

# **Sundorne Products (Llanidloes) Limited**

## **Brecon HWRC**

**Site Management System:**

**October 2015**

**Reviewed: 04/10/2022**

**Reviewed by : Mark Phillips**

**Reviewed:09/11/2023**

**Reviewed by : Chris Parry – Oaktree Environmental Ltd and  
Sundorne Products (Llanidloes) Limited**

## **Introduction**

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**Doc ref:** BRC-3313-A

November 2023

## Site Management System: Brecon HWRC

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## **1. INTRODUCTION**

### **1.1 Purpose of the Site Management System**

1.1.1 This document forms part of the environmental management system for Sundorne Products (Llanidloes) Limited. It describes the *site-specific* parts of the management system for the Household Waste Recycling Centre (HWRC) at Brecon.

1.1.2 The company also operates a company-wide management system which the Site Management System is intended to supplement, although it may overlap in some areas.

### **1.2 Background**

1.2.1 Sundorne Products (Llanidloes) Limited took over the operation of the HWRC and the Permit was transferred to their subsidiary company Sundorne Products (Llanidloes) Ltd on 24th August 2015.

1.2.2 Oaktree Environmental Limited were appointed to compile up-to-date environmental management system for the proposed operations at the Site.

1.2.3 The new management system did not formally take effect until the permit has been transferred to Sundorne Products (Llanidloes) Limited by Natural Resources Wales (NRW).

### **1.3 Management system for the company**

1.3.1 Sundorne Products (Llanidloes) Limited is part of the Potter Group. The company-wide management system, which this Site Management System complements, cover generic issues such as:

- the company's environmental policy statement;
- environmental objectives and targets;
- legal compliance;
- plans for training, awareness and competence of staff;
- document management and control procedures;

- records management;
- internal audits; and
- management reviews.

1.3.2 These issues are therefore not covered within this Site Management System.

#### **1.4 Scope of the Site Management System**

1.4.1 The Site Management System will cover all activities under the control of Sundorne Products (Llanidloes) Limited at the HWRC.

## **2. PLANNING OF ENVIRONMENTAL MANAGEMENT**

### **2.1 Identification of environmental aspects and impacts**

2.1.1 In planning an environmental management system, an organisation should identify the environmental aspects (i.e. activities which may impact the environment) arising from the organisation's past, existing and planned activities in order to determine the environmental impacts of significance. The assessment of significant environmental impacts should consider normal and abnormal operating conditions and well as foreseeable emergency situations. Generally, in order to identify environmental aspects and impacts, the following potential aspects are considered:

- Emissions to air;
- Releases to water;
- Releases to land;
- Use of raw materials and natural resources;
- Use of energy;
- Energy emitted, e.g. heat, radiation, vibration; and
- Waste generated.

### **2.2 Use of Environment Agency toolkit**

2.2.1 The planning and preparation of this Site Management System has been done in accordance with the NRW's '*Management toolkit for businesses – General version for the waste handling sector*'. This toolkit has been developed to assist waste companies in preparing environmental management systems which complies with the horizontal guidance note H6 on environmental management systems.

2.2.2 The table below shows how the sections of the toolkit have been incorporated in this Site Management System:

NRW Management toolkit sections	Brecon Site Management System: document title and reference number
1. Environmental Impacts Plan and Controls (Tables 1-4)	Environmental Impacts Plan and Controls. (Document Ref. <b>EIP</b> )
2. Accident / Pollution Incident Management Plan A – Site Plan B – Key Site and Emergency Contacts C – List of Substances and Storage Facilities D – Preventing Accidents... and what to do if they happen	Accident / Pollution Incident Management Plan. (Document Ref. <b>AMP</b> )  Drawings for Site Management System at Brecon (see contents sheet)
3. Maintenance checklist	Standard Operating Procedure: Maintenance (Procedure No. <b>SOP-07</b> ).
4. Training checklist	Not incorporated, part of company management system.
5. Complaints record	Not incorporated, part of company management system.
6. Accident (and incident) record	Not incorporated, part of company management system.

## 2.3 Structure of the Site Management System

### 2.3.1 The Site Management System consists of five sections:

Introduction: this document, providing an overview of the background, the scope and the structure of the system.

Drawings: providing site drawings showing the site location, a site layout plan, a drainage plan, and a drawing showing the surrounding area and potential receptors.

Environmental Impacts Plan and Controls (doc. ref. EIP): risk screening for activities on site, risk assessments and identification of control measures (procedures) needed.



Accident / Pollution Incident Management Plan (doc. ref. AMP): key site and emergency contacts, list of harmful substances being stored, accident management plan (prevention and what to do if it happens).

Standard Operating Procedures (SOPs): a number of procedures detailing the measures that should be taken.

## **2.4 Review of the system**

- 2.4.1 In the event that the nature of the activities changes significantly or new activities are added, the Environmental Impacts Plan and Controls should be reviewed and amended as appropriate. The Accident / Pollution Incident Management Plan should also be reviewed in light of the changes in operations.
- 2.4.2 In the event that the review highlights that new control measures are needed, the relevant Standard Operating Procedures will be reviewed and amended as required.
- 2.4.3 In the event of changes to the site layout, site drawings forming part of the Site Management System should be amended.
- 2.4.4 Revised documents will be provided with a new revision number and date. In accordance with company management systems, relevant staff will be informed of changes and superseded documents will be filed in accordance with document management procedures.

### **3. REFERENCES**

1. NRW (2013): Management toolkit for business – General waste handling sector version 2. Environmental Management Systems.
2. Environment Agency (2016): Develop a management system: environmental permits
3. Environment Agency (2021): Non-hazardous and inert waste: appropriate measures for permitted facilities


**NOTES**

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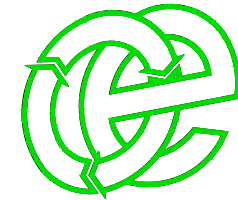
**REVISION HISTORY**

Rev:	Date:	Init:	Description:
-	26.10.23	JH	Initial drawing

**KEY:**

 Proposed permit boundary

**Oaktree Environmental Ltd**  
Waste, Planning and Environmental Consultants

**DRAWING TITLE**

PROPOSED PERMIT BOUNDARY PLAN

**CLIENT**

Sundorne Products (Llanidloes) Limited

**PROJECT/SITE**

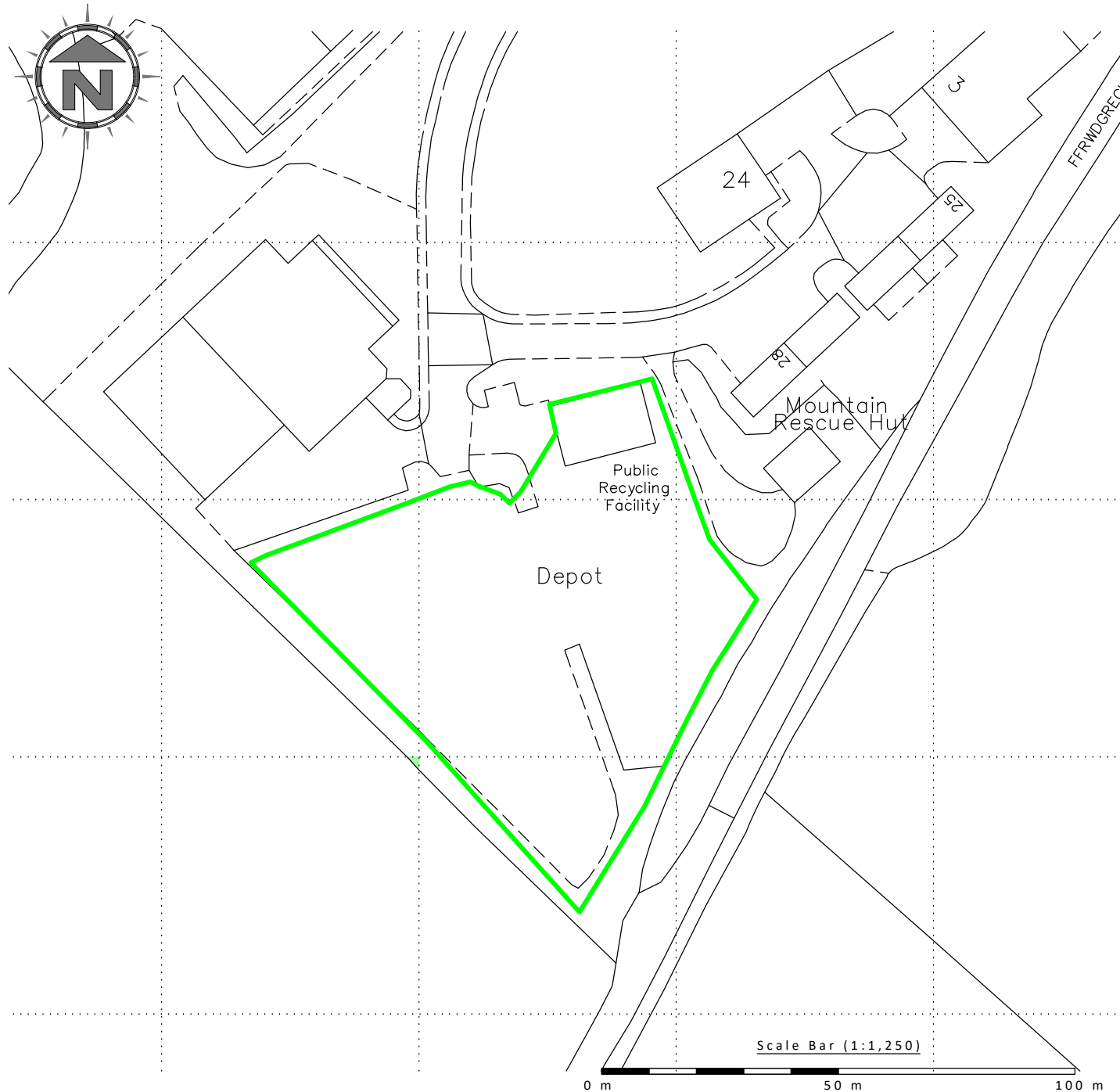
Ffrwdgrech Industrial Estate, Ffrwdgrech Road, Brecon LD3 8LA

SCALE @ A4	CLIENT NO	JOB NO
1:1,250	3313	001

DRAWING NUMBER	REV	STATUS
BRC/3313/02B	-	Issued

DRAWN BY	CHECKED	DATE
JH	RS	26.10.23

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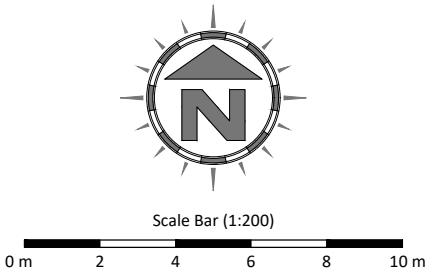
WASTE STORAGE AREA DETAILS									
Plan Ref	Description	Storage form / containment	Max Length / Width (m)	Height (m)	Approx. Area (m2)	Conversion factor used	Volume (m3)	Max Duration of storage	Comments
AREAS 1 & 2, 5 & 6	Waste storage skips for customer deposits (non-hazardous)	Mixture of 10 - 40-cubic yard roll on roll off open topped sealed skip / no containment required	6.1	2.62	14.884	1	40.00	<12 weeks	Area based on one skips, container emptied sooner if full and replenished with empty container. The contents in each skip may vary throughout the lifetime of the permit.
AREA 3	Storage area for fridges	Free-standing / fire wall to the north-west	6	5	30	1	30.00	<4 weeks	Fridges removed from area when full
AREA 4	Smaller waste storage skips/areas for non-hazardous potentially hazardous wastes	1-cubic yard - 4-cubic yard skips/bins / freestanding / fire wall to the north-west	3.7	1.86	6.882	1	6.88	<4 weeks	See AREA 1 comments
AREA 7	Sealed waste storage compactors	Sealed containers	10.6	2	21.2	1	21.20	<4 weeks	Containers emptied sooner when full
AREA 8	Temporary overflow storage area for skips and also empty skip storage	Mixture of 10 - 40-cubic yard roll on roll off open topped sealed skip / no containment required	6.1	2.62	14.884	1	40.00	<12 weeks	See AREA 1 comments



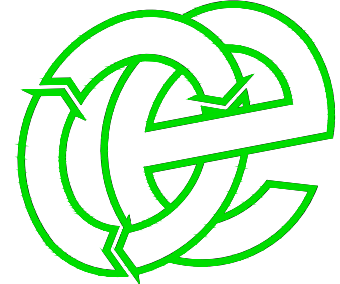
**NOTES**  
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REVISION HISTORY			
Rev:	Date:	Init:	Description:
-	26.10.23	CP	Initial drawing
A	08.11.23	CP	Layout amendment

- KEY:**
- Permit boundary
  - Storage areas
  - Hazardous waste storage areas
  - Non-waste storage area
  - Building
  - Concrete area
  - Stone surfacing
  - Non-waste oils/fluids storage
  - Landscaped area
  - Landscaped area (acting as SUDS feature)
  - Heavy duty aco drain (clean stone soakaway wrapped in terram)
  - Vehicle unload area
  - Other buildings (offices etc.)
  - Quarantine area
  - Spill kit
  - Fire fighting equipment (extinguishers etc.)
  - Fire alarm
  - Plant shut off
  - Firewater containment location
  - Staff PPE equipment
  - Access routes for emergency vehicles
  - Designated smoking area
  - Foul drainage
  - Surface water drainage
  - Surface water drainage fall direction
  - Surface water ACO / birco drainage channels
  - French drains
  - Manholes
  - Interceptor
  - Surface gully
  - CCTV camera locations (indicative location)
  - Emergency services box



**Oaktree Environmental Ltd**  
Waste, Planning and Environmental Consultants

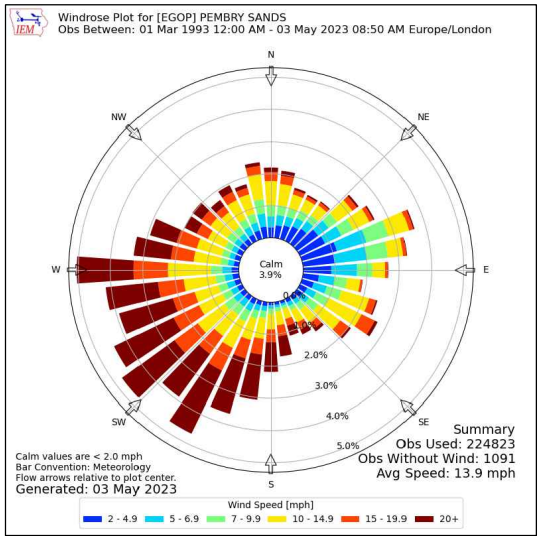
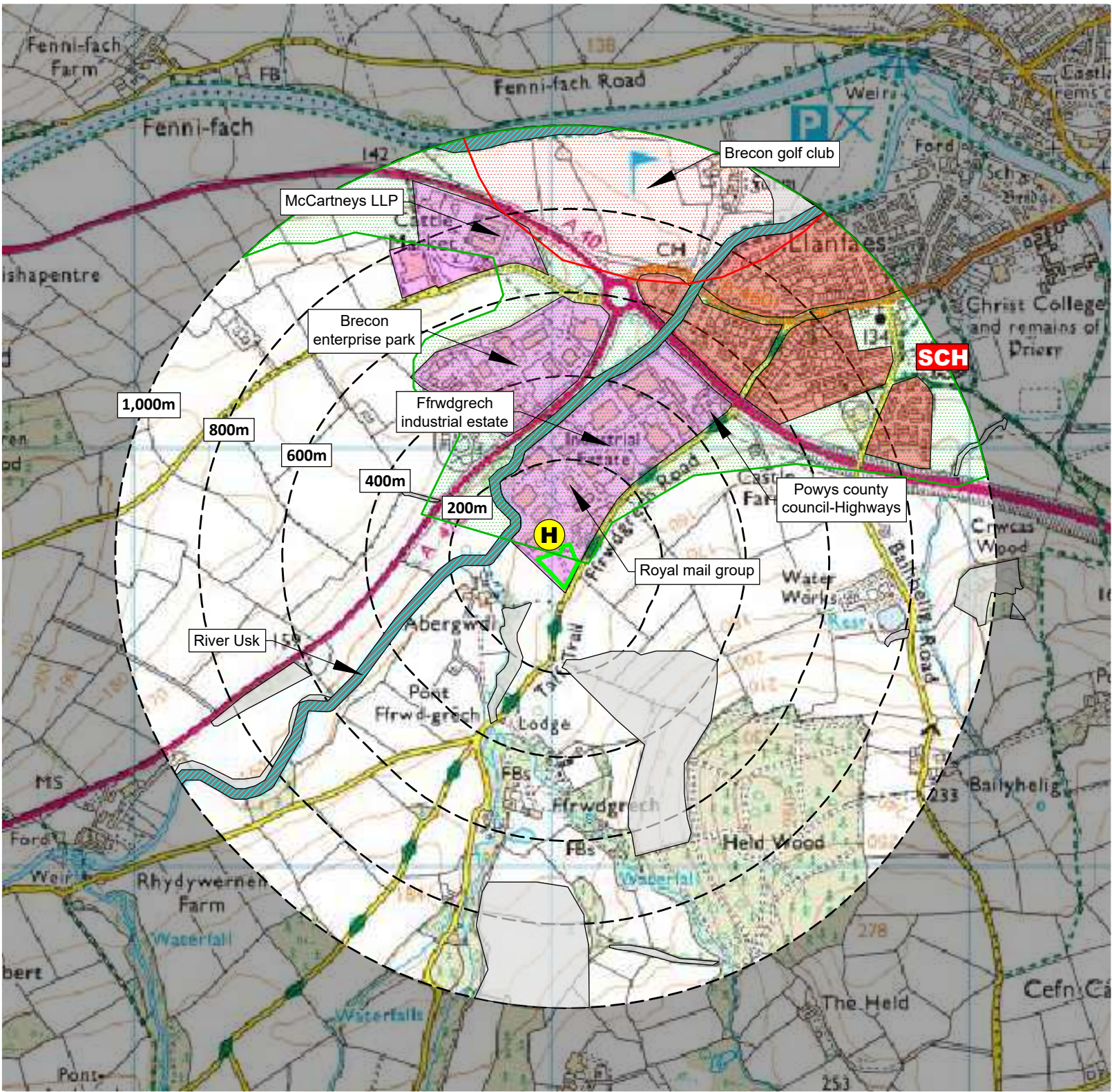
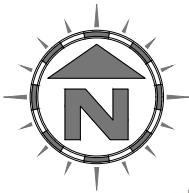


DRAWING TITLE		
SITE LAYOUT & FIRE PLAN		
CLIENT		
Sundorne Products (Llanidloes) Limited		
PROJECT/SITE		
Ffrwdgrech Industrial Estate, Ffrwdgrech Road, Brecon LD3 8LA		
SCALE @ A1	CLIENT NO	JOB NO
1:200	3313	001
DRAWING NUMBER	REV	STATUS
BRC/3313/03	A	Issued
DRAWN BY	CHECKED	DATE
JH/CP	CP	08.11.23
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KEY:

- Permit boundary
- Main River
- Surface water body (river / stream / pond / pool / lake)
- Workplaces (includes agriculture industry, commerce and retail)
- Areas with mix of residential, retail and commercial properties
- Residential blocks
- Class A, B, C roads
- Nearest fire hydrant
- Railway line
- SCH School
- Woodland areas
- River Usk - Sites of special scientific interest & Special area of conservation
- Source protection zones
- Broad habitat combined BAP habitats



Compass Wind Rose for Pembry Sands (EGOP)  
Period 1993-2023  
- source: Iowa State University

Scale Bar (1:12,500)

0 km 500 m 1 km

NOTES

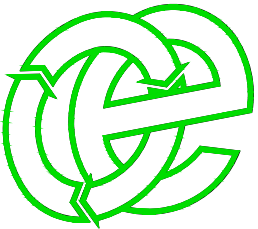
- Boundaries are shown indicatively.
- Wind rose data shows the prevailing wind direction to be Southerly.

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REVISION HISTORY

Rev:	Date:	Init:	Description:
-	26.10.23	JH	Initial drawing
A	08.11.23	JH/CP	Updated references

Oaktree Environmental Ltd  
Waste, Planning and Environmental Consultants



DRAWING TITLE  
RECEPTOR PLAN

CLIENT  
Sundorne Products (Llanidloes) Limited

PROJECT/SITE  
Ffrwdgrech Industrial Estate, Ffrwdgrech Road,  
Brecon, LD3 8LA

SCALE @ A3 1:12,500	CLIENT NO 3313	JOB NO 001
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DRAWING NUMBER BRC/3313/04	REV A	STATUS Issued
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DRAWN BY JH	CHECKED CP	DATE 08.11.23
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## ENVIRONMENTAL IMPACTS PLAN AND CONTROLS

Site Management System: Brecon HWRC

<b>Title:</b>	Environmental Impacts Plan and Controls
<b>Document ref.:</b>	EIP

Revision	Description of change	Author	Effective Date
1	First Review	AGS	23/11/17
2	Reviewed by	MP	05/10/2024
3	Reviewed by	CP/SPLL	10/11/2024

### 1.0 PURPOSE

The purpose of this document is to identify: -

- the potential receptors for any impacts from the site;
- processes, activities or equipment on the site which may result in an environmental impact; and
- key environmental legislation affecting each process, activity or equipment.

Following on from the above, it must be identified which processes, activities or equipment requires a Standard Operating Procedure in order to mitigate against potential negative environmental impacts from the site.

**Please note:** On a regular basis, or when site operations or equipment changes significantly, this assessment should be reviewed.

### 2.0 SCOPE

All existing and planned processes, activities or equipment on site.

### 3.0 SITE LOCATION AND RECEPTORS

#### 3.1 Site location

3.1.1 The site is located on the Ffrwdgrech Industrial Estate which is accessed off the A470 in Brecon, Powys. The site is located within the Brecon Beacons National Park.

3.1.2 The location of the site and surrounding potential receptors are shown on drawings presented within the drawings section of this system.

#### 3.2 Human receptors

3.2.1 There are very few residential receptors close to the site, the closest being

- Two farms , approximately 140 m and 300m to the south west of the HWRC
- A Residential properties on minor road approximately 360 m south of the site

3.2.2 Other potential human receptors will be workers and users of the Ffrwdgrech Industrial Estate.

3.2.3 The site is surrounded immediately to the north-east and north-west by other industrial units. These represent other human receptors, although they are less likely to be sensitive to nuisance issues than residential receptors. To the south, are open fields.

### **3.3 Habitats**

3.3.1 The River Usk/ Afon Wysg has been designated a site of special scientific interest (SSSI) and special area of conservation (SAC). The Afon Tarell flows in a SW to NE direction approximately 100m to the north east and forms a tributary to the River Usk and therefore forms part of the designation.

3.3.2 The designation is in recognition of its importance for various fish species – three species of lamprey, the twaite shad, the bullhead and the Atlantic salmon. It is also important for its otter population.

3.3.3 The Environment Agency's aquifer maps shows the site underlain by a Secondary A (defined as "Permeable layers capable of supporting water supplies at a local rather than strategic scale.

3.3.4 The site is not located within a source protection zone for groundwater. There is one licensed groundwater abstraction recorded approximately 660m from the site, licensed for water bottling.

### **3.4 Surface water**

3.4.1 The nearest surface water feature is the Afon Tarell described above.

3.4.2 The Environment Agency's/NRWS's flood risk map shows the site as being outside the flood zones 2 or 3.

## **4.0 RISK ASSESSMENT**

### **4.1 Risk screening (Table 1)**

4.1.1 All environmental aspects, i.e. any site processes, activities or equipment that could have an impact on the environment from the site, have been identified. These are listed in Table 1 at the end of this document along with an initial screening of whether the potential impact is considered to be low, medium or high.

4.1.2 Within Table 1 is also recorded the key legislation applying to each process, activity or equipment.

#### **4.2 Risk assessments (Table 2A to 2G)**

4.2.1 For each process/activity/equipment identified in Table 1, the risk assessment templates in Table 2 at the end of this document has been completed if there is an environmental impact identified as at least High (H) or Medium (M) under normal or abnormal operation.

#### **4.3 Management of waste generated on-site (Table 3)**

4.3.1 In addition to the potential impacts from on-site activities, there is a potential environmental impact from the waste despatched from site. Environmental impacts from wastes can be managed through the Duty of Care for Waste and the chosen disposal options. Table 3 below has been completed for all wastes generated on-site to assess if the environmental impact is being managed correctly.

### **5.0 PROCEDURES**

#### **5.1 List of procedures (Table 4)**

5.1.1 The risk assessments in Table 2 demonstrate where a procedure is required for a certain process/activity/equipment to manage its environmental impact. Table 4 below lists the procedures which are assessed as being required as a minimum to manage the environmental impacts from the site.

5.1.2 Procedures under this Site Management System are referred to as Standard Operating Procedures (SOPs). These are included in a separate section under this system along with associated Standard Forms (SFs) for keeping of records under this system. Other company procedures and forms which are not controlled under this system are also referred to where relevant.

### **6.0 REFERENCES**

- Tables 1-4 attached
- Standard Operating Procedures (SOPs)
- Drawings 2336.BRE.01 and 2336.BRE 02 (within the Site Management System)



**Table 1****Site Activity: Household Waste Recycling Centre (HWRC)**

The key pieces of environmental legislation affecting this sector are:  <i>(Add as many as apply to your site activities – you should ensure that this list is kept up to date for your site and covers all applicable legislation)</i>	• Environmental Permitting (England and Wales) (Amendment) Regulations 2015 (SI 2015/918) • Water Resources Act 1991, as amended. • The Environmental Protection Act 1990 (Amendment of Section 57) (England and Wales) Regulations 2005								• The Hazardous Waste (Miscellaneous Amendments) Regulations 2015 • The Waste (England and Wales) Regulations 2011 • The Waste Electrical and Electronic Equipment Regulations 2013									
	Process / Activity / Equipment		A	W	E	D	L	N	R	Process / Activity / Equipment		A	W	E	D	L	N	R
<b>Processes / Activities / Equipment at your site:</b> (insert H or M or L where applies)  List all the processes / activities / equipment at your site in these columns.  Then put an (H) high impact, or (M) medium impact, or (L) low impact in the box next to the process / activity / equipment if it can result in an environmental impact listed below under normal or abnormal operation.  ➤ Emissions to Air (including dust) - <b>A</b> ➤ Emissions to Water - <b>W</b> ➤ Energy Usage (e.g. electricity, gas, oil) - <b>E</b> ➤ Waste Disposal - <b>D</b> ➤ Land Contamination - <b>L</b> ➤ Nuisance (i.e. noise or odour) - <b>N</b> ➤ Resource Consumption (e.g. water, chemicals, not energy) - <b>R</b>	Oil / water separator – operation		L	H	-	H	L	-	-	• Gas bottle cage		-	-	-	L	-	-	-
	Impermeable pavements & drainage system		-	M	-	-	M	-	-	• Various containers for other non-hazardous recyclables (e.g. paper, plastic, glass, cans, tyres, dry cell batteries, , metals, green waste)		L	L	-	L	L	M	-
	Security fencing & gates		-	-	-	-	-	L	-	• Non-recyclable waste skip		L	L	-	M	L	M	-
	<b><i>Skips / containers for use by public for waste deposits within the HWRS:</i></b>									• Inert waste skip		M	L	-	L	L	L	-
	• Fridges (loose)		M	M	-	H	M	L	-	• Plasterboard		M	L	-	L	L	L	-
	• Waste oil container		L	H	-	H	H	-	-	• Tyres		L	L	-	M	L	L	-
	• Waste car batteries container		-	H	-	H	H	-	-	Segregation (manual only ad-hoc, as required)		L	-	L	-	-	L	-
	• Waste chemical containers (within Chembank)		L	M	-	H	M	-	-	Despatch of skips		L	-	M	-	-	M	-
	• WEEE/small electricals storage container		L	L	-	M	L	-	-									
	• Waste fluorescent tubes container		M	M	-	H	M	-	-									

Document ref.: **EIP**

Revision Level: **3**

Revision Date: 10/11/2024

**Table 2A. Emissions to Air [A] (use as many forms as required)**

Process / Activity / Equipment on Site	Potential Impact	Is impact controlled by equipment?	Is equipment included on maintenance checklist?	Is impact controlled by a procedure?	Has person using the procedure received training?	Comments
Waste fluorescent tubes container – filling, despatch, accidental spillages	In the event of any fluorescent tubes being delivered which are broken or any breakages on site, mercury containing dust may be released.	Yes – all fluorescent tubes are placed in purpose designed container	No – container provided by specialist company collecting the fluorescent tubes.	Yes – SOP-01, SOP-02, SOP-03 and AMP	Yes	The HWRC supervisor takes receipt of fluorescent tubes from householders and then places them in the specialised container within the compound.
Inert waste (C&D skip waste) – transfer and bulking	Potential for dust emissions from emptying of skips onto ground and from reloading of containers.	Yes – water supply for wetting.	Yes – watering equipment on list.	Yes – SOP-01, SOP-02, SOP-03	Yes	Skip deliveries are instructed where to tip and load inspected before tipping to minimise need to double handle the waste.
Waste refrigeration equipment – loading/unloading, handling, storage	Certain old refrigeration equipment contains refrigerants which are now banned as ‘ozone depleting substances’. Damage to equipment during handling could cause escape of refrigerants which can damage the ozone layer.	No	N/A	Yes – SOP-01, SOP-03	Yes	

**Table 2B. Energy Usage [E] (use as many forms as required)**

Process / Activity / Equipment on Site	Potential Impact	Is impact controlled by equipment?	Is equipment included on maintenance checklist?	Is impact controlled by a procedure?	Has person using the procedure received training?	Comments
	No energy intensive activities					

**Table 2C. Emissions to Water [W] (use as many forms as required)**

Process / Activity / Equipment on Site	Potential Impact	Is impact controlled by equipment?	Is equipment included on maintenance checklist?	Is impact controlled by a procedure?	Has Person using the procedure received training?	Comments
Impermeable pavement and drainage system	Damage to the integrity of concreted areas or the underground drainage system could result in contaminated run-off percolating to underlying ground and could reach a tributary to the River Usk located north of the site.	Impermeable pavement and sealed drainage system structures.	Yes – impermeable pavements and all drainage system structures included.	Yes – SOP-05	Yes	
Surface water drainage system for run-off from office/mess room roofs and no waste areas and those used only for inert/non-polluting wastes	Under normal conditions run-off to surface water sewer should be uncontaminated. However, if contamination occurs by accident, it has the potential to cause water pollution to local watercourse if there is a site drain failure or if potentially polluting wastes are stored in the wrong parts of the site.	Yes – interceptor	Yes – see above	Yes – SOP-03, SOP-05 and AMP	Yes	
Waste oil container – deposit and storage of oil	Leakages from the waste oil container or spillages during filling or emptying could potentially impact surface water if it percolates through site surfacing.	Waste oil container. Impermeable pavement and drainage system as covered above.	Yes – waste oil containers are covered.	Yes – SOP-01, SOP-03, SOP-05 and AMP	Yes	
Waste car batteries – deposit and storage	Leakages from lead acid batteries could cause contamination which may percolate through to surface water.	Yes – lidded, acid proof containers on impermeable pavement	Yes – containers are covered	Yes – SOP-01, SOP-03, SOP-05 and AMP	Yes	Car batteries must be stored upright to minimise the risk of electrolytes leaking from them.

**Table 2C. Emissions to Water [W] (use as many forms as required)**

Waste chemical storage (e.g. paint, pesticides) - filling, despatch, accidental spillages	Leakages from waste chemicals could cause contamination which may percolate through to surface water and affect water quality or cause a pollution incident, dependent on nature or quantity of spillage.	Yes – lidded, acid proof containers on impermeable pavement	Yes – containers are covered	Yes – SOP-01, SOP-03, SOP-05 and AMP	Yes	Household chemicals are all received in bottles or tins or other packaging. They are placed into a lidded container within their original packaging for sorting/disposal elsewhere.
Waste fluorescent tubes container – filling, despatch, accidental spillages	In the event of any fluorescent tubes being delivered which are broken or any breakages on site, water mixing with mercury or sodium containing dust could lead to contaminated run-off which could affect water quality if percolating through to surface water.	Yes – all fluorescent tubes are placed in purpose designed container	No – container provided by specialist company collecting the fluorescent tubes. Fencing of compound on list.	Yes – SOP-01, SOP-03, SOP-05 and AMP	Yes	
Fuel storage tanks	Leakages due to failure of the fuel storage tanks could cause contamination of surface water if reaching local surface water through site surfacing, drainage or ground.	Yes – fuel storage tanks and bunds	Yes	Yes – SOP-05 and AMP	Yes	Catastrophic failure of the tank (e.g. the accidental loss of the entire content of the tank) is covered as part of the accident/incident management plan.
Storage of car batteries	Leaks from car batteries could cause contamination of surface water if reaching local surface water through site surfacing, drainage or ground.	Yes – storage containers, bunds, impermeable pavements & drainage system	Yes	Yes – SOP-01, SOP-03, SOP-05 and AMP	Yes	Car batteries may be collected from the HWRC, batteries are stored in sealed containers.

**Table 2D. Waste Disposal [D] (use as many forms as required)**

Process / Activity / Equipment on Site	Potential Impact	Is impact controlled by equipment?	Is equipment included on maintenance checklist?	Is impact controlled by a procedure?	Has person using the procedure received training?	Comments
Waste oil container	Hazardous waste must be disposed of in accordance with Hazardous Waste Regs and typically requires use of specialised waste disposal contractors, to minimise potential negative impacts from their disposal.	No	N/A	Yes – SOP-02	Yes	
Waste car batteries container	As above.	No	N/A	As above.	Yes	
Waste chemical container (e.g. paint, pesticides)	As above.	No	N/A	As above.	Yes	
WEEE storage container	As above.	No	N/A	As above.	Yes	
Waste fluorescent tubes container	As above.	No	N/A	As above.	Yes	
Non-recyclable waste skip	General unsorted waste is sent to landfill which is associated with various potential negative environmental impacts. Segregation of recyclable fractions from the waste is environmentally preferable. The Duty of Care legislation must be complied with to minimise the risk of incorrect disposal.	No	N/A	As above.	Yes	Any easily removable items that are incorrectly disposed of in the non-recyclable waste skip may be removed by the HWRS staff and placed in the correct container.  In addition, all site users are required to pre-sort their waste, removing any recycling.
Waste refrigeration equipment	Potentially hazardous waste	No	N/A	As above.	Yes	
Car batteries	Hazardous waste must be disposed of in accordance with Hazardous Waste Regs and typically requires use of specialised waste disposal contractors, to minimise potential negative impacts from their disposal.	No	N/A	As above.	Yes	

**Table 2D. Waste Disposal [D] (use as many forms as required)**

Tyres	Tyres cannot be disposed of to landfill. They must be collected and transferred to a specialised tyre recovery/recycling company. The Duty of Care legislation must be complied with to minimise the risk of incorrect disposal.	No	N/A	As above.	Yes	
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**Table 2E. Nuisance (e.g. Noise, Odour) [N] (use as many forms as required)**

Process / Activity / Equipment on Site	Potential Impact	Is impact controlled by equipment?	Is equipment included on maintenance checklist?	Is impact controlled by a procedure?	Has person using the procedure received training?	Comments
Various containers for other non-hazardous recyclables (e.g. paper, plastic, glass, cans, tyres, dry cell batteries, small electrical, metals, green waste)	It is possible that some litter may be created if householders deposit of light waste such as paper. Litter may be a nuisance but due to the location within an industrial area, small amounts of litter are unlikely to be considered a nuisance by the adjacent industrial units.	Yes – enclosed containers, fencing	Yes	Yes – SOP-03, SOP-08	Yes	
Non-recyclable waste skip	It is possible that waste deposited in the non-recyclable waste skip could become odorous or give rise to litter. Under Section III of the Environmental Protection Act 1990, odour can be classified as a statutory nuisance.	Yes – fencing will mitigate against litter being blown from site.	Yes	Yes – SOP-03, SOP-08	Yes	
Despatch of skips	The uplifting and despatch of skips will give rise to some noise, although the immediate surrounding neighbours are unlikely to be sensitive to noise due to the site location within an industrial area. Under Section III of the Environmental Protection Act 1990, noise can be classified as a statutory nuisance.	Yes, partly. Excessive noise can be prevented by maintenance of vehicles.	Yes	Yes – SOP-03, SOP-08	Yes	



**Table 2F. Resource Consumption (not energy) [R] (use as many forms as required)**

Process / Activity / Equipment on Site	Potential Impact	Is impact controlled by equipment?	Is equipment included on maintenance checklist?	Is impact controlled by a procedure?	Has person using the procedure received training?	Comments
<i>All site processes, activities and equipment</i>	<i>Low.</i>					

**Table 2G. Land Contamination (e.g. storage of hazardous substances) [L] (use as many forms as required)**

Process / Activity / Equipment on Site	Potential Impact	Is impact controlled by equipment?	Is equipment included on maintenance checklist?	Is impact controlled by a procedure?	Has person using the procedure received training?	Comments
Impermeable pavements & drainage system	If concrete surfacing and drainage system structures are damaged or worn to such an extent that they are no longer impermeable, there is the potential for any contaminated run-off from site activities to percolate through to underlying ground.	Impermeable pavement and sealed drainage system structures.	Yes	Yes – SOP-05	Yes	
Waste oil container	Oil is persistent in soil and could leak into groundwater/surface water.	Waste oil container. Impermeable pavement and drainage system as covered above.	Yes	Yes – SOP-01, SOP-03, SOP-05	Yes	
Waste car batteries container	Components such as lead in car batteries could make them harmful, toxic or carcinogenic and the acid electrolyte is corrosive.	Yes – lidded, acid proof containers on impermeable pavement	Yes	Yes – SOP-01, SOP-03, SOP-05	Yes	Batteries should be stored upright to minimise the risk of the harmful electrolytes leaking.
Waste chemical container (e.g. paint, pesticides)	Paints and pesticides and other household chemicals have the potential to contaminate soil.	Yes – lidded, acid proof containers on impermeable pavement	Yes	Yes – SOP-01, SOP-03, SOP-05	Yes	
Waste fluorescent tubes container	In the event of any fluorescent tubes being delivered which are broken or any breakages on site, water mixing with mercury or sodium containing dust could lead to contaminated run-off which could contaminate soil.	Yes – all fluorescent tubes are placed in purpose designed container and kept in locked enclosure	Yes	Yes – SOP-01, SOP-03, SOP-05	Yes	

Document ref.: EIP  
Revision Level: 3  
Revision Date: 10/11/2024

**Table 3. General Waste Management** *(use as many forms as required)*

Waste Produced at Site ( <i>with EWC, if known</i> )	Where does the waste go?	Can it go to recovery / recycling?	Is it being stored correctly on site?	Are Duty of Care requirements being met?	Comments
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**Table 4. List of Procedures (list procedures identified in Table 2A to 2G above, and any other procedures you have in addition)  
(use as many forms as required)**

Procedure Name	What process / activity / equipment does it relate to?	Where is the procedure kept?	Version Number	When the procedure was last reviewed?	Comments
AMP: Accident / pollution incident management plan	All on-site processes and activities	Site office (hardcopy)	0		Initial release
SOP-01: Waste acceptance	All on-site processes and activities	Site office (hardcopy)	0		Initial release
SOP-02: Waste despatch	All on-site processes and activities	Site office (hardcopy)	0		Initial release
SOP-03: Waste storage and handling	All on-site processes and activities	Site office (hardcopy)	0		Initial release
SOP-04: Waste treatment	Not Applicable				
SOP-05: Site construction and infrastructure	All site infrastructure critical to effectiveness of Site Management System	Site office (hardcopy)	0		Initial release
SOP-06: Fuel delivery and storage	Delivery and storage of fuel on-site	Site office (hardcopy)	0		Initial release

**Table 4. List of Procedures** *(list procedures identified in Table 2A to 2G above, and any other procedures you have in addition)*  
*(use as many forms as required)*

SOP-07: Maintenance	All equipment and infrastructure critical to effectiveness of Site Management System	Site office (hardcopy)	0		Initial release
SOP-08: Nuisance response procedure	All on-site processes and activities	Site office (hardcopy)	0		Initial release
SOP-09: Spill response procedure	All on-site processes and activities	Site office (hardcopy)	0		Initial release
SOP-10: Fire procedure	All on-site processes and activities	Site office (hardcopy)	0		Initial release
SOP-11: Flood procedure	All on-site processes and activities	Site office (hardcopy)	0		Initial release

**ACCIDENT / POLLUTION INCIDENT MANAGEMENT PLAN****Site Management System: Brecon HWRC**

<b>Title:</b>	Accident / Pollution Incident Management Plan
<b>Document ref.:</b>	AMP

Revision	Description of change	Author	Effective Date
1	First Review	AGS	23/11/17
2	Reviewed by	MP	05/10/2024
3	Reviewed by	CP/SPLL	10/11/2024

**1.0 PURPOSE**

The purpose of this document is to plan what should be done to prevent potential accidents and pollution incidents and what to do if they happen.

**2.0 SCOPE**

All existing and planned processes, activities or equipment on site.

**3.0 MANAGEMENT PLAN****3.1 Management of activities to prevent and handle accidents**

3.1.1 The details of the Accident / Pollution Incident Management Plan are included in the following appendices: -

Appendix A – Site Plans

Appendix B – Key Site and Emergency Contacts

Appendix C – List of Substances and Storage Facilities

Appendix D – Preventing Accidents / Incidents... and what to do if they happen.

**3.2 Test and reviews of the management plan**

3.2.1 The accident management plan should be tested regularly, and a record should be made of all tests.

3.2.2 The test of the management plan can be done by designing exercises which can be discussion based, table top or live. Tests can be set up to test the whole plan or critical elements within it such as:

- contacts lists;

- the activation process;
- equipment.

3.2.3 If possible, include external parties as this helps validate the plan.

3.2.4 Frequency of testing should be related to the environmental risk posed by the site, staff turnover, the introduction of new processes or materials and conclusions from any previous exercises or incidents.

3.2.5 The plan should be reviewed, as a minimum, every 3 to 4 years. It may need to be reviewed following an incident, accident, complaint or if requested by the Natural Resources Wales (NRW).

#### 4.0 REFERENCES

- Drawings (within the Site Management System)
- Standard operating Procedures (SOPs)

## **APPENDIX A – SITE PLAN**

**Site plans are located in the 'Drawings' section of the Site Management System.**

Site plans should be up-to-date and should be showing the locations of the following items:

- **Site entrances and exits** available to the emergency services.
- **Buildings**; the buildings and other main constructions.
- **Drainage**; including:
  - foul drainage
  - surface water drainageshowing
  - the direction of flow and
  - the discharge points to the sewer, watercourse or soakaway,
  - the location of manhole covers and drains,
  - the location of stop valves and interceptors (Dip pipes on all interceptors act as stop valves for oil etc).
- **Service mains**; the routes of
  - water supply, gas, electricity,
  - mains water stop tap, and gas and electrical supply isolating valves / switch.
- **Storage of hazardous materials**; e.g. oil and fuel tanks, chemical stores, raw materials, waste materials etc.
- **Process lines**; location and direction of main process lines/pipes.
- **Accident and emergency response items**; such as fire extinguishers, fire hydrants, fire water tanks / ponds, spill kits, sand bags, alarms, first aid kit etc.
- **Vulnerable receptors**; on site or adjacent receptors that could be affected by the site operations, such as porous / unmade ground, watercourses, springs, boreholes, ecologically sensitive sites, residential properties, schools, offices, hospitals etc.
- **Pollution control points**; such as inspection or monitoring points, bunds.
- **Treatment**; location of any on site trade effluent or sewage effluent treatment plant.



## APPENDIX B – KEY SITE AND EMERGENCY CONTACTS

This table contains information and contacts you may need in an emergency.

SITE DETAILS			
Location: Brecon HWRC, Ffrwdgrech Industrial, Brecon, Powys,			
Postcode: LD3 8LA			
Site Access Grid Reference: SO 03041 27742			
SITE CONTACTS	Name	Office Hours (specify)	Out of hours
Owner:	James Potter	01938 552396	
General Manager:	Debbie Potter	01938 552396	07866 852351
Security Contact:	Mark Phillips	07803514133	07803514133
Landowner / Agent:	Powys County Council	015977826000	01597825275
EMERGENCY SERVICES		Office Hours	Out of hours
<b>Emergency</b>		<b>999</b>	<b>999</b>
Medical – non-emergency (NHS Direct):		0845 4647	0845 4647
Police – non-emergency:		101	101
Fire – non-emergency (xxxx):		03706060699	
REGULATORS		Office Hours	Out of hours
Health and Safety Executive (HSE)		0845 300 99 23	0151 922 9235
Local Authority Powys County Council		015977826000	01597825275
Natural Resources Wales (NRW) (Local)		01743 283528	N/A
Natural Resources Wales (Enquiries)		0300 065 3000	
NRW (24 hour emergency hotline)		0800 80 70 60	
Countryside Council for Wales		N/A	N/A
UTILITY / KEY SERVICES	Name	Office Hours	Out of hours
Water undertaker:	Welsh Water		0800 052 0130
Sewerage undertaker:	Welsh Water		0800 052 0130
Electricity supplier:	Scottish Power/Manweb	0845 2722424	0845 2722424
Fuel supplier:	Total Gas and Power	03330337874	03330337874
Maintenance contractor:	Powys Council	01597827464	03332225913
Electrician:	Powys Council	01597827464	03332225913
Plumber:	Powys Council	01597827464	03332225913
OTHER KEY CONTACTS	Name	Office Hours	Out of hours
Head Office:	Potters Yard	01938552396	
Neighbours:			

**APPENDIX C – LIST OF SUBSTANCES AND STORAGE FACILITIES**

The following is a list of liquids, powders etc that are stored on site and could be harmful to the environment if they escape.

<b>Material</b>	<b>Maximum Quantity</b>	<b>Type and size of storage</b>	<b>Type and size of Secondary Containment</b>
Waste oil	2,000 litres	2 double skinned purpose-designed waste oil containers with drip tray.	On concreted area draining to surface water sewer via an oil/silt interceptor
Car batteries container	2 m <sup>3</sup> container	Lidded acid resistant 2 m <sup>3</sup> plastic container	On concreted area draining to surface water sewer via an oil/silt interceptor
Household chemicals (including paints, solvents and pesticides) (chemistore waste)	2 containers	Lidded acid resistant 3 m <sup>3</sup> purpose-built steel lockable container	On concreted area draining to surface water sewer via an oil/silt interceptor
Fluorescent tubes	1 x 3 cubic metres steel box	Sealed containers or cylinder tubes	On concreted area draining to surface water sewer via an oil/silt interceptor
Gas bottles	Approx 50 gas bottles	Gas bottles in cage	Appropriately segregated in cage
Cooking oil	500 litres	Various containers	On concreted area draining to surface water sewer via an oil/silt interceptor
Fridges	50 items	Various / freestanding	On concreted area draining to surface water sewer via an oil/silt interceptor

## APPENDIX D – PREVENTING ACCIDENTS / INCIDENTS ..... AND WHAT TO DO IF THEY HAPPEN

The following table is a list of the things that could go wrong and harm the environment.

The table describes what you should be doing to reduce the chances of each possibility happening. It also describes what should be done if the worst actually happens.

Possible Accident / Incident	What would the harm be?	How do we reduce the chances of it happening?	What to do if it happens
Spillages			
Spillage during reception sorting, or transfer, of wastes.	Contamination of land, drains, groundwater and watercourses.	Inspect and validate all incoming wastes. Remove hazardous liquids from wastes prior to processing. Train the staff.	Follow the spill response procedure. It describes what to do in the event of a spill and where the kit is kept.
Slow seepage of liquids from imported contaminated materials. Slow seepage can be less noticeable than ‘spills’.		Incoming materials that are contaminated will only be stored on impervious surfaces that are drained to an oil interceptor.	
Overfilling			
(Others: Please specify) N/A			
Failure of Plant or Equipment			
Leakages; due to faulty pipe work, valves, over-pressure, blockages, corrosion, severe weather, ground movement etc.	Contamination of land, drains, groundwater and watercourses.	Daily visual inspection and completion of weekly inspection checklist record. Preventative maintenance regime. Any underground pipes and tanks will be tested for integrity. Insulation and protection of pipe work.	Spill response procedure as described above.
Puncture; of vessels and tanks etc due to impact from vehicles.		Tanks and vessels generally located within / on secondary containment facilities. Storage locations protected by use of barriers or fencing. Movement of containers using safe techniques.	
(Others: Please specify) N/A			

Possible Accident / Incident	What would the harm be?	How do we reduce the chances of it happening?	What to do if it happens
<b>Fire</b>			
Fire	Smoke and pollution, Firewater causes contamination of land, groundwater and watercourses.	Separation of incompatible materials and of combustible materials and ignition sources. Incorporation of fire breaks into site layout and containment of fire water. No smoking policy. Maintain tidy site and minimise stockpile of combustible materials. Fire training and emergency drills.	Fire procedure describing what to do in the event of a fire, including details about fire alarms, exit routes and muster points, responsible personnel such as a fire warden and the location and use of emergency fire equipment such as extinguishers, hoses, sand bags and drain covers.
<b>Cross contamination</b>			
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.	Maintenance of up to date drainage plan. Maintenance of inventory of substances with material property details. Procedure for contractors to work on site including induction training and permit to work. Fail-safe filling systems.	Fire procedure as described above.
(Others: Please specify) N/A			
<b>Flood</b>			
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.	Maintenance of drains. Fitting of flap / non return valves on drains. Safe location for storage of hazardous materials.	Flood procedure describing what to do in the event of a flood warning such as installation of barge boards, use of sand bags, movement or protection of sensitive materials.
(Others: Please specify) N/A			
<b>Failure of Services</b>			
Due to failure of supply; water, electricity, gas	No potential accidents/incidents		

Possible Accident / Incident	What would the harm be?	How do we reduce the chances of it happening?	What to do if it happens
supply and of sewerage system. Due to utility supply being struck and broken / cut. <i>(Others: Please specify)</i>	identified that may result from failure of services		
<b>Failure of Containment</b>			
Failure of containment facilities due to land movement, impact, corrosion etc.	Contamination of land, drains, groundwater and watercourses.	Provision of secondary containment for hazardous liquids. Inspection of primary and secondary containment facilities. Integrity checks of tanks and bunds.	Spill response procedure as described above.
<i>(Others: Please specify)</i> N/A			
<b>Vandalism</b>			
Unauthorised entry and tampering or malicious damage to property, plant and equipment.	Contamination of land, drains, groundwater and watercourses.	Secure gate and perimeter fence. Site locked when un-manned, tanks and valves locked when not in use out of hours. Equipment locked in secure storage out of hours.	Spill response procedure as described above.

Procedure No.: **SOP-01**  
Revision Level: **3**  
Revision Date: 08/11/2024

## STANDARD OPERATING PROCEDURE

Site Management System: Brecon HWRC, Powys

<b>Title:</b>	Waste acceptance
<b>Procedure no:</b>	SOP-01

Revision	Description of change	Author	Effective Date
1	First Revision	AGS	23/11/17
2	Reviewed with addition of 4.2.4	MP	05/10/2024
3	Reviewed / addition of EWC codes to Appendix A	CP/SPLL	08/11/2023

### 1.0 PURPOSE

The purpose of this procedure is to ensure that: -

- only permitted wastes are accepted into the household waste recycling centre
- adequate Duty of Care checks are carried out and records kept,
- wastes are deposited into their designated containers or containment areas, and
- explain what to do about non-permitted wastes that have been deposited at the site.

### 2.0 SCOPE

Waste deposited directly into the HWRC by householders.

### 3.0 RESPONSIBILITY

Site supervisor  
Site operatives  
Technically competent manager

### 4.0 PROCEDURE

#### 4.1 HWRC layout and signs

- 4.1.1 It is the responsibility of the site manager or supervisor to ensure that clear signs are available on all containers to help members of the public locating the correct containers for their waste.

## **4.2 Supervision of waste deposits in HWRC**

- 4.2.1 The site operatives must be available to manage the delivery of household waste into the HWRC to ensure only wastes listed on the '*Waste list for household waste recycling site (HWRC)*' is permitted onto the site.
- 4.2.2 Site operatives must be available to assist members of the public locating the correct containers or area for their waste to maximise the recycling rates and seek to ensure that any possibly non-compatible or unidentifiable wastes can be spotted early.
- 4.2.3 Regular checks must be carried out to oversee that the correct containers are used and that waste is not deposited straight onto the floor.
- 4.2.4 Traffic light system used to control number of vehicles on site and be restricted depending on availability of staff to carry out proper supervision of site users deposits to the site

### ***Difficult wastes***

- 4.2.5 For certain waste types, the site operatives should pay particular attention to ensure that members of the public are depositing waste correctly:
  - Waste oil should be decanted carefully to avoid spillages.
  - Car batteries should be placed in the container in an upright condition.
  - Household chemicals should be placed in the secondary container in an upright condition.
  - Fridges and freezers should be handled with care to avoid damage of the coolant system and the motor.
- 4.2.6 Gas bottles and fluorescent tubes/energy saving light bulbs must be placed in the locked compound. These wastes should be identified as soon as possible and placed as appropriate in the compound. The compound should be locked when not in use or supervised.

### ***Non-permitted waste***

- 4.2.7 In the event that a non-permitted waste is spotted prior to deposit by a member of public, the site operative should advise that the waste is not permitted at the site and, if possible, give advice on alternative disposal options.
- 4.2.8 If the operative is uncertain of the nature of a particular waste, or if a non-permitted waste is identified after deposit, it must be isolated away from other wastes, labelled as 'quarantined' and identification of it sought through the site supervisor or technically competent manager. A suitable place for disposal/recycling shall then be determined.

#### **4.3 Legal compliance for waste transfer notes and consignment notes**

- 4.3.1 The site manager must ensure that the company's own waste transfer note template complies with the requirements of the Duty of Care for Waste (Section 34 of the Environmental Protection Act 1990) and that the hazardous waste consignment note templates contain all the information required by the Hazardous Waste Regulations.
- 4.3.2 It should also be ensured that the company is registered as a registered waste carrier.

#### **5.0 REFERENCES**

- Consolidated waste list (attached)
- Waste transfer notes
- Hazardous waste consignment notes
- Company Registered Waste Carrier certificate
- Site Diary



## APPENDIX A – CONSOLIDATED WASTE LIST

<b>13</b>	<b>OIL WASTES AND WASTES OF LIQUID FUELS</b>
13 02	waste engine, gear and lubricating oils
13 02 05*	mineral-based non chlorinated engine, gear and lubricating oils
13 02 06*	synthetic engine, gear and lubricating oils
13 02 07*	readily biodegradable engine, gear and lubricating oils
<b>15</b>	<b>WASTE PACKAGING; ABSORBENTS, WIPING CLOTHS, FILTER MATERIALS AND PROTECTIVE CLOTHING NOT OTHERWISE SPECIFIED</b>
15 01	<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
15 01 10*	packaging containing residues of a contaminated by hazardous substances
15 01 11*	metallic packaging containing a hazardous solid porous matrix (for example asbestos), including empty pressure containers
<b>16</b>	<b>WASTES NOT OTHERWISE SPECIFIED IN THE LIST</b>
16 01	<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 05	gases in pressure containers and discarded chemicals
16 05 05	gases in pressure containers other than those mentioned in 16 05 04
16 06	batteries & accumulators
16 06 04	alkaline batteries (except 16 06 03)
<b>17</b>	<b>CONSTRUCTION AND DEMOLITION WASTES (INCLUDING EXCAVATED SOIL FROM CONTAMINATED SITES)</b>
17 01	concrete, bricks, tiles and ceramics
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
17 06	insulation materials and asbestos-containing construction materials
17 06 01*	insulation materials containing asbestos (bonded asbestos only)
17 06 05*	construction materials containing asbestos (bonded asbestos only)
17 08	gypsum-based construction material
17 08 02	gypsum-based construction materials other than those mentioned in 17 08 01
<b>20</b>	<b>MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPARATELY COLLECTED FRACTIONS</b>
20 01	separately collected fractions (except 15 01)

20 01 01	paper and cardboard
20 01 02	Glass
20 01 10	Clothes
20 01 11	Textiles
20 01 13*	Solvents
20 01 14*	Acids
20 01 15*	Alkalines
20 01 17*	Photochemicals
20 01 19*	Pesticides
20 01 21*	fluorescent tubes and other mercury containing waste
20 01 23*	Discarded equipment containing chlorofluorocarbons
20 01 25	edible oil and fat
20 01 27*	Paint, inks, adhesives and resins containing dangerous substances
20 01 28	Paint, inks, adhesives and resins other than those mentioned in 20 01 27
20 01 29*	Detergents containing dangerous substances
20 01 30	Detergents other than those mentioned in 20 01 29
20 01 33*	batteries and accumulators included in 16 06 01, 16 06 02 or 16 06 03 and unsorted batteries and accumulators containing these batteries
20 01 34	batteries and accumulators other than those mentioned in 20 01 33
20 01 35*	discarded electrical and electronic equipment other than those mentioned in 20 01 21 and 20 01 23 containing hazardous components
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 37*	wood containing dangerous substances
20 01 38	wood other than that mentioned in 20 01 37
20 01 39	Plastics
20 01 40	Metals
20 02	garden and park wastes (including cemetery waste)
20 02 01	biodegradable waste
20 02 02	soil and stones
20 02 03	other non-biodegradable wastes
20 03	other municipal wastes
20 03 01	mixed municipal waste
20 03 07	bulky waste

Procedure No.: **SOP-02**  
Revision Level: **3**  
Revision Date: 08/11/2024

## STANDARD OPERATING PROCEDURE

Site Management System: Brecon HWRC, Powys

<b>Title:</b>	Waste despatch
<b>Procedure no:</b>	SOP-02

Revision	Description of change	Author	Effective Date
1	First Review	AGS	23/11/17
2	Reviewed by	MP	05/10/2024
3	Reviewed by	CP/SPLL	08/11/2024

### 1.0 PURPOSE

The purpose of this procedure is to ensure that: -

- the Duty of Care for Waste is followed for all wastes despatched from site, and
- the Hazardous Waste Regulations requirements are complied with for despatch of all hazardous waste.

### 2.0 SCOPE

Waste despatched from the site.

### 3.0 RESPONSIBILITY

Site manager  
Site supervisor  
Technically competent manager

### 4.0 PROCEDURE

#### 4.1 Site manager/site supervisor duties

- 4.1.1 The site manager must ensure that the company's own waste transfer note template complies with the requirements of the Duty of Care for Waste (The Waste (England and Wales) Regulations 2011) and that the hazardous waste consignment note templates contain all the information required by and the Hazardous Waste Regulations.
- 4.1.2 It should also be ensured that the company is registered as a registered waste carrier.
- 4.1.3 It must be ensured that the site has a current registration with the Environment Agency or NRW as a hazardous waste producer.

4.1.4 In choosing a suitable destination for wastes despatched from site, all reasonable measures should be taken to follow the waste hierarchy. The waste hierarchy order of preference in terms of waste disposal options is: -

- Prevention;
- Preparing for re-use;
- Recycling;
- Other recovery (for example energy recovery);
- Disposal.

If following the waste hierarchy for a particular waste stream will not achieve the best environmental outcome, then deviations from the hierarchy can be made.

4.1.5 In making these decisions, it must be considered whether the waste to be despatched is of a nature and quality that it conforms to the waste acceptance criteria for the particular destination, for example:

- segregated waste streams for recycling or recovery must not contain impurities or contamination with other materials that makes it unsuitable for the processing site receiving it;
- WEEE should be despatched to approved authorised treatment facilities which are authorised for the category of WEEE being despatched;
- waste destined for landfill must meet the landfill WAC for the particular type of landfill.

#### **4.2 Site operatives / drivers**

4.2.1 Site operatives or drivers should ensure that waste loads for despatch are secure to prevent spillages or debris, e.g. by use of sheeting or netting.

#### **4.3 Supervisor/ drivers**

4.3.1 A duty of care transfer note will be issued and signed for all outgoing vehicles. For hazardous waste despatch, the transfer must be covered by a hazardous waste consignment note.

4.3.2 The driver must sign the note to agree the transfer. A copy is issued to the driver and a copy is held on site.

### **5.0 REFERENCES**

- Waste transfer notes
- Hazardous waste consignment notes
- Company Registered Waste Carrier certificate

Procedure No.: **SOP-03**

Revision Level: **3**

## STANDARD OPERATING PROCEDURE

Site Management System: Brecon HWRC, Powys

<b>Title:</b>	Waste storage and handling
<b>Procedure no:</b>	SOP-03

Revision	Description of change	Author	Effective Date
1	First Review	AGS	23/11/17
2	Reviewed by	MP	05/10/2024
3	Update to 4.2.1, 5.0 & Appendix A	CP/SPLL	10/11/2024

### 1.0 PURPOSE

The purpose of this procedure is to ensure that wastes are appropriately handled and stored to minimise the risk of any potential emissions such as polluting run-off, dust, litter giving rise to nuisance or pollution.

### 2.0 SCOPE

Waste stored within all areas of the site, including temporary storage.

### 3.0 RESPONSIBILITY

Site supervisor  
Site operatives  
Technically competent manager

### 4.0 PROCEDURE

#### 4.1 Designated storage areas

- 4.1.1 When waste materials are brought into the site by members of the public (and traders with recycling permits), they should be placed within their designated waste storage containers.
- 4.1.2 If waste needs to be placed outside the normal designated storage containers or area, then that storage area must comply with the storage requirements set out in section 4.2 below and Appendix A - Storage and handling requirements for specified wastes.

#### 4.2 General storage requirements

- 4.2.1 All wastes must be handled and stored at the site in accordance with the specific chemical and physical properties of the waste. The principles that must be adhered to are as follows:

- Wastes should be stored wholly within their designated container or containment area.
- Wastes that may give rise to contaminated run-off must be stored on impermeable pavements with sealed drainage or drainage being discharged to surface water sewer via oil and silt interceptor. Wastes that are hazardous must be kept segregated and must be handled carefully to prevent spillages or breakages that may result in loss in any hazardous material within it.
- Wastes that are odorous must be contained or removed from the site as soon as possible.

4.2.2 In addition to these general principles, the storage requirements for specified wastes which are regularly accepted into the site are detailed below.

#### **4.3 Storage and handling requirements for specified wastes**

4.3.1 The storage and handling requirements for different waste types are specified in the table in Appendix A - Storage and handling requirements for specified wastes.

4.3.2 This procedure only specifies requirements for basic treatment, such as manual sorting and segregation.

#### **4.4 Maximum storage capacity**

4.4.1 Details of any storage capacity restrictions for specific wastes are detailed in Appendix A.

4.4.2 The total quantity of waste accepted per year will not exceed 24,999 tonnes

### **5.0 REFERENCES**

- Site Layout & Fire Plan, drawing number BRC/3313/03

## APPENDIX A – STORAGE AND HANDLING REQUIREMENTS FOR SPECIFIED WASTES

	<b>Specified wastes - requirements for infrastructure, storage, handling or treatment</b>
<b>Waste category:</b>	<b>Segregated recyclables consisting of plastic, glass, paper, cans and textiles</b> (including co-mingled recyclables, e.g. 'survival bags')
Surfacing and drainage	Hardstanding ground or impermeable pavement with sealed drainage.
Additional equipment / infrastructure	To be stored in skips or bays.
Storage	Empty skips/non-waste material with no contamination to be stored on hardstanding ground
Handling / treatment	Segregation, sorting and compaction (by static compactor or manual) may take place. No automatic segregation processes are used. Segregated recyclables may be compacted prior to onward transport for recycling activities elsewhere.
Maximum quantities	None other than general restrictions for the site.
<b>Waste category:</b>	<b>Residual waste</b>
Surfacing and drainage	Impermeable pavements.
Additional equipment / infrastructure	To be stored in suitable containers.
Storage	The period of storage will not normally exceed 4 weeks or 12 weeks in extenuating circumstances. If odorous material is detected, that material will be either segregated and contained in an enclosed container or covered with other non odorous wastes to prevent odorous emissions. If material within the waste is becoming windborne (litter or dust), then sheeting or netting should be used or the material should be removed from site as soon as possible.
Handling / treatment	Treatment may include compaction and bulking up for further despatch.
Maximum quantities	Storage of biodegradable waste restricted to 30 tonnes.

	<b>Specified wastes - requirements for infrastructure, storage, handling or treatment</b>
<b>Waste category:</b>	<b>Green waste</b>
Surfacing and drainage	Impermeable pavement with sealed drainage.
Additional equipment / infrastructure	To be stored in containers.
Storage	Generally green waste should not be stored for longer than 5-7 days. This storage time can be extended for waste that is very woody in nature or if the weather is cold or dry.
Handling / treatment	See above
Maximum quantities	None other than general restrictions for the site.
<b>Waste category:</b>	<b>Wood waste</b>
Surfacing and drainage	Impermeable pavement with sealed drainage.
Additional equipment / infrastructure	To be stored in bays with access to water for dust suppression.
Storage	Wood may become dusty as the surface is drying out so may need dampening down during storage.
Handling / treatment	Handling of wood may release dust and so handling should be minimised and drop heights reduced to minimise the risk of dust.
Maximum quantities	None other than general restrictions for the site.
<b>Waste category:</b>	<b>Inert waste (construction and demolition waste)</b>
Surfacing and drainage	Impermeable pavement with sealed drainage.
Additional equipment / infrastructure	None.
Storage	Inert waste may become dusty as the surface is drying out so may need dampening down during storage.
Handling / treatment	The construction and demolition waste received may contain small amounts of non-inert materials provided these are not likely to cause contamination of the underlying ground or produce contaminated run-off (e.g. bits of wood and plastic).  Any non-inert materials within the waste that could give rise to contaminated run-off must be removed from the load as soon as possible after deposit.
Maximum quantities	Storage restrictions of 20 tonnes
<b>Waste category:</b>	<b>Tyres</b>
Surfacing and drainage	Impermeable pavement with sealed drainage.
Additional equipment / infrastructure	None.
Storage	No specific requirements.



	<b>Specified wastes - requirements for infrastructure, storage, handling or treatment</b>
Handling / treatment	No treatment other than bulking up for despatch.
Maximum quantities	No more than 2 tonnes to be stored at any time.
<b>Waste category:</b>	<b>Car batteries (lead acid)</b>
Surfacing and drainage	Impermeable pavements with sealed drainage.
Additional equipment / infrastructure	Acid proof containers.
Storage	To be stored either: <ul style="list-style-type: none"> <li>• within acid proof containers with a lid to prevent ingress of water, or</li> <li>• on acid resistant surfacing under roof cover preventing water ingress.</li> </ul> Batteries to be stored in upright condition.
Handling / treatment	Ensure batteries are placed carefully in storage area in upright condition to prevent acid leaking from the batteries. No treatment other than bulking up for despatch.
Maximum quantities	1 cubic metre
<b>Waste category:</b>	<b>Non-recyclable waste containers</b>
Surfacing and drainage	Impermeable pavements with sealed drainage.
Additional equipment / infrastructure	Container
Storage	The period of storage shall not normally exceed 72 hours. If odorous material is detected, that material shall be either segregated and contained in an enclosed container or covered with other wastes to prevent odorous emissions. If material within the waste is becoming windborne (litter or dust), then sheeting or netting should be used or the material should be removed from site as soon as possible.
Handling / treatment	Wastes should be placed straight into container.
Maximum quantities	None other than general restrictions for the site.
<b>Waste category:</b>	<b>Waste electrical and electronic equipment (WEEE) waste</b> (including small electrical, fridges and freezers, CRT equipment)
Surfacing and drainage	Impermeable pavement with sealed drainage.
Additional equipment / infrastructure	None
Storage	CRT equipment (old TVs and computer monitor with cathode ray tubes) is hazardous waste and must be stored separately. Refrigeration equipment must be stored upright. Should not be stored for longer than 3 months.

	<b>Specified wastes - requirements for infrastructure, storage, handling or treatment</b>
	Small electrical to be stored in a separate skip. (As per Hazardous Waste guidance WM2, co-collected small WEEE from household waste sites should be dual coded both as 20 01 35* and 20 01 36.)
Handling / treatment	No treatment other than segregation should be carried out. Refrigeration equipment to be handled with care to avoid damaging the cooling system or compressors this could lead to loss of refrigerants or oil within the compressor.
Maximum quantities	60 cubic metres WEEE, 50 fridges
<b>Waste category:</b>	<b>Dry cell batteries</b>
Surfacing and drainage	Impermeable pavement with sealed drainage.
Additional equipment / infrastructure	Sealed container
Storage	No specific requirements.
Handling / treatment	No treatment to be carried out.
Maximum quantities	None other than general restrictions for the site.
<b>Waste category:</b>	<b>Hazardous and non-hazardous household chemicals (chemistore wastes)</b> (solvents, acids, alkalines, photochemicals, pesticides, paints / inks / adhesives / resins, detergents)
Surfacing and drainage	Impermeable pavement with sealed drainage.
Additional equipment / infrastructure	Designated container to be a lidded, acid proof container (chemistore). It must be labelled as to its contents.
Storage	Should be delivered by members of the public in suitable, sealed packaging (e.g. their original packaging). If chemicals are brought to a HWRC in unmarked containers, i.e. any container other than that provided by the manufacturers, site operatives should ask members of the public what the substance in the container is, and anything they know about its origin. These details should be recorded to assist the collection contractors with the identification of chemicals.
Handling / treatment	Should be placed carefully into the chemistore in an upright condition. If the waste is not in a suitable, sealed packaging, it should be placed in a suitable 'over-container' to prevent spillage and mixing with other wastes within the chemistore.
Maximum quantities	The containers used for the chemistore should be no larger than 3 cubic metres.
<b>Waste category:</b>	<b>Waste oil</b>
Surfacing and drainage	Impermeable pavement with sealed drainage.
Additional equipment / infrastructure	Purpose designed, double skinned waste oil tank with drip tray.

	<b>Specified wastes - requirements for infrastructure, storage, handling or treatment</b>
Storage	Waste oil tanks should be located to minimise the risk of being struck by householders' cars or site machinery.
Handling / treatment	Staff supervision of the HWRC to ensure any accidental spillages by householders are handled as soon as practicable.
Maximum quantities	2,000 litres
<b>Waste category:</b>	<b>Cooking oil</b>
Surfacing and drainage	Impermeable pavement with sealed drainage.
Additional equipment / infrastructure	Stored in containers
Storage	Containers should be stored in suitable location to minimise the risk of being struck by householders' cars or site machinery.
Handling / treatment	Staff supervision of the HWRC to ensure any accidental spillages by householders are handled as soon as practicable.
Maximum quantities	500 litres
<b>Waste category:</b>	<b>Fluorescent tubes and energy saving light fittings</b>
Surfacing and drainage	Impermeable pavement with sealed drainage.
Additional equipment / infrastructure	Segregated, sealed containers or cylinder tubes. The container should be labelled as to its contents.
Storage	Must be stored in designated.
Handling / treatment	Tubes and light fittings should be placed carefully into the container by site operatives to minimise the risk of breakages.
Maximum quantities	100 tubes
<b>Waste category:</b>	<b>Gas bottles</b>
Surfacing and drainage	Impermeable pavement with sealed drainage.
Additional equipment / infrastructure	Within cage.
Storage	Cage should be locked when not in use.
Handling / treatment	Gas bottles shall be stored in upright. Care shall be taken to protect cylinders, valves or other regulatory control devices attached from physical when handling the gas bottles. All valves and regulatory control devices shall be closed.
Maximum quantities	20 units
<b>Waste category:</b>	<b>Asbestos</b>
Surfacing and drainage	Impermeable pavements.
Additional equipment / infrastructure	Sealed, lidded and lockable container, labelled 'asbestos'.
Storage	Must be deposited straight the designated container.

	<b>Specified wastes - requirements for infrastructure, storage, handling or treatment</b>
Handling / treatment	<p>The asbestos should be double bagged, or double wrapped before being delivered to site.</p> <p>Dedicated skips for asbestos should only store asbestos.</p> <p>Materials and equipment to deal with any spillages should be available.</p> <p>Misting equipment must be available to be used to dampen down containers when necessary, e.g. the container door may be dampened prior to opening and contents dampened to avoid dust being created when new material is added to the skip.</p> <p>All staff should have an understanding of the guidance covering asbestos waste, and suitable training should be given to ensure competency on this issue.</p> <p>Adequate and appropriate personal protective equipment (PPE) should be used and available.</p> <p>All required details and records should be kept.</p>
Maximum quantities	5 tonnes

Procedure No.: **SOP-05**

Revision Level: **3**

Revision Date: 10/11/2024

## STANDARD OPERATING PROCEDURE

Site Management System: Ystradgynlais HWRC, Powys

<b>Title:</b>	Site construction and infrastructure
<b>Procedure no:</b>	SOP-05

Revision	Description of change	Author	Effective Date
1	First Revision	AGS	23/11/17
2	Reviewed by	MP	05/10/2024
3	Reviewed by	CP/SPLL	10/11/2024

### 1.0 PURPOSE

The purpose of this procedure is to specify the standard of those parts of the site infrastructure which are required to ensure compliance with other parts of the management system.

Specifically, the parts of the site infrastructure which has been identified as being significant in ensuring compliance with the management system are: -

- the site surfacing,
- the drainage systems,
- the security infrastructure.

This procedure therefore sets out the construction standard for these items.

### 2.0 SCOPE

Site surfacing, drainage systems, and security infrastructure.

### 3.0 RESPONSIBILITY

Site supervisor  
Site operatives  
Technically competent manager

### 4.0 PROCEDURE

#### 4.1 Site office

4.1.1 All day to day control and supervision, administration, management, welfare facilities are provided by way of the site office.

4.1.2 All records kept under the management system are also stored within the site office.

## **4.2 Site surfacing**

- 4.2.1 The site surfacing consists of areas of impermeable pavements, areas of permeable hardstanding and some areas of unmade ground. Activities on site should be carried out in areas provided with appropriate surfacing as detailed in SOP-03.
- 4.2.2 Where 'impermeable pavements' are required, these must be areas provided with concrete surfacing which are constructed and maintained such that they are impermeable to liquids and which are either laid to fall or provided with kerbs preventing liquids running off the pavement.
- 4.2.3 Where 'hardstanding' is mentioned in this system, this should be areas of compacted hardcore or similar which have sufficient durability to allow clearing by scraping.

## **4.3 Drainage system**

- 4.3.1 Mess facilities are connected to foul sewer.
- 4.3.2 Interceptors and filters to be inspected regularly and emptied as required.
- 4.3.3 Surfaced areas are laid to fall towards drainage channels and underground drainage pipes connecting up to interceptor and on to storm drains.

## **4.4 Security infrastructure**

- 4.4.1 The site must be protected with security fencing to prevent unauthorised access. Furthermore, the fencing should be in place to minimise the risk of windblown litter escaping the site.
- 4.4.2 The site is currently protected by security fencing of a minimum of 1.8 m height around the circumference of the HWRC.
- 4.4.3 The Site is located on the Ffrwdgrech Industrial Estate, the main entrance is provided with a secure lockable gate.
- 4.4.4 The site will also have CCTV cameras in operation.
- 4.4.5 The gates/entrance will be supervised whenever the site is open.

## **5.0 REFERENCES**

- SOP-03: Waste storage and handling
- SOP-07: Maintenance
- Drawings (within the Site Management System)

Procedure No.: **SOP-07**

Revision Level: **3**

Revision Date: 08/11/2024

## STANDARD OPERATING PROCEDURE

Site Management System: Brecon HWRC, Powys

<b>Title:</b>	Maintenance
<b>Procedure no:</b>	SOP-07

Revision	Description of change	Author	Effective Date
1	First Revision	AGS	23/11/17
2	Reviewed by	MP	05/10/2024
3	Reviewed by	CP/SPLL	08/11/2024

### 1.0 PURPOSE

The purpose of this procedure is to specify maintenance procedures for infrastructure and equipment.

### 2.0 SCOPE

Site infrastructure, equipment or machinery which may protect the environment.  
Equipment or machinery which may impact the environment.

### 3.0 RESPONSIBILITY

Site supervisor  
Site operatives  
Technically competent manager

### 4.0 PROCEDURE

#### 4.1 Inspections and maintenance

- 4.1.1 All infrastructure and equipment must be inspected for wear and tear or damage on a regular basis to prevent failure of infrastructure/equipment.
- 4.1.2 Depending on the equipment/infrastructure, inspections may be visual inspections or may include integrity testing or validation checks.
- 4.1.3 Maintenance should be carried out as per manufacturer's instructions where these are available.
- 4.1.4 The frequency and nature of inspection and maintenance task are set out in the attached Appendix A: Maintenance checklist.

- 4.1.5 Records should be kept of all inspections and maintenance carried out. Where only visual inspections are required, any issues detected are recorded in the site diary; for any other maintenance tasks, the relevant Maintenance Record should be completed with details of what has been done. A log of maintenance records for all the equipment is maintained in the site office.

## **4.2 Repairs**

- 4.2.1 Whenever any requirement for repairs is identified, this must be recorded and the site manager or site supervisor informed as soon as practicable.
- 4.2.2 Where the identified problem could result in environmental damage or nuisance from the operations, action should be taken to stop the use of the equipment/infrastructure or isolate the area until the repair has been carried out.

## **4.3 Equipment not in regular use**

- 4.3.1 The specified inspections/maintenance frequencies may not apply if equipment is not in regular use. If equipment is not being used, then this should be recorded in the maintenance record.

## **4.4 Changes in equipment or infrastructure**

- 4.4.1 Any new equipment required or new infrastructure constructed should be added to the Maintenance Checklist in Appendix A.
- 4.4.2 The Maintenance Checklist in Appendix A should be reviewed at least on an annual basis to update the list with any new or replaced equipment.

## **5.0 REFERENCES**

- Maintenance records



Procedure No.: **SOP-07**

Revision Level: **3**

Revision Date: 08/11/2024

## APPENDIX A – MAINTENANCE CHECKLIST

Item requiring maintenance	How often? (tick the appropriate box)						Where are maintenance instructions?	Who is responsible?
	Day	Week	Month	Year	2 years	5 years		
<b>Oil interceptors (x 1)</b> - Check if need emptying (weekly). - check alarm, penstock valve, integrity etc (annually).		✓		✓			Site office (manufacturer's instructions)	
<b>Silt interceptor</b> - Check if need emptying.		✓					Site office	
<b>Drains and drainage</b> - Check channels for blockages.		✓					N/A	
<b>Surfaced areas or tank bunds</b> - clean up spills - check integrity	✓						N/A	
<b>Fences and gates</b> - Check state		✓					N/A	
<b>CCTV</b> - Check working		✓					N/A	
<b>Skips and containers</b> - Check fit for purpose (e.g. containers for hazardous household liquids, lead acid batteries and fluorescent tubes are water tight)		✓					N/A	
<b>Un-surfaced areas</b> - Visually check to ensure that there are no spills. Clean up if necessary. - check no excessive wear.		✓					N/A	

Procedure No.: **SOP-08**  
Revision Level: **3**  
Revision Date: 08/11/2024

## STANDARD OPERATING PROCEDURE

### Site Management System: Brecon HWRC

<b>Title:</b>	Nuisance response procedure
<b>Procedure no:</b>	SOP-08

Revision	Description of change	Author	Effective Date
1	First Revision	AGS	23/11/17
2	Reviewed by	MP	05/10/2024
3	Reviewed by	CP/SPLL	08/11/2024

#### 1.0 PURPOSE

The purpose of this procedure is to outline actions to be taken in the event of nuisance is caused or is likely to be caused that could affect people outside the site.

#### 2.0 SCOPE

Nuisance is dust, litter, noise, odour, mud and debris and pests that could affect the local amenity.

#### 3.0 RESPONSIBILITY

Site supervisor  
Site operatives  
Technically competent manager

#### 4.0 PROCEDURE

##### 4.1 Inspection of the site

- 4.1.1 The site must be inspected at least on a daily basis to assess if site activities are causing or are likely to cause nuisance.
- 4.1.2 During site operations, site operatives should be aware of any nuisance being caused by the activities they are carrying out and should report any nuisance issues to the site office.
- 4.1.3 In the event that any nuisances (real or potential) are detected, the relevant actions below should be carried out.

##### 4.2 Complaints

- 4.2.1 In the event of any complaints being received about the site activities, reference should be made to complaint handling procedure in the companywide management system.

#### **4.3 Nuisance monitoring and control**

- 4.3.1 Wastes should be stored in accordance with SOP-03 to minimise the risk of nuisance being caused.
- 4.3.2 In addition, monitoring and control of dust, litter, noise, odour, mud and debris and pests shall be done in accordance with the instructions detailed in appendices to this procedure:

Appendix A – Dust

Appendix B – Litter

Appendix C – Noise

Appendix D – Odour

Appendix E – Mud and debris

Appendix F – Pests

#### **5.0 REFERENCES**

- Complaints handling procedure – Environmental management system
- Site diary
- SOP-03: Waste storage and handling

## APPENDIX A – DUST

### 1 Causes

- 1.1 Dust can be generated from dried mud and particulates from site surfaces, vehicles, dry waste and dry product.
- 1.2 Dry wastes may give rise to dust when sorted or handled (unloaded or loaded).

### 2 Monitoring

- 2.1 Visual monitoring will be carried out continually by the site staff. If dust is generated within the site, methods to prevent its continued generation must be employed.
- 2.2 Observations of dust leaving the site and actions taken to prevent it will be recorded in the site diary.

### 3 Control

- 3.1 Dust must be controlled to prevent it from leaving the site and causing nuisance to sensitive receptors.
- 3.2 If dust is identified or anticipated then the following methods could be used to suppress or eliminate the incident:

Dust: cause and control		
Cause	Actions	Further considerations
Dust from site surfaces	Site sweeping. Damp down site surface. Ensure site surface is in good repair.	
Dust from stored waste	Damp down stored waste.	Investigate source of dust containing loads. Assess if storage area or container provides sufficient dust containment.

## APPENDIX B – LITTER

### 1 Causes

- 1.1 Litter may be generated on site from loose waste brought to site. The waste may be dislodged and become airborne.

### 2 Monitoring

- 2.1 Litter monitoring will be undertaken at least once a day inside of the site and once a week outside of the site. The frequency may be increased with windy weather conditions.
- 2.2 Observations of litter leaving the site and actions taken to prevent it will be recorded in the site diary.

### 3 Control

- 3.1 The boundary fence is effective in retaining litter under normal circumstances.
- 3.2 If litter is noted on the inspection, the cause shall be investigated by the site staff and actions to prevent a reoccurrence will be taken where it is possible and appropriate.
- 3.3 In all cases litter will be retrieved 24 hours from the time of inspection or as soon as practicable. The litter will be bagged and put in a suitable container.
- 3.4 A summary of the sources and control measures that should be taken are detailed in the following table:

Litter: cause and control		
Cause	Actions	Further considerations
Windblown litter	Sheet/contain full containers of loose waste. Litter pick from inside and outside site as soon as practicable.	Wastes with loose materials to be stored in containers and netted when full.
Dislodged from waste vehicle	Litter pick from inside and outside site every 24 hours.	
Litter generated during operations: 1. Unloading 2. Manual sorting/segregation	Assist the public with waste disposal. Provide bags to contain waste if loose.	Avoid processing in windy weather

## APPENDIX C – NOISE

### 1 Causes

1.1 Noise will be generated by site operations. The extent of the noise will depend on the operations and the amount of shielding afforded to the noise at the site. Sensitivity of receptors is greater in evenings and weeks and so certain operations are restricted in terms of operational hours. Examples of operations that generate noise at a waste site are:

- i. Vehicle movements,
- ii. Reversing beepers,
- iii. Delivery and removal operations,
- iv. Deposit of waste (glass breaking, solid waste hitting container base and sides),
- v. Construction and repair work.

### 2 Monitoring

2.1 Sensitive receptors to the site should be identified. Sensitive receptors are areas where noise may cause a nuisance or detriment to the amenity, such as residential houses, offices, and factories.

2.2 **Self recording:** The site staff must record all occurrences of exceptional noise that occurs on the site or from neighbouring sites, in the site diary. This assists in identifying the source, if a noise complaint is received.

2.3 **Day to day monitoring:** A manual survey needs to be carried out daily and in response to a complaint.

2.4 All records of daily inspections are noted in the daily inspection form. Instances of excessive noise will be recorded in the site diary.

2.5 If noise is detected in neighbouring streets and/or a complaint is received, the source shall be investigated. The noise identified and actions taken to minimise it and further action taken to ensure that this is no longer reaching areas of populations.

## APPENDIX D – ODOUR

### 1 Causes

- 1.1 Collection and storage process as well as the contents of the waste will contribute to the generation of odour and therefore the process as well as the waste type must be understood.
- 1.2 Odour generating processes have been identified as the following:
- newly delivered waste that has its own odour,
  - delivered putrescible or other odorous waste that has been stored for an extended period of time.

### 2 Monitoring

- 2.1 Odour monitoring, by olfactory (sniffing) method, must be undertaken in response to a complaint close to the point of complaint and at any other point deemed necessary by the site manager. In response to a complaint it is advisable to include one assessment downwind of the site.
- 2.2 Observations of odour monitoring as a result from complaints and actions taken will be recorded in the site diary.

### 3 Control

- 3.1 Household black bin waste which is brought to the site by the general public will be placed in the non-recyclable container and dispatched as soon as possible.
- 3.2 Waste that has been on site and developed an odour will be isolated and removed from site as soon as possible. Odour suppressant spray may be used on the waste.
- 3.3 A summary of the sources and control measures that should be taken are detailed in the following table:

Odour: cause and control		
Cause	Actions	Further considerations
Household waste	Isolate and remove odorous materials as soon as possible. Spray with odour suppressant if required. Record occurrence and time of storage in site diary.	

Procedure No.: **SOP-08**  
Revision Level: **3**  
Revision Date: 08/11/2024

Odour: cause and control		
Cause	Actions	Further considerations
Waste that has generated an odour whilst on site.	Store waste for permitted time scales only. Identify waste source and seek control system / different storage container. Isolate and remove as soon as possible. Spray with odour suppressant. Record occurrence and time of storage in site diary.	Consider change to storage arrangements and permitted storage times for that waste type.



## **APPENDIX E – MUD AND DEBRIS**

### **1 Causes**

#### **1.1 Mud & debris may be:**

- Brought to site on vehicles. The mud may be dislodged and collect on the site surfacing.
- Generated on site from tracking over and tracked out of the site by vehicles.

### **2 Monitoring**

#### **2.1 Continual visual monitoring will be undertaken throughout the day by site operatives.**

### **3 Control**

- 3.1** All areas of the site used by vehicles will be kept clean and swept so that all vehicles are running on clean concrete surfaces.
- 3.2** Site staff will undertake periodic visual checks of the site surfaces during the working day.
- 3.3** A regular sweeping of all areas will be undertaken on a regular basis to maintain cleanliness.
- 3.4** In the event of any mud or debris being taken onto the highway, clean up will be put in to effect without delay.

## APPENDIX F – PESTS

### 4 Causes

- 4.1 The majority of the waste types are not considered to attract pests, including birds. The only exceptions are general waste deposited by householders. However, this putrescible element is likely to be more attractive to rodents and flies.

### 5 Monitoring

- 5.1 All records of daily inspections are noted in the daily inspection form.
- 5.2 Weekly inspections of the whole site will be made by the site staff and noted in the site diary. The inspection will look for signs or actual sightings of birds, mammals and insects.

### 6 Control

- 6.1 Birds and mammal pests are naturally disturbed by high activity on site; however, this is not the same for insects. Different control measures need to be taken for the type of pest observed. You should note that some animals are protected (such as badgers) and it is best to check with a pest control contractor if an unusual pest is sighted.
- 6.2 If fly activity is considered to be high inside the site, the load that caused that source should be investigated and any action possible such as reducing the time stored before delivery should be taken. Fly/insect suppression sprays can be applied to the waste as a preventative measure.
- 6.3 The site manager will set up a link or a contract with a local pest control contractor to ensure that assistance is at hand if their advice or attendance is required.
- 6.4 A summary of the sources and control measures that should be taken are detailed in the following table:

Pests: cause and control		
Pest & likely cause	Actions	Further considerations
Birds - scavenging for food.	Ensure regular removal of putrescible containing waste.  Putrescible waste may be covered with non-putrescible materials or netting.	

Procedure No.: **SOP-08**

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Pests: cause and control		
Pest & likely cause	Actions	Further considerations
Mammals - scavenging for food.	Ensure regular inspections to look for signs of infestations. Ensure a regular removal of putrescible containing waste.	Employing pest eradication control methods. Thoroughly clear areas of site that might house vermin.
Insects - food available.	Ensure a regular removal of putrescible containing waste.	In warm weather, inspect wastes for fly infestations immediately upon delivery and arrange fast turn-around if infested.

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**STANDARD OPERATING PROCEDURE**  
**Site Management System: Brecon HWRC, Powys**

<b>Title:</b>	Spill response procedure
<b>Procedure no:</b>	SOP-09

Revision	Description of change	Author	Effective Date
1	First Revision	AGS	23/11/17
2	Reviewed by	MP	05/10/2024
3	Reviewed by	CP/SPLL	08/11/2024

### **1.0 PURPOSE**

The purpose of this procedure is to outline actions to be taken in the event of a spillage.

### **2.0 SCOPE**

This procedure outlines only the actions to be taken should a spillage occur. Other procedures outline the measures to be taken to prevent spillages (SOP-03) or to minimise their impact (SOP-05, SOP-07).

### **3.0 RESPONSIBILITY**

Site supervisor  
Site operatives  
Technically competent manager

### **4.0 PROCEDURE**

#### **4.1 Availability of materials**

- 4.1.1 The site manager should ensure that a supply of materials is kept on site that can be used either to absorb spillages or to form a bund around a spill area or sensitive locations. This could be spill granules, sand, absorbent pads, drain covers or booms.
- 4.1.2 All staff must be informed where within the site these materials are located and must be trained in their use in handling spillages.

#### **4.2 Notifications**

- 4.2.1 If any spillage occurs it should be immediately reported to the site manager or the technically competent manager or site supervisor. They will then assess the situation and decide on any appropriate course of action further to the ones listed below.

### **4.3 Actions**

- 4.3.1 If possible stop the spillage or, if it is safe to do so, isolate the cause of the spill and/or move to bunded area i.e. pick up the container turn off the valve or block the flow.
- 4.3.2 If the spillage is small then use spill granules immediately to prevent the spill spreading, clean up and send contaminated material to appropriate licensed site for disposal.
- 4.3.3 If the spill is larger use inert materials, i.e. clay or sand, to make a containment bund and seek specialist help to clean up.
- 4.3.4 If a spillage has reached the drainage system, then clearing out of the interceptor should be arranged unless the spillage is so minor that it is unlikely to cause harm.
- 4.3.5 If some of the spillage has entered a flowing watercourse immediately contact NRW and use an appropriate method for the containment of the material spilled (e.g. oil – floating absorbent boom), but if denser than water (i.e. sinks) then a weir can be used.
- 4.3.6 If the spillage is major and cannot be contained using approved materials, then NRW and senior management should be contacted immediately and specialist help obtained.
- 4.3.7 If a spillage is from a vehicle and the vehicle can be safely approached and started then it should immediately be moved to a position where any spillage can be contained (if possible), e.g. a concrete area that can be isolated.
- 4.3.8 In the event of a fire where fire fighting has lead to potentially contaminated fire water, the measures above should also be implemented as appropriate.

### **4.4 Investigations**

- 4.4.1 The circumstances of any dangerous waste causing a spill on site will be investigated by a site manager or a technically competent manager to avoid repetition.

### **4.5 Records**

- 4.5.1 Details of instances of excessive spillages must be recorded in the site diary (and in a site condition report, if this is maintained as a separate document). The records should include details of the nature of the material that was spilt, the approximate quantity, actions taken and assessment of whether any residual contamination may remain.

## **5.0 REFERENCES**

- Site diary
- AMP: Accident / Pollution Incident Management Plan

Procedure No.: **SOP-10**

Revision Level: **3**

Revision Date: 08/11/2024

## STANDARD OPERATING PROCEDURE

Site Management System: Brecon HWRC, Powys

<b>Title:</b>	Fire response procedure
<b>Procedure no:</b>	SOP-10

Revision	Description of change	Author	Effective Date
1	First Review	AGS	23/11/17
2	Reviewed by	MP	05/10/2024
3	Reviewed by	CP/SPLL	08/11/2024

### 1.0 PURPOSE

The purpose of this procedure is to outline actions to be taken in the event of a fire.

### 2.0 SCOPE

This procedure outlines only the actions to be taken should a fire occur. Other procedures outline the measures to be taken to prevent fire (SOP-03) or to minimise their impact (SOP-05, SOP-07).

### 3.0 RESPONSIBILITY

Site supervisor  
Site operatives  
Technically competent manager

### 4.0 PROCEDURE

#### 4.1 Notifications

- 4.1.1 If any fire occurs it should be immediately reported to the site manager or the technically competent manager or supervisor. They will then assess the situation and decide on any appropriate course of action further to the ones listed below.
- 4.1.2 Sustained fires will be treated as an emergency and the Fire Department and NRW will be contacted. Emergency contact numbers can be found on the list of key site and emergency contacts held in the site office (appendix 2 of the AMP: Accident / Pollution Incident Management Plan).
- 4.1.3 All staff at the site (other than those actively involved with assisting the emergency services) must then gather at the muster point and follow instructions from the designated fire marshal.

- 4.1.4 In the event of a fire no other person will be permitted to enter the affected area until the fire has been adequately extinguished and it is safe to do so.

#### **4.2 Fire equipment**

- 4.2.1 Hoses, fire extinguishers and fire blankets that are available will be used to extinguish small fires where the operative is not putting themselves or other person at risk.

#### **4.3 Actions**

- 4.3.1 Site staff must only attempt to extinguish fires if safe to do so.
- 4.3.2 Where possible and safe, combustible materials will be isolated from the fire using the site machinery. Inert materials on site can be used to smother the fire.
- 4.3.3 Where a fire may have been caused by electricity or is close to electrical equipment, electricity to that area should be switched off and isolated.
- 4.3.4 Clear directions will be given to the fire service and a member of staff will wait at the entrance to the site to direct the service to the site on arrival, to ensure that the speediest service is provided.
- 4.3.5 The fire service will be informed of any person missing or suspected to be still within the affected area.
- 4.3.6 Should there be any perceived risks to neighbours in terms of fire spread or smoke, evacuation of nearby buildings will be undertaken in consultation with the emergency services, NRW, and other outside agencies.
- 4.3.7 Fire water that has been created from the efforts of fire fighting could contaminate the ground and water. Where it is safe to do so, the measures outlined in 'SOP-09 Spill response procedures' should be taken to prevent fire water entering permeable ground, the drainage system (in particular, any storm drains).

#### **4.4 Investigations**

- 4.4.1 The circumstances of any fire will be investigated by a site manager or a technically competent manager to avoid repetition.

#### **4.5 Records**

- 4.5.1 Details of instances of fires must be recorded in the site diary (and in a site condition report, if this is maintained as a separate document).

Procedure No.: **SOP-10**

Revision Level: **3**

Revision Date: 08/11/2024

## **5.0 REFERENCES**

- Site diary
- AMP: Accident / Pollution Incident Management Plan



Procedure No.: **SOP-11**

Revision Level: **3**

Revision Date: 08/11/2024

## STANDARD OPERATING PROCEDURE

Site Management System: Brecon HWRC

<b>Title:</b>	Flood response procedure
<b>Procedure no:</b>	SOP-11

Revision	Description of change	Author	Effective Date
1	First Review	AGS	23/11/17
2	Reviewed by	MP	05/10/2024
3	Reviewed by	CP/SPLL	08/11/2024

### 1.0 PURPOSE

The purpose of this procedure is to outline actions to be taken in the event of a flood.

### 2.0 SCOPE

This procedure relates to flooding of any part of the site. Flooding can occur as a result of ingress of watercourse floodwater, blocked drains, burst water main or use of fire water.

### 3.0 RESPONSIBILITY

Site supervisor  
Site operatives  
Technically competent manager

### 4.0 PROCEDURE

#### 4.1 Notifications

- 4.1.1 If any flooding occurs, or looks likely to occur, it should be immediately reported to the site manager or the technically competent manager or site supervisor. They will then assess the situation and decide on any appropriate course of action further to the ones listed below.
- 4.1.2 Site managers must make use of the NRW's flood warning service to assess the likelihood of flooding in the locality and consider preventative measures that can be taken. There are no areas of the site identified as being at risk from extreme flooding from rivers; however, raised water levels under local flood conditions may cause flooding via the drainage system.
- 4.1.3 In the event of a burst water pipe, Welsh Water should be contacted. Emergency contact numbers can be found on the list of key site and emergency contacts held in the site office (appendix 2 of the AMP: Accident / Pollution Incident Management Plan).

- 4.1.4 In the event of a blocked drain, either Welsh Water or a plumber should be contacted. Emergency contact numbers can be found on the list of key site and emergency contacts held in the site office (appendix 2 of the AMP: Accident / Pollution Incident Management Plan).

## **4.2 Actions**

- 4.2.1 In the event of a localised area within the site being flooded, e.g. from a burst pipe or from fire water, then all sensitive materials such as hazardous waste should be moved from the area of the flooding or protected with sandbags or other inert materials that can provide a barrier to the flow.

- 4.2.2 In the event of there being a risk of a more serious flood affecting larger parts of the site and which cannot be stemmed up with sandbags or inert materials, the following measures may be taken if deemed necessary, and if they can be carried out without staff or visitors being put at risk:

- Electricity should be turned off for parts of site that may be affected provided it is safe to do so.
- Sand bags or inert C&D waste may be used to construct barriers to flood water to protect sensitive parts of the site.
- Raw materials (e.g. lubricating oils, spill kits, office supplies) should be moved or elevated from floor levels to prevent them getting inundated and damaged.
- Equipment which may be particularly sensitive to water should be moved to safe locations if possible.
- Where sufficient warning is in place, it may be suitable to arrange for disposal of wastes with difficult properties prior to the flood event.
- Hazardous waste, in particular hazardous liquids, should be moved to a safe location or protected from mixing with flood water (e.g. by sand bags).
- Gas bottles should be prevented from escaping the site and should as far as possible be prevented from becoming dislodged and possibly escaping the site or colliding with each other.

- 4.2.3 Following flooding of the site or part of the site, any waste that has been affected should be assessed for signs of contamination or deterioration that may affect their suitability for the recycling or recovery operations that they are destined for and disposed of accordingly.

## **4.3 Investigations**

- 4.3.1 The circumstances of any flooding will be investigated by a technically competent manager to avoid repetition or minimise the consequences in future.

## **4.4 Records**

- 4.4.1 Details of instances of flooding must be recorded in the site diary (and in a site condition report, if this is maintained as a separate document).

Procedure No.: **SOP-11**

Revision Level: **3**

Revision Date: 08/11/2024

## **5.0 REFERENCES**

- Site diary
- AMP: Accident / Pollution Incident Management Plan
- SOP-09 Spill response procedures