

ACD SKIPS LTD



The Working Plan

Plot 42B Brynmenyn Ind Est

Bridgend CF32 9SQ

01656 722222

Revised October 2024

**Working Plan
For The Transfer Of
Inert and Bio – Degradable Waste
At**

ACD SKIPS LTD

**Plot 42b Brynmenyn Industrial Estate
Bridgend
Mid Glam
CF32 9SQ**

Telephone No : 01656 722222

For ACD Skips Ltd

Director : Mr Vivian Stuart Hughes

Signature  **Date** 16/10/24

Site Manager: Mr Philip Edwards

Signature  **Date** 16/10/24

Revised : October 4th 2024

Licence No: SWW184L

Author : Mark Phillips

Introduction

On 9th August 1996 Bridgend County Borough Council granted approval for this facility (Code P/96/772/FUL)

The facility was constructed in accordance with the details shown on the following drawings :-

215/ACD/P/100A	Existing Site Plan
215/ACD/P/110A	Proposed General Plan
215/ACD/P/120A	Proposed General Plan

ACD Skips Ltd operate the waste transfer facility in compliance with the requirement of the Waste Management Licence and the approved Working Plan The Site is located in Brynmenyn Industrial Estate , refer to site location plan 215ACD/10A(Appendix 1 of this document)

The waste Transfer Station is owned by ACD Skips as is the Car Parking and empty skips compound

The Transfer facility has been operated by the owners under licence since September 16th 1999

The car park and empty skip storage compound was vacant industrial development land

Appendix 2

Waste Code	Description
01	WASTES RESULTING FROM EXPLORATION, MINING , OR QUARRYING, AND PHYSICAL AND CHEMICAL TREATMENT OF MINERALS
01 01	Wastes from mineral excavations
01 01 01	Wastes from mineral metalliferous excavation
01 01 02	Wastes from mineral non metalliferous excavation
01 04	Wastes from physical and chemical processing of non metalliferous minerals
01 04 08	Waste gravel and crushed rocks other than those mentioned in 01 04 07
01 04 09	Waste sand and clays
02	WASTES FROM AGRICULTURE , HORTICULTURE, AQUACULTURE , FORESTRY. HUNTING AND FISHING, FOOD PREPARATION , AND PROCESSING
02 01	Wastes from agriculture, horticulture, aquaculture, hunting and fishing
02 01 03	Plant tissue waste
02 01 04	Waste plastics (except packaging)
02 01 10	Waste metal
02 04 02	Off specification calcium carbonate
02 05	Waste from the dairy products industry
02 05 01	Materials unsuitable for consumption or processing
02 06	Wastes from baking and confectionery industry
02 06 01	Materials unsuitable for consumption or processing
02 06 02	Wastes from preserving agents
03	WASTES FROM WOOD PROCESSING AND THE PRODUCTION OF PANELS AND FURNITURE, PULP, PAPER AND CARDBOARD
03 01	Wastes from wood processing and the production of panels and furniture
03 01 01	Waste bark and cork
03 01 05	Sawdust , shavings, cuttings, wood particle board and veneer other than those mentioned in 03 01 04
07	WASTES FROM ORGANIC CHEMICAL PROCESSES
07 02	Wastes from the MFSU of plastics, synthetic rubber and man-made fibres
07 02 13	Waste plastic
10 12	Waste from manufacture of ceramic goods, bricks,tiles, and construction products
10 12 08	Waste ceramics,bricks,tiles, and construction products(after thermal processing)
10 13	Waste from manufacture of cement , lime and plaster and articles and products made from them
10 13 14	Waste concrete
15	WASTE PACKAGING, ABSORBENTS, WIPING CLOTHS, FILTER MATERIALS AND PROTECTIVE CLOTHING NOT OTHERWISE SPECIFIED
15 01	Packaging including separately collected municipal packaging waste
15 01 01	Paper and Cardboard packaging
15 01 02	Plastic Packaging

Contd

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Appendix 2

Waste Code	Description
15 contd	WASTE PACKAGING, ABSORBENTS, WIPING CLOTHS, FILTER MATERIALS AND PROTECTIVE CLOTHING NOT OTHERWISE SPECIFIED
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 02	Absorbents, filter materials, wiping cloths and protective clothing
15 02 03	Absorbents, filter materials, wiping cloths and protective clothing other than those mentioned in 15 02 02
17	CONSTRUCTION AND DEMOLITION WASTES (INCLUDING EXCAVATED SOIL FROM CONTAMINATED SITES)
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 02	Wood , Glass and Plastic
17 02 01	Wood
17 02 02	Glass
17 02 03	Plastic
17 03	Bituminous mixtures, coal, tar and tarred products
17 03 02	Bituminous mixtures other than those mentioned in 17 03 01
17 04	Metals (Including their alloys)
17 04 01	Copper, bronze and brass
17 04 02	Aluminium
17 04 03	Lead
17 04 04	Zinc
17 04 05	Iron and steel
17 04 06	Tin
17 04 07	Mixed metals
17 04 11	Cables other than those mentioned in 17 04 10
17 05	Soil (including excavated soil from contaminated sites) stones and dredging spoil
17 05 04	Soil and stones other than those mentioned in 17 05 03
17 05 08	Track ballast other than those mentioned in 17 05 07
17 06	Insulation materials and asbestos containing construction materials
17 06 04	Insulation materials other than those mentioned in 17 06 03
17 08	Gypsum based construction material
17 08 02	Gypsum based construction material other than those mentioned in 17 08 01
17 09	Other construction and demolition wastes
17 09 04	Mixed construction and demolition wastes other than those mentioned in 17 09 01, 17 09 02 and 17 09 03

Appendix 2

	Description
19	WASTE FROM WASTE MANAGEMENT FACILITIES, OFF SITE WASTE-WATER TREATMENT PLANTS AND PREPARATION OF WATER INTENDED FOR HUMAN CONSUMPTION/INDUSTRIAL USE
19 04	Vitrified waste and waste from vitrification
19 04 01	Vitrified waste
19 12	Waste from the mechanical treatment of waste(Eg sorting, crushing, compacting palletising) not otherwise specified
19 12 01	Paper and cardboard
19 12 02	Ferrous metal
19 12 03	Non ferrous metal
19 12 04	Plastic and rubber
19 12 05	Glass
19 12 07	Wood other than those mentioned in 19 12 06
19 12 08	Textiles
19 12 09	Minerals (Eg sand and stones)
19 12 10	Combustible waste (refuse derived fuel)
19 13	Wastes from soil and groundwork remediation
19 13 02	Solid wastes from soil remediation other than those mentioned in 19 13 01
20	MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAIR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTE) INCLUDING SEPERATELY COLLECTED
20 01	Seperately collected fractions (except 15 01)
20 01 01	Paper and cardboard
20 01 02	Glass
20 01 08	Bio degradable kitchen and canteen waste
20 01 10	Clothes
20 01 11	Textiles
20 01 34	Batteries and accumulators other than those mentioned in 20 01 33
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 38	Wood other than mentioned in 20 01 37
20 01 39	Plastics
20 01 40	Metals
20 01 41	Wastes from chimney sweeping
20 02	Garden and park wastes (including cemetery waste)
20 02 01	Bio degradable waste
20 02 02	Soil and stones
20 03	Other municipal wastes
20 03 01	Mixed municipal wastes
20 03 02	Waste from markets
20 03 03	Street cleaning residues
20 03 07	Bulky waste

Section 1 Specified Waste Operations

1.1 Site Layout and Operational areas

1.1.1 The licensed waste transfer operations are carried out within the boundary marked in red on the site layout plan in Appendix 1 of this working plan

1.1.2 Vehicle access to the site is via the gates shown on the Site plan in appendix 1 of this working plan . Pedestrian access is gained via a pedestrian gate to the side of the vehicle gates

1.2 Specified Waste Operations

1.2.1 Wastes received at the site will undergo any of the following operations

a) Temporary storage pending transfer off site for recycling or disposal

b) Treatment (consisting of physical or mechanical sorting) for recycling or disposal

Details of the specified waste management operations are given in Appendix 4 of this working plan

Introduction

This working plan is prepared in line with the Environment Agency's shell working plan guidance for general and biodegradable waste transfer station and to maintain environmentally safe site operations

The working plan was revised May 2006 to take in to account the recommendations made following The Environment Agency 's audit of the facility

Section 2 Permitted Wastes

2.1 Waste Categories

2.1.1 General waste categories of controlled waste to be accepted to the site are :-

- a) Household wastes,
- b) Commercial wastes
- c) Industrial wastes

Special wastes are not permitted or authorised

Details of the wastes permitted are given in Appendix 2 of this working plan

2.1.2 The list of wastes in Appendix 2 are those described and classified in the European Waste Catalogue

2.2 Waste Quantities

2.2.1 The maximum amount of waste to be received at the site in any working day is 60 tonnes and the annual input to the site is in the region of 20,000 tonnes

2.2.2 The maximum waste storage capacities for all of the operational areas within the facility and in accordance with drawing 215ACD/EA/200 and are given :-

<u>Type of Waste</u>	<u>Method</u>	<u>EWC Code</u>	<u>Max Capacity</u>
Top Soil and Sub Soil	Area A/B	17.05	20 Cubic metres
Hard Core	Area A/B	20.01	20 Cubic metres
Timber	Open Skips	20.01.38	35 Cubic metres
Scrap Metal	Open Skips	19.12.02	35 Cubic metres
Paper	Enclosed Skips	20.01.01	35 Cubic metres
*Unauthorised Waste	Enclosed Skip		2 Cubic metres

*Unauthorised Waste imported to the facility , Waste stored as directed by the Environment agency in secure quarantine area

All other wastes will be sorted and forwarded to other licensed sites within the same working day

Section 3 Engineered Site Containment, Drainage and Security

3.1 Engineered Surfaced Area of the site

- 3.1.1 The areas are designed to accommodate heavy machinery and industrial activities, a full engineering report is in Appendix 3 of this working plan**
- 3.1.2 All surfaced areas will be inspected on a weekly basis by the site manager, any defects will be repaired as soon as possible after giving notice of works to be carried out, to the Environment Agency. The Defects will be recorded on the Site Inspection sheet and in the Site Diary**

3.2 Covered Area

- 3.2.1 The sorting hall and workshop building is constructed from steel framework and is clad in steel and insulated**
- 3.2.2 The building will be inspected on a weekly basis by the site manager, any defects will be repaired as soon as possible after giving notice of works to be carried out, to the Environment Agency. The Defects will be recorded on the Site Inspection sheet and in the Site Diary**

3.3 Drainage

- 3.3.1 The surface water run offs from the facility in to the foul sewer for which a discharge consent has been obtained from Welsh Water(Consent Number 416 of 2006) Appendix 6 of this document
Surface water run off samples can be obtained from the catch pit The dust suppression is by hose pipe , ACD skips have discussed with Joanne Thomas the possibility of collecting rainwater from gutters in to a plastic tank placed to the rear of the recycling hall and then using this for dust suppression during dry periods**
- 3.3.2 Site Drainage from the waste transfer station and the car parking and empty skips compound are as shown on drawing 215ACD/EA/210 and construction details of drainage components are as shown on Appendix 3 of this working plan**

3.3.2 All drainage systems will be inspected on a weekly basis by the site manager, any defects will be repaired as soon as possible after giving notice of works to be carried out , to the Environment Agency. The Defects will be recorded on the Site Inspection sheet and in the Site Diary.

3.4 Security

3.4.1 The facility is enclosed by a 1.8m high chain link fence to the Northern boundary. The Eastern boundary has a 1.5m high dense concrete wall . The remaining boundary is surrounded by a 1.8m high palisade fence and the gate is also palisade and matching The car park area is surrounded by a 1.8m high palisade fence and the gate is also palisade and matching.The Site is monitored by a constant DV security system with 5 cameras

3.4.2 The keys to unlock the gates and buildings are kept secure by the site manager . Other operatives hold the gate keys for operational reasons

3.4.3 Site security will be monitored on a daily basis and any breaches of security recorded in the Site Diary and remedial action taken immediately

Section 4 Control of Mud and Debris

4.1 Preventative Measures

4.1.1 All loads entering or leaving the site will be securely sheeted or netted

4.1.2 The areas of the site where vehicles will travel are concrete and this minimises the chance of mud and debris being tracked on to the public highway

4.1.3 Vehicles will be checked prior to travelling on to the public highway

4.2 Remedial Measures

4.2.1 The operatives use an inspection sheet , daily, and inspect the access and nearby roadway . Any excess mud or debris is recorded on this sheet and reported to the Site Manager . The Site Manager then records it in the Site Diary and arranges for a road sweeper

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Section 5 Waste Acceptance, Control Measures and Procedures

5.1 Waste Acceptance

- 5.1.1 All wastes accepted at the site will be accepted, rejected stored and dispatched in accordance with the flow chart in Appendix 4**
- 5.1.2 Where waste is collected by the site operator , it will be visually checked at the place of production by the driver to ensure that the waste matches the waste description on the Duty of Care transfer note**
- 5.1.3 Incoming loads will be inspected on arrival at the facility to ensure that :-**
- a) The waste matches the description given on the Duty of Care transfer note.**
 - b) The waste is permitted under the site license**
 - c) The carrier is registered to carry the waste**
 - d) The load is safe and the container is free of leaks and that there are no uncontained liquids in the skip or container**

5.2 Waste control (Normal Operations)

- 5.2.1 Waste acceptance, stored and dispatched, are recorded at the site office by the site manager as detailed in Appendix 5, Site records of the working plan**
- 5.2.2 After the waste has been classified, the load will then be directed to the appropriate offloading area on site where it will be visually checked to ensure that it matches the waste description on the Duty of Care transfer note**
- 5.2.3 Wastes being dispatched from the site will :-**
- a) Be adequately described on Duty of Care transfer note accompanying the waste**
 - b) Be appropriately contained , netted or sheeted**
 - c) Be sent to a suitably licensed site**
 - d) Non Permitted Waste**

5.3 Non Permitted Waste

- 5.3.1 Any non permitted wastes arriving at the site will (after informing the Environment Agency and recording it in the Site Diary) will:-**
- a) Not accepted and (if the producer is known) returned to the producer**
 - b) With the permission of the Environment Agency , placed within the quarantine area**

5.3.2 In the event of non permitted wastes being accidentally deposited at the site the Site Manager will immediately implement the following measures depending on the risk to personnel and the surrounding environment:-

- a) Evacuate all personnel from the area immediately and seek advice from the producer and the Environment Agency**
- b) Contain or isolate waste (Use spill kit)**
- c) Provide Personal Protective Equipment to Personnel**
- d) Act on the advice from the producer and the Environment Agency**
- e) Record incident in Site Diary**

5.4 Lighting of operational areas

5.4.1 Lighting is provided in all operational areas

Section 6 Waste Quantity Measurement Systems

6.1 Site Records

6.1.1 All incoming and outgoing wastes are recorded in full detail by way of Duty of Care Waste Transfer Notes. Unauthorised waste will be recorded in the site diary. All security breaches will be recorded in the Site Diary

6.1.2 The following records will be kept in the site office for general administration and inspection by the Environment Agency :-

- Site Diary**
- Monitoring Data and records**
- Visitors book**
- Record of Unauthorised Waste (In Site Diary)**
- Records of inspection by the Environment Agency**
- Waste Management Licence**
- Working Plan**
- Planning Permission**

Section 7 Site Management and responsibilities

- 7.1 Site Manager** Mr Philip Edwards
Site Supervisor Mr Vivian Hughes

Mr Philip Edwards has achieved COTC Level 4 in Waste Management

7.1.1 Site Manager

Responsible for the operation on a day to day basis ensuring that operation is in compliance with the Licence , the Working Plan and the Company Health & Safety Policy

Site Supervisor

Under the direction of the Site Manager ensuring that operation and operatives are working in compliance with the Working Plan and the Company Health & Safety Policy

Site Operatives

Under the direction of the Site Manager and the Site Supervisor to carry out the operation in accordance with the Working Plan

- 7.1.2 The Site Manager ,Mr Philip Edwards is the Technically competent person . There is another technically competent person available to cover holidays etc**

- 7.1.3 The Health & Safety policy forms part of the Working Plan (Appendix and will be reviewed and updated as required**

- 7.1.4 The proposal for all probable emergencies will form part of the Health and Safety Policy**

Section 8 Hours of Operation

The Hours of operation are :-

<u>Day</u>	<u>Opening Time</u>	<u>Closing Time</u>
Weekdays	07.00	18.00
Saturdays	07.00	16.00
Sundays	08.00	14.00

Section 9 Control of Litter and Vermin

9.1 Vermin

There should not be a problem with vermin at this site , however a contract is in force with a pest control company

9.2 All incoming waste is sorted within the transfer hall apart from the inert wastes in Area A/B. Staff are constantly practising good housekeeping

Appendix

- 1 Site Drawings**
- 2 Permitted Wastes**
- 3 Site Engineering**
- 4 Operational Flowchart**
- 5 Accident Management Health And Safety Plan**
- 6 Trade Effluent Consent**
- 7 Risk Assessments**