquire knowledge to underpin their current role and career aspirations.

5. Complaints and Investigations

If any customer, visitor to site, neighbour or concerned member of the public have any reason to make a complaint, the matter will be treated professionally and the issue investigated to determine the root cause of any problem before corrective and preventive actions are introduced to remedy the problem. Any such concerns may be documented using our Complaints and Investigation procedure as stated and audited through our Quality Management System. Any complaints made will be raised at the quarterly Quality Management Review meeting and monitored to ensure that corrective actions are successful and, if not, other solutions will be applied.

6. Accident (and Incident) Records and Investigation

6.1 Accidents (and Incidents)

All accidents, incidents or 'near misses' posing a risk to the environment are to be logged using the Accident/Incident Record and assessed and logged by the Technically Competent Manager using the Accident/Incident Investigation Record as soon as practically possible.

Any concerns raised by staff, public or government bodies regarding any environment risk posed by the facility and its operations will be given full consideration by the Technically Competent Manager and any appropriate necessary measures are to be made as soon as practically possible.

6.2 Non-conformances

Any non-conforming incoming waste or outgoing materials shall be immediately inspected by a site operative who should then take appropriate action to reject or isolate the non-conformity and inform the Quality Manager. The details of the non-conformance shall be documented using a Non-conformance Record Sheet and following further investigation onsite the non-conformance may be: reintroduced at an appropriate point in the processing operations; returned to an appropriate feedstock pile for processing into an alternative product or disposed of appropriately. The nature of the non-conformance, the action taken and any preventative measures to be taken shall be documented and raised during the quarterly Quality Management Review meeting.

7. Records, Monitoring and Review

The master copy of this EMS is held on the company's pc network ('CA Aber - EMS' folder on the Rheidol Recycling Park Admin pc). All aspects of the EMS are audited twice per year according to the company's ISO 9001 accredited Quality Management System and any revisions to documents will be carried out and recorded according to ISO 9001 procedures. This EMS is to be fully reviewed after 4 years as recommended by regulatory guidance with updates being made following significant changes at the site.

8. Notifications

In the event of an actual or potential pollution incident, or breach of limit, following assessment by the Technically Competent Manager, the company will contact the Environment Agency in the appropriate manner as specified in the Notifications section of the site licence.