Mekatek Ltd

Waste Recovery and Recycling Facility

SITE ENVIRONMENTAL MANAGEMENT PLAN

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1. INTRODUCTION

Mekatek Ltd ('The Company' hereafter) own and operate a Waste Recovery and Recycling Facility located at Unit C, Maerdy Industrial Estate, Rhymney, NP22 5PY ('The Site' hereafter).

The waste recovery and recycling facility has been designed to predominantly process waste electrical and electronic equipment (WEEE), selected source segregated packaging materials, plastics and metals. The site accepts 50,000 tonnes per annum and includes the receipt, storage, segregation and mechanical processing into various grades of granular metals and plastics for sale as recovered product.

All recovered / processed materials are then stored within dedicated storage bays ready for off-site transfer and sale. Any waste materials that are not able to be recycled on site are stored pending off site transfer to other licensed waste management facilities for further processing or disposal.

All physical and mechanical processing takes place within the main processing building. The only external activities are the storage of wooden pallets which are stored before being collected and transferred off site and the storage of surplus waste skips containing recycled material or products prior to being transferred off site. All storage is in accordance with the Fire Prevention Plan guidance.

The waste management facility will be permitted by the Natural Resources Wales as an Installation and will be operated in accordance with the EPR Regulations 2016.

This document forms the working plan and has been prepared in accordance with the following requirements:

- The Environmental Permitting Regulations 2016 (as amended); and
- Environmental Permit.

This working plan has been prepared to provide an account of the operational practices and environmental considerations for the reception and handling of waste and the processes carried out by Mekatek Ltd.

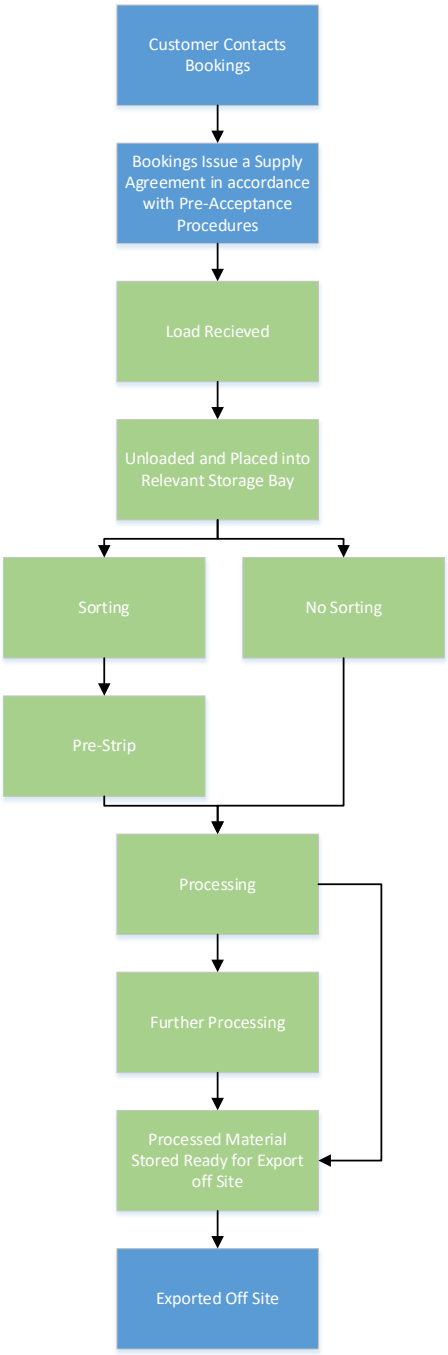
A sign which provides the necessary site and operations information is positioned at the entrance to the site. The sign provides all the necessary site information, contact details and relevant waste codes as required by the sites Environmental Permit.

A copy of the Environmental Permit and the Management System will be kept in the site office at all times.

2. PROCESS DESCRIPTION

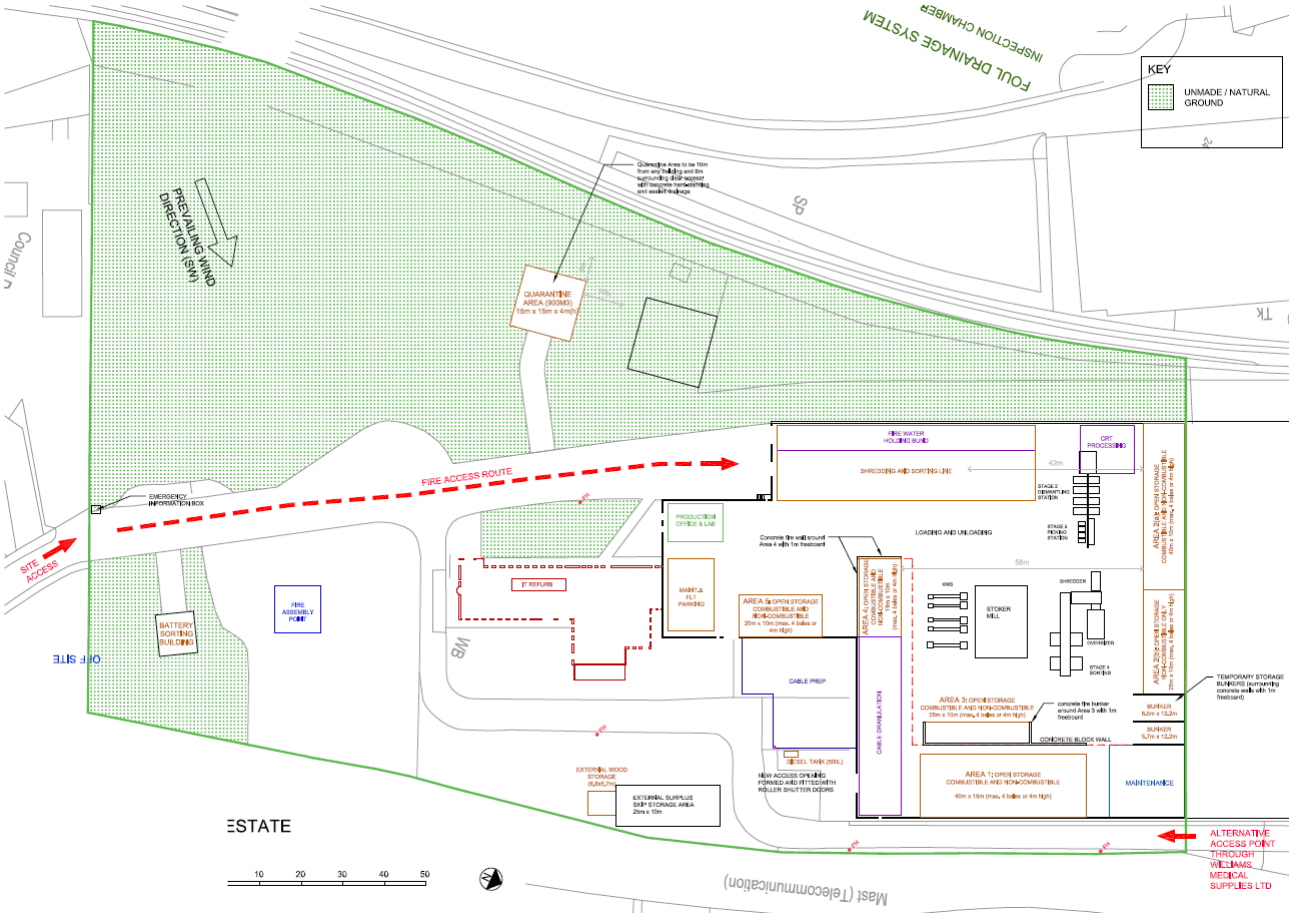
2.1 Process Schematic

The schematic below provides a broad overview of the process flow through the facility. Further detail of each stage is provided within each of the specific working procedures in use at the sites and within the further sections of this working plan.



2.2 Site Layout

The plan below provides an overview of the layout of the installation indicating the location of the key plant and equipment, plant and process areas.



2.3 Specified Waste Management Activities

The wastes accepted onto site for processing will consist of mixed recyclable materials.

Table 2.1: Specified Activities

Site Address	Unit C, Maerdy Industrial Estate, Rhymney, NP22 5PY.
National Grid Reference	OS X (Eastings) 311588 OS Y (Northings) 206808
Site Manager	(Competent Person)
PPC permit / WML Reference	EPR/AB3698ZE
Wastes accepted on site	Please refer to Appendix 2 of this document
Installation Activities	
Throughput	50,000 tonnes per annum
Permitted operation hours for waste acceptance / dispatch	Deliveries: • Monday to Friday: 06:00 – 19:30; • Saturday: 08:00 – 13:00; and • No deliveries shall take place on Sundays or Bank Holidays. Operation of the site can take place on a 24/7 basis should the workload require.
Planning Permission	Caerphilly Council Planning Permission

Associated procedures for the above site processes are summarised within Table 2.2 overleaf.

Table 2.2: SWP Procedure & Guidance Map		
Reference No:	Title	Purpose
SOP-105	Waste Pre-Acceptance	This procedure defines the upstream screening, checking and pre-acceptance of all incoming waste prior to its arrival on site.
MK-E02	Waste Acceptance	This procedure outlines the onsite controls and considerations that need to be applied when waste materials arrive on site for processing.
MK-E03	Waste Rejection	This procedure outlines the waste rejection process for all non-conforming wastes that cannot be processed on site. Acceptance of non-conforming wastes will be a direct breach of the permitted conditions of the sites Environmental Permit.
MK-E04	Off Site Waste Transfers	This procedure provides the necessary information to enable the assessment and offsite transfer of non-conforming or untreatable waste streams.
MK-E05	Waste Reception and Storage	This procedure outlines the waste reception, storage processes for all incoming waste.
MK-E06	Environmental Records	This procedure defines the necessary Environmental Permit and Waste Records that are required to be managed by the site to ensure compliance.
MK-E07	Environmental Management and Monitoring Programme	This procedure provides an overview of all of the necessary environmental monitoring, management procedures and controls to ensure compliance with the Permit.
MK-E08	Infrastructure Management and Monitoring Programme	This procedure provides an outline of the inspection and cleaning requirements for the site.
MK-E09	Accident Management Plan	This plan refers to the sites accident management requirements.
MK-E10	Odour Management Plan	This plan refers to the sites odour management measures.
MK-E11	Fire Prevention Plan	This plan refers to the sites fire prevention measures.

The following associated procedures are appended to this document:

- SOP-105 – Waste Pre-Acceptance;
- MK-E02 – Waste Acceptance;
- MK-E03 – Waste Rejection;
- MK-E04 – Off Site Waste Transfers;
- MK-E05 – Waste Reception;
- MK-E06 – Environmental Records;
- MK-E07 – Environmental Management and Monitoring Programme;
- MK-E08 – Infrastructure Management and Monitoring Programme;
- MK-E09 – Accident Management Plan; and
- MK-E10 – Odour Management Plan;
- MK-E11 – Fire Prevention Plan.

2.4 Waste Processing

A summary description of the proposed waste management facility is provided below:

- *Waste Reception*: All vehicles enter the site via the main entrance and report to the weighbridge office. All wastes being received by the site are inspected and placed within the waste storage area where it is manually sorted into categories prior to being placed within the relevant storage bay.
- *Waste Sorting:* When waste materials are required to be processed, they are transferred from the relevant storage bay and loaded onto a conveyor or suitable work station for pre-sorting, picking and / or de-packing. All material is sorted into relevant categories and stored within stackable hoppers or stillages. The wastes are stored until there is sufficient material to warrant processing through the shredding plant.
- *Pre-Liberation Processing*: Pre-liberation processing involves manual sorting prior to mechanical processing and is undertaken on individual workstations depending on what product is being processed.
- *Shredding:* As required any material that needs to undergo shredding or mechanical liberation is transferred to the shredding plant. The shredding plant is fed via a segmented conveyor which can be hopper fed or manually fed depending on the waste type. All material discharged from the shredding plant is passed through a trommel with oversize passing to a picking line. Further mechanical separation is utilised for specific waste types e.g eddy current separator and overband separation.
- *Cable Granulation:* The cable granulation system primarily processes commodities (cables, circuit boards, single stream electronics) liberated by the shredding plant. The processed cable is stored within bags before being exported off site. Additional cable granulation equipment is to be installed as part of this variation and is discussed further within this document.
- *Separation Equipment:* An electrostatic separator separates conductive and non-conductive materials (less than 10mm). This equipment can separate any residual metallic content in the plastics fraction after cable granulation.
- *Export off Site:* All processed / sorted material will be exported off site.

3 ENVIRONMENTAL SETTING

3.1 Geology and Hydrogeology

According to the BGS Geology of Britain Viewer, the site is directly underlain by superficial deposits of Glacial Till deposits made up of variable geology including clays, sand and gravel. The superficial deposits are further underlain by the Bedrock Geology of the South Wales Middle Coal Measures Formation, which are described by the BGS lexicon as; 'grey, productive coal-bearing mudstones/siltstones, with seatearths and minor sandstones'.

The site is considered to be situated in an area of moderate sensitivity with respect to groundwater resources due to the underlying minor aquifer.

3.2 Surface Water Features

The River Rhymney is culverted beneath the west of the site, with it entering the culvert approximately 200m north of the site and exiting approximately 100m south. In addition, a number of issues, sinks and drains including a small lake are located approximately 300m upslope to the west, and a network of springs and issues on the other side of the valley approximately 500m to the east.

The River Rhymney has historically been of poor quality due to the mining heritage of the area and is still undergoing improvement programmes with its current quality rating Grade B.

3.3 Sensitive Environmental Receptors

The only designated site relevant to the proposed site is presented in Table 3.1 below:

Table 3.1: Location of Sensitive Habitat Receptors

Distance & Direction	Receptor	Status
8.9 km North East	Usk Bat Sites	SAC

The site is not considered likely to have any significant effects on this designated site due to the limited nature of emissions from the site.

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4 SITE INFRASTRUCTURE

4.1 Site Drainage System

There are no process effluents produced from the sites activities. There is no drainage system within the building. Should any water (surface moisture, small puddles of liquids on top of IBC etc) be present on incoming wastes, this generally evaporates or where possible is collected and disposed of via IBC.

Any spillages, leaks or incidents arising within the building will be effectively contained and captured in accordance with the sites spill response procedure, utilising spill kits which will be strategically located around the site. Any spillages / leaks etc. would be of small volume and be non-hazardous in their nature.

Internal bunds associated with the plant maintenance oil storage area are checked daily and in the unlikely event of spillages, these would be pumped out and disposed of offsite via IBC.

Uncontaminated surface water run-off from external hard standing and roof top areas discharges via surface water drain and is ultimately discharged to the River Rhymney (W1 and W2).

Foul drainage from the offices / canteen area will be discharged to sewer (S1).

The following has been designed in the event of a fire:

- There is a firewater holding bund within the main processing building;
- All fire water will enter the bay which would be isolated from the external surface water drainage system;
- Company tankers would be mobilised from nearby sites (1-hour mobilisation time) to remove any collected firewater held in the bay to a suitable treatment facility;
- The bay is calculated to have a storage capacity of 245m3 if empty and 150m3 if at full utilisation as a reception bay.

There will be no direct releases to controlled water arising from the site.

No external activities will take place that have the potential to impact controlled waters. The external suplus skip storage area will only contain sealed waste skips. No loose material is stored within this area.

All site infrastructure (roads, concrete pads, drainage systems and buildings) are inspected on a weekly basis by the competent person.

Any faults and repairs will be carried out as soon as practicable and a note made of them in the site diary.

4.2 External Storage Area

The external storage area is used solely for the temporary storage of recycled material or products within skip containers, before being transferred off site. There will be no storage of loose processed recovered and recycled material. All hazardous and WEEE processed recovered and recycled material will be stored within sealed skips. This ensures that material within them remains dry whilst also mitigating all possibility of weather ingress due to the sealed nature of the containers. Any non-hazardous processed recovered and recycled material will be stored within open skip containers.

No material is transferred into another container for transport. The area is purely for temporary storage before the skip is transferred off site. The external area is impermeable however it does not have sealed drainage.

The skip containers will be stored for a maximum of 7 days.

The containers will be inspected / checked as part of the twice daily site walkover inspections. Additionally, the containers are included within the sites PPM schedule which is carried out annually. However, if any customers or site workers notice any damage, the maintenance would be carried out straight away.

Please refer to procedure MS 500. This provides a checklist to ensure that the containers have been checked sufficiently. In the event that any damage is noted, procedure SWP 402 must be followed.

Spill kits and drain blockers will be located within the external area. In the very unlikely event that the skips integrity was compromised and a leak was identified, the drain blockers will be used to block any surface water drains and the spill kits will be used to clean up the spill.

4.3 Site Security

A secure fence is erected around the parameter of the site to ensure security.

The site manager will inspect the site security at the start of each working day. Any defects or damage shall be made secure by temporary repair by the end of the working day and a permanent repair effected within seven working days and noted in the site diary.

The site entrance is equipped with lockable gates and an intruder alarm and is secured outside operating hours.

The site is equipped with digital Closed Circuit Television (CCTV). The CCTV system operates on a 24/7 basis.

4.4 Infrastructure Monitoring

The infrastructure monitoring of the site will take place in accordance with procedure MK-E08 Infrastructure Management and Monitoring Programme.

5 TECHNICAL COMPETENCE & TRAINING

The Site Managers will hold all necessary qualifications to be defined as 'Technically Competent' as defined by the Environment Agency Operator Competence Scheme and WAMITAB Certificate of Technical Competence Schemes.

All personnel on site have been trained in the site operation procedures and Working Plan according to Table 5.1 below.

The site manager is responsible for insuring that all operators and personnel receive training as required.

	Site Working Plan Manual MK-SWP	Waste Pre Acceptance SOP-105	Waste Acceptance MK-E02	Waste Rejection MK-E03	Off site Waste Transfers MK-E04	Waste Reception and Storage MK-E05	Environmental Records MK-E06	Environmental Monitoring MK-E07	Infrastructure Monitoring MK-E08	Accident Management Plan MK-E09	Odour Management Plan MK-E10	Fire Prevention Plan MK-E11
Site Manager												
Weighbridge Personnel												
Administration Personnel												
Machine Operators												
Site Management												
Visitors												

Appendix 1

Operating Procedures

SOP 105 - Preassessment of waste material - All group sites.

Procedure	
Pre-assessment of Waste Material	
Scope	
Applies to PRE-ASSESSMENT TEAM	
Associated Risk Assessment	Associated MS Forms
N/a	MS001B, MS001C
Safety Requirements	

This document has been produced in accordance with the facility permits, Sector Guidance S5.06 and 'How to Comply with Your Environmental Permit' to ensure regulatory compliance is achieved at all times by carrying out a thorough pre-assessment of all waste materials as appropriate to the nature of the waste and the processes involved.

Site Permit Reference

Carmarthen

YP3937SH (Installation Permit)

BP3098FC (Waste Permit)

Rhymney

AB3698ZE (Waste Permit)

Method	
1	In accordance with 2.1.1 of SGN S5.06 2.1.1 for all new enquiries the following information is obtained in writing at the enquiry stage: ➢ The type of process producing the waste (industry type) ➢ The specific process from which the waste derives ➢ The quantity of waste ➢ The chemical analysis of the waste (as applicable) ➢ The form the waste takes (solid, liquid, sludge etc) ➢ Hazards associated with the waste ➢ Sample storage and preservation techniques (as applicable)
2	Waste materials which are acceptable on the Group sites are identified by the EWC code list of permitted waste detailed on the appropriate Schedule of each individual permit. The schedule list is as below, an overview is included at the end of the procedure: ***Carmarthen*** YP3937SH (Installation Permit) - Schedule 3 BP3098FC (Waste Permit) – Schedule 2 ***Rhymney*** AB3698ZE - Schedule 2 For the purpose of carrying out a thorough pre-assessment of waste material, waste types have been broken down into a tier system. The level of pre-assessment required for each tier is proportional to the risk the material carries and the processes involved in the storage and treatment of the waste. This tier system also applies to the level of technical knowledge which the person carrying out the pre-assessment must have.

SOP 105 - Preassessment of waste material - All group sites.

Waste Tier	Tier 1 Wastes (Waste Material which are being assessed for acceptance by an Installation process at the Carmarthen Facility - YP3937SH or BP3098FC indirectly and ADR designated waste for the Rhymney facility)	Tier 2 Wastes (Waste Material which are being assessed for treatment operations with minimal environmental impact)	Tier 3 Wastes (Waste Materials which are being assessed for operations which require no technical input of the processes but must be subject to assessment to ensure the correct details are provided – i.e. valid premises registration code, correct EWC code, correct SIC code)
Example of waste types	➢ Biological Waste acceptable at the Carmarthen Facility for Treatment via the Biological Treatment Plant or High Strength Biodegradable Effluent Area. N.B. Wastes accepted under BP3098FC which are likely to produce arisings which are ultimately treated via the installation permit must be given consideration under tier 1 wastes ➢ Waste acceptable at the Carmarthen Facility for treatment via the Oil Treatment Facilities. ➢ Waste acceptable at the Carmarthen Facility for Treatment or transfer via the packaged waste Transfer Station ➢ Nominally Empty Containers containing hazardous materials. ➢ ADR designated wastes (except CA Site Paint) for Carmarthen or Rhymney	➢ Batteries for sorting ➢ Re-sale materials subject to market changes e.g. swarfs, metals, plastic, cables etc. ➢ Combustible Wastes	➢ Materials which do not fall into Tier 1 or Tier 2 categories.
Authorised persons to carryout pre-assessment and authorise for acceptance.	➢ Chemists ➢ COTC Holder	➢ Tier 1 authorised persons. ➢ Site and Production Managers	➢ Tier 1 and 2 authorised persons. ➢ Trained technical Sales. ➢ Trained administration staff.

TABLE 1

3 The pre-assessment form is sent to bookings by the customer. The bookings co-ordinator is trained to identify if the waste material is classified as a tier 1, 2 or 3 waste material. Before passing the pre-assessment form over to the responsible person the booking co-ordinator carries out the following basic checks:

- The customer to be invoiced section is completed.
- The waste producer (if different) is completed.
- A valid premises registration code has been completed (c/w expiry date) where applicable.
- A valid SIC code conforming to the 2007 code list is present.
- A valid unitary authority is present.

If any of the information is missing the information is to be obtained from the customer before the form is passed for assessment.

Note: The customer may be the producer of the waste, a broker or haulier or an internal customer (sales team or other group site).

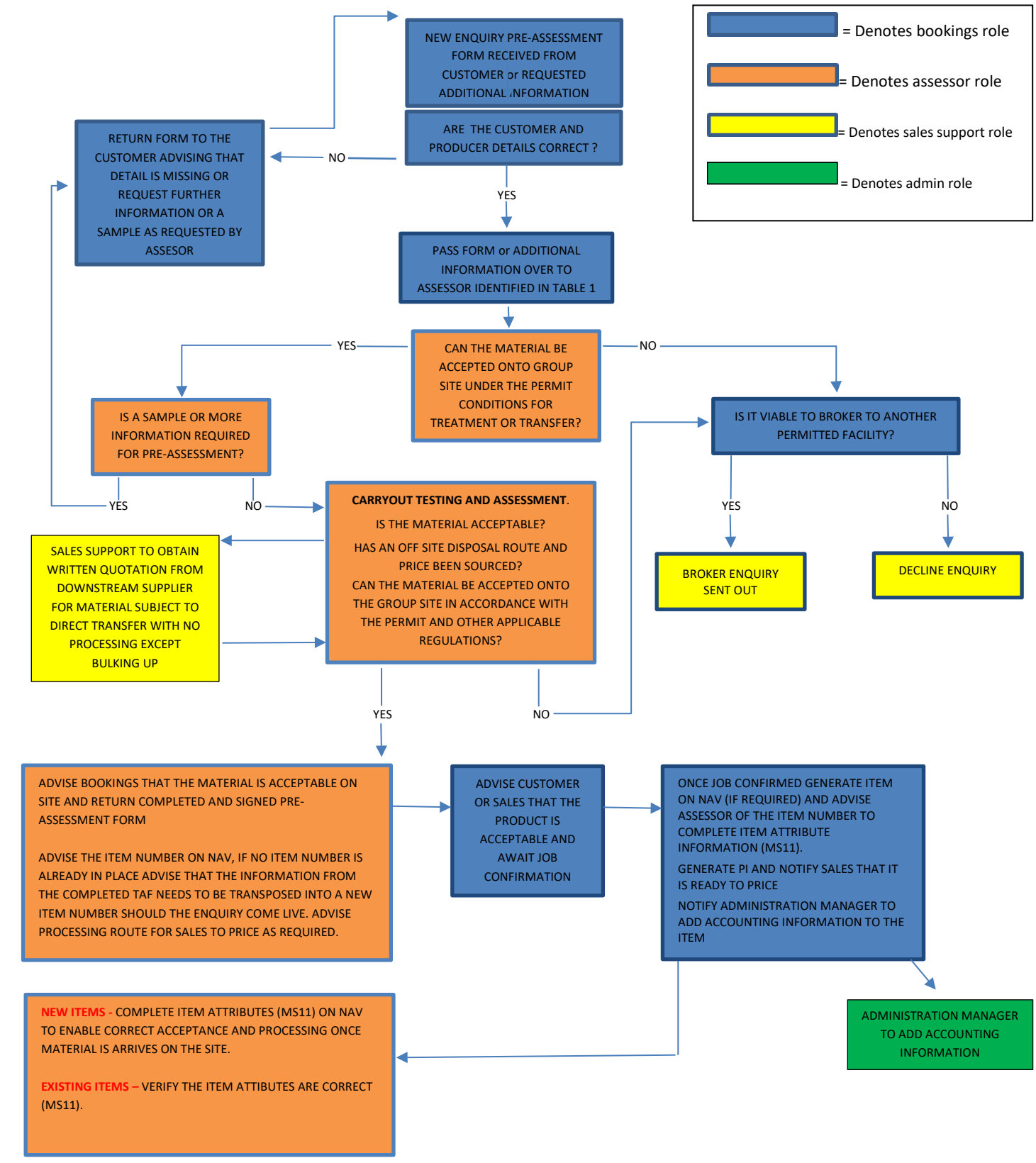
4 The person carrying out the pre-assessment must initially check that the waste material is suitable for acceptance at the Group site which the assessment is being carried out for. This is performed by checking the following at the initial stage:

- Does the EWC code appear on the list of acceptable wastes as detailed on the appropriate schedule or table within the site permit?
- Does the waste description match the EWC code?
- Does the composition of the waste material match the description and EWC Code?

SOP 105 - Preassessment of waste material - All group sites.

	• Are the Hazardous Property codes suitable for acceptance for treatment or transfer? • Are any odours declared which may need consideration if the material is accepted (Carmarthen site only as Rhymney is not permitted to accept odorous materials). If it is identified at this stage that the waste material is not suitable for acceptance at the Group site which the pre-assessment is being carried out, therefore the request for further information is not applicable the bookings co-ordinator is informed and only one of the following options is available. • Decline the enquiry • Send the enquiry out for brokering to another treatment or transfer facility
5	If the initial indication identify that the material has the potential to be accepted for treatment or transfer the assessor identifies if additional information is required which has not already been provided – MSDS or a sample of the material for example. NOTE the use of information from MSDS is to provide an indication of the waste composition and may not be relied upon to provide detailed information regarding the waste material – samples, analysis or further information from the producer may still be required. The request for additional information is channelled through the sales coordinator to liaise with the customer.
6	Once all required information is received the assessor must decide if the material can be accepted in accordance with the sampling and acceptance strategy for each site.
7	If it is identified at this stage that the waste material is not suitable for acceptance at the Group site which the pre-assessment is being carried out, therefore the request for further information is not applicable the bookings co-ordinator is informed and only one of the following options is available. • Decline the enquiry with the customer • Send the enquiry out for brokering to another treatment or transfer facility
8	Material which is subject to direct transfer must have the onward treatment / disposal route priced before the item can be accepted. If it is identified that there is no onward treatment / disposal route in place for an item which is being assessed the request is sent to Sales Support to obtain costings from downstream suppliers. The information which is provided on the MBG TAF can be copied onto the pre-assessment document for the downstream supplier as this is verified at this stage.
9	If it is identified that the material is suitable for acceptance at the Group site which the pre-assessment is being carried out the following must be completed to end the pre-assessment process. ➢ Advise bookings co-ordinator that the material is acceptable on site and return completed and signed pre-assessment form for uploading to NAV – Technical Assessments ➢ Complete item attributes (MS11) on NAV to enable correct acceptance and processing once material arrives on site (this can only be done on completion of new item being generated. ➢ If the waste product is new or the process differs the MS29 information is obtained for costing purposes.
10	The simplified flow diagram on the following page provides a diagrammatic illustration of the pre-acceptance process.

SOP 105 - Preassessment of waste material - All group sites.



SOP 105 - Preassessment of waste material - All group sites.

GROUP SITE PERMITTED OPERATIONS AND HAZARDOUS PROPERTIES (OVERVIEW PLEASE REFER TO PERMITS AND MANAGEMENT SYSTEM FOR DETAIL)

CARMARTHEN – YP3937SH (Installation Permit)

- Waste Materials subject to any of the activities as specified in Schedule 1 – Operations may be accepted onto site for transfer or treatment.
- In accordance with Table 3.1A the following Hazardous Properties ONLY may be exhibited by the waste material –
    - HP2 – Oxidising
    - HP3 – Flammable
    - HP4 – Irritant
    - HP5 – Harmful *(Specific Target Organ Toxicity/Aspiration Toxicity)*
    - HP6 – Toxic *(Acute Toxicity)*
    - HP7 – Carcinogenic
    - HP8 – Corrosive
    - HP9 – Infectious
    - HP12 – Substances and preparations which release toxic or very toxic gases in contact with water, air or an acid *(Produces toxic gases in contact with water, air or acid)*
    - HP15 – Substances and preparations capable by any means, after disposal, of yielding another substance, e.g. a leachate, which possesses and of the characteristics listed above (*expressed as H13 in the permit*)
    - HP14 – Ecotoxic

CARMARTHEN – BP3098FC (Waste Permit)

- Waste Materials subject to any of the activities as specified in Schedule 1, Table S1.1 – Operations may be accepted onto site for transfer or treatment.
- Notwithstanding the waste types set out in schedule 2 (EWC code list) waste having any of the following characteristics shall not be accepted.
    - Consisting solely or mainly of dusts, powders or loose fibres
    - Sludges
    - Odourous or odour producing
    - Hazardous
    - Explosive
    - Highly Flammable
    - Substances which are oxidising which in contact with combustible material may cause
    - Substances which are explosive when mixed with combustible material

SOP 105 - Preassessment of waste material - All group sites.

RHYMNEY – AB3698ZE (Waste Permit)

- Waste Materials subject to any of the activities as specified in Schedule 1, Table S1.1. Operations may be accepted onto site for transfer or treatment.
- Permitted waste types as per EWC code list, Schedule 2, Table S2.1.

Document title	Version	Review date	Reviewer	Next review date	Approved by
SOP105	1	06.02.2018	D Lewis	02.2021	
	2	07.2020	D Lewis	07.2022	
	3	04.2021	D Lewis	04.2023	J Slate
	4	04.2023	D Lewis	01.2025	P Ryall

Overview

The control and acceptance of wastes when they arrive at site is a key process in avoiding potential contribution to system inefficiency through introduction of unsuitable waste streams.

This procedure outlines the onsite controls and considerations that need to be applied when waste materials arrive on site for processing.

1. Waste Acceptance

All vehicles delivering waste to site will report to the weighbridge office where it will be weighed and recorded on the necessary weighbridge forms. A check shall be made that the waste type and source has been Pre-Accepted in accordance with procedure SOP-105 Pre-Acceptance.

Where a waste has not been Pre-Accepted the Site Manager shall be contacted and the waste assessed on specification. The decision of whether the waste can be accepted lies with the Site Manager.

Waste will not be accepted on site unless sufficient storage capacity exists and the site is adequately manned to receive the waste.

No odorous wastes will be accepted on the site.

The following details will be recorded for each individual load accepted on site:-

- Date and time of delivery of the load
- Details and description of the vehicle delivering the waste, the driver's name, and the operator of the vehicle; and
- A description of the waste including type and quantity.

Wastes will only be accepted on site that conform to the following EWC Waste Codes detailed in Table 1 overleaf.

There will be an internal tracking system in place for all wastes which will be cross-referenced to the unique reference number which was given to the waste at the pre-acceptance stage. The tracking system will consist of all information generated during pre-acceptance, acceptance, storage and treatment and will be kept up to date on an ongoing basis.

Any wastes that do not meet with the above description and requirements should be refused entry to the site in accordance with procedure MK-E03 Waste Rejection.

Rejected wastes shall be recorded in the site diary.

It is the responsibility of the weighbridge personnel to inform the site manager of any wastes that do not or potentially do not meet the above specification.

Table 1: EWC Codes and Types

Waste Codes	Description
02	WASTES FROM AGRICULTURE, HORTICULTURE, AQUACULTURE, FORESTRY, HUNTING AND FISHING, FOOD PREPARATION AND PROCESSING
02 01	wastes from agriculture, horticulture, aquaculture, forestry, hunting and fishing
02 01 04	waste plastics (except packaging)
02 01 10	waste metal
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
09	WASTES FROM THE PHOTOGRAPHIC INDUSTRY
09 01	wastes from the photographic industry
09 01 07	photographic film and paper containing silver or silver compounds
09 01 10	single-use cameras without batteries
09 01 11*	single-use cameras containing batteries included in 16 06 01, 16 06 02 or 16 06 03
09 01 12	single-use cameras containing batteries other than those mentioned in 09 01 11
12	WASTES FROM SHAPING AND PHYSICAL AND MECHANICAL SURFACE TREATMENT OF METALS AND PLASTICS
12 01	wastes from shaping and physical and mechanical surface treatment of metals and plastics
12 01 01	ferrous metal filings and turnings
12 01 02	ferrous metal dust and particles
12 01 03	non-ferrous metal filings and turnings
12 01 04	non-ferrous metal dust and particles
12 01 05	plastics shavings and turnings
12 01 17	waste blasting material other than those mentioned in 12 01 16
12 01 21	spent grinding bodies and grinding materials other than those mentioned in 12 01 20
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
15 01 03	wooden packaging
15 01 04	metallic packaging
15 01 05	composite packaging
15 01 06	mixed packaging
16	WASTES NOT OTHERWISE SPECIFIED IN THE LIST

16 01	**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)**
16 01 03	end-of-life tyres
16 01 12	brake pads other than those mentioned in 16 01 11
16 01 17	ferrous metal
16 01 18	non-ferrous metal
16 01 19	plastic
16 01 21*	hazardous components other than those mentioned in 16 01 07 to 16 01 11 and 16 01 13 and 16 01 14
16 01 22	components not otherwise specified
16 02	**wastes from electrical and electronic equipment**
16 02 11*	discarded equipment containing chlorofluorocarbons, HCFC, HFC
16 02 13*	discarded equipment containing hazardous components other than those mentioned in 16 02 09 to 16 02 12
16 02 14	discarded equipment other than those mentioned in 16 02 09 to 16 02 13
16 02 15*	hazardous components removed from removed from discarded equipment
16 02 16	components removed from discarded equipment other than those mentioned in 16 02 15
16 06	**batteries and accumulators**
16 06 01*	lead batteries
16 06 02*	Ni-Cad batteries
16 06 03*	mercury-containing batteries
16 06 04	alkaline batteries (except 16 06 03)
16 06 05	other batteries and accumulators
17	**CONSTRUCTION AND DEMOLITION WASTES (INCLUDING EXCAVATED SOIL FROM CONTAMINATED SITES)**
17 02	**wood, glass and plastic**
17 02 03	plastic
17 04	**metals (including their alloys)**
17 04 01	copper, bronze, 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 10*	cables containing oil, coal tar and other hazardous substances
17 04 11	cables other than those mentioned in 17 04 10
19	**WASTES FROM WASTE MANAGEMENT FACILITIES, OFF-SITE WASTE WATER TREATMENT PLANTS AND PREPARATION OF WATER INTENDED FOR HUMAN CONSUMPTION/INDUSTRIAL USE**
19 01	**incineration or pyrolysis of waste**
19 01 11*	bottom ash and slag containing hazardous substances
19 01 12	bottom ash and slag other than those mentioned in 19 01 11
19 10	**waste from shredding of metal containing wastes**
19 10 01	iron and steel waste

19 10 02	non-ferrous waste
19 10 03*	fluff-light fraction and dust containing hazardous substances
19 10 04	fluff-light fraction and dust other than those mentioned in 19 10 03
19 10 05*	other fractions containing hazardous substances
19 10 06	other fractions other than those mentioned in 19 10 05
19 12	**wastes from the mechanical treatment of waste (for example sorting, crushing, compacting, pelletising) 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 11*	other wastes (including mixtures of materials) from mechanical treatment of waste containing hazardous substances
19 12 12	other wastes (including mixtures of materials) from mechanical treatment of wastes other than those mentioned in 19 12 11
20	**MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPARATELY COLLECTED FRACTIONS**
20 01	**separately collected fractions (except 15 01)**
20 01 01	paper and cardboard
20 01 02	glass
20 01 21*	fluorescent tubes and other mercury-containing waste
20 01 23*	discarded equipment containing chlorofluorocarbons
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 38	wood other than that mentioned in 20 01 37
20 01 39	plastics
20 01 40	metals
20 03	**other municipal wastes**
20 03 07	bulky waste
Total	*Maximum of 50,000 tonnes per annum*

2. Waste Reception

The Weighbridge personnel shall inform the site manager and respective staff of the vehicle arrival.

All vehicles will be directed from the weighbridge to the Reception area of the Building. Drivers are instructed to wait for a Site Operative before discharging the waste.

Mixed waste will be received on site and placed within the waste storage area where it will be manually sorted into categories prior to being placed within the relevant storage bay.

Whilst the waste is being manually sorted, the load will be inspected by site staff for any non-compliant waste and to ensure that the waste meets the contracted specification. The waste will be checked to ensure compliance with the permitted wastes in accordance with the site EPR Permit and as defined above.

Any non-conforming material will be segregated and disposed of in accordance with Procedure MK-E03 Waste Rejection.

Once the delivery is complete vehicles will then be directed to leave the site via the weighbridge, having had their TARE weight recorded.

2.1 Load Inspection

As mentioned above, all waste will undergo a visual inspection during offloading. All wastes will be visually inspected to ensure the following:

- Waste meets the EWC Code definition;
- Waste does not contain excessive extraneous materials;
- Wastes do not exhibit malodorous properties;
- Wastes comprise of solid materials and not liquids; and
- Wastes do not consist of mainly dusts, powders or loose fibres.

Any major non-conformance in the load i.e. odorous waste will result in the load being transferred to the sites quarantine area in accordance with Procedure MK-E03 Waste Rejection.

The Site Manager or weighbridge operator will ensure that the waste delivered to the site is accompanied by a written description of the waste which will describe the following:

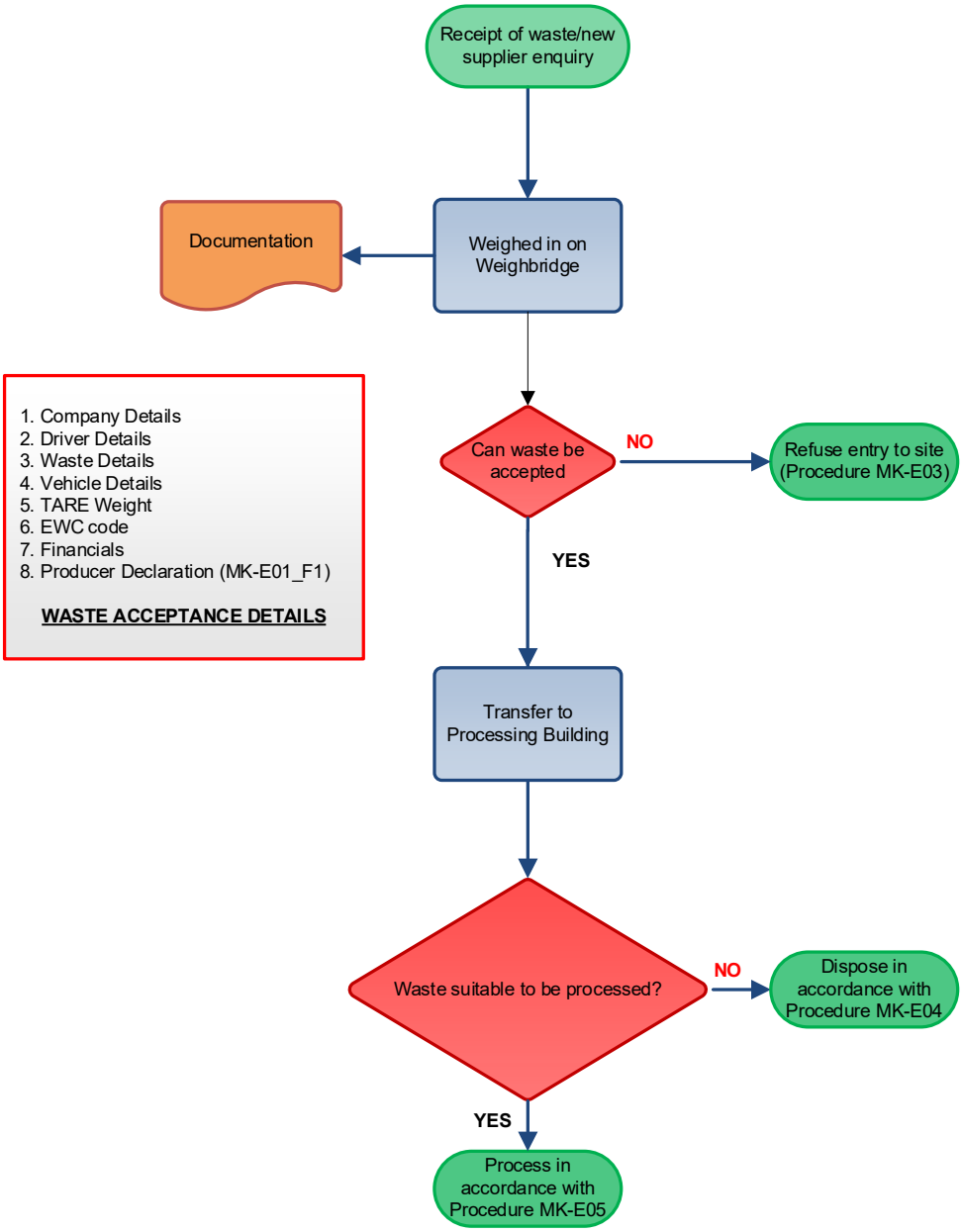
- The physical and chemical composition of the waste;
- Hazard characteristics and handling procedures;
- Compatibility issues; and

- Information specifying the original waste producer and process.

On-site verification and compliance testing will take place in order to confirm:

- The identity of the waste;
- The description of the waste;
- Consistency with the pre-acceptance information and sampling; and
- Compliance with the permit.

3. Process flow chart: MK-E02 Waste Acceptance



4. Training Record

The below signatories have received training and understand all aspects of procedure MK-E02.

Table 4.1: Training

PRINT EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE	MANAGER INITIALS	UN-CONTROLLED COPY ISSUED (✓)

Author / Function or Department:	Process Owner / Department: Site Manager

Overview

This procedure outlines the waste rejection process for all non-conforming wastes that cannot be processed on site.

Acceptance of non-conforming wastes is a direct breach of the permitted conditions of the sites Environmental Permit.

1. Rejection at the Weighbridge

Any waste coming across the weighbridge that does not meet the EWC code description below MUST BE REFUSED ENTRY to the site. The site can only accept materials that conform to the EWC Waste Codes provided in Table 1.1 overleaf.

If any waste arriving at site is observed to contain any of the following IT MUST BE REFUSED ENTRY TO THE SITE.

- Explosive Materials;
- Infectious materials;
- Animal Wastes (blood, faeces etc);
- Waste consisting solely or mainly of dusts or powders; and
- Wastes that are malodorous.

Any waste that is rejected or may be subject to rejection should be bought to the attention of the Site Manager.

The consignor of the waste must be contacted by the Site Manager and be made aware that the waste has been rejected.

The Site Manager holds the responsibility for the acceptance / rejection of all wastes onto site.

It is the responsibility of the weighbridge personnel to inform the Site Manager of any wastes that do not or potentially do not meet the above specification.

If a non-conforming waste has not entered the site i.e. identified at the weighbridge, the haulier is refused entry into the site and a Waste Rejection Form (provided at the back of this procedure) is completed.

All Waste Rejections shall be recorded in the Site Register.

Table 1: EWC Codes and Types	
Waste Codes	Description
02	WASTES FROM AGRICULTURE, HORTICULTURE, AQUACULTURE, FORESTRY, HUNTING AND FISHING, FOOD PREPARATION AND PROCESSING
02 01	wastes from agriculture, horticulture, aquaculture, forestry, hunting and fishing
02 01 04	waste plastics (except packaging)
02 01 10	waste metal
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
09	WASTES FROM THE PHOTOGRAPHIC INDUSTRY
09 01	wastes from the photographic industry
09 01 07	photographic film and paper containing silver or silver compounds
09 01 10	single-use cameras without batteries
09 01 11*	single-use cameras containing batteries included in 16 06 01, 16 06 02 or 16 06 03
09 01 12	single-use cameras containing batteries other than those mentioned in 09 01 11
12	WASTES FROM SHAPING AND PHYSICAL AND MECHANICAL SURFACE TREATMENT OF METALS AND PLASTICS
12 01	wastes from shaping and physical and mechanical surface treatment of metals and plastics
12 01 01	ferrous metal filings and turnings
12 01 02	ferrous metal dust and particles
12 01 03	non-ferrous metal filings and turnings
12 01 04	non-ferrous metal dust and particles
12 01 05	plastics shavings and turnings
12 01 17	waste blasting material other than those mentioned in 12 01 16
12 01 21	spent grinding bodies and grinding materials other than those mentioned in 12 01 20
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
15 01 03	wooden packaging
15 01 04	metallic packaging
15 01 05	composite packaging
15 01 06	mixed packaging
16	WASTES NOT OTHERWISE SPECIFIED IN THE LIST
16 01	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)
16 01 03	end-of-life tyres
16 01 12	brake pads other than those mentioned in 16 01 11
16 01 17	ferrous metal
16 01 18	non-ferrous metal
16 01 19	plastic
16 01 21*	hazardous components other than those mentioned in 16 01 07 to 16 01 11 and 16 01 13 and

	16 01 14
16 01 22	components not otherwise specified
16 02	**wastes from electrical and electronic equipment**
16 02 11*	discarded equipment containing chlorofluorocarbons, HCFC, HFC
16 02 13*	discarded equipment containing hazardous components other than those mentioned in 16 02 09 to 16 02 12
16 02 14	discarded equipment other than those mentioned in 16 02 09 to 16 02 13
16 02 15*	hazardous components removed from removed from discarded equipment
16 02 16	components removed from discarded equipment other than those mentioned in 16 02 15
16 06	**batteries and accumulators**
16 06 01*	lead batteries
16 06 02*	Ni-Cad batteries
16 06 03*	mercury-containing batteries
16 06 04	alkaline batteries (except 16 06 03)
16 06 05	other batteries and accumulators
17	**CONSTRUCTION AND DEMOLITION WASTES (INCLUDING EXCAVATED SOIL FROM CONTAMINATED SITES)**
17 02	**wood, glass and plastic**
17 02 03	plastic
17 04	**metals (including their alloys)**
17 04 01	copper, bronze, 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 10*	cables containing oil, coal tar and other hazardous substances
17 04 11	cables other than those mentioned in 17 04 10
19	**WASTES FROM WASTE MANAGEMENT FACILITIES, OFF-SITE WASTE WATER TREATMENT PLANTS AND PREPARATION OF WATER INTENDED FOR HUMAN CONSUMPTION/INDUSTRIAL USE**
19 01	**incineration or pyrolysis of waste**
19 01 11*	bottom ash and slag containing hazardous substances
19 01 12	bottom ash and slag other than those mentioned in 19 01 11
19 10	**waste from shredding of metal containing wastes**
19 10 01	iron and steel waste
19 10 02	non-ferrous waste
19 10 03*	fluff-light fraction and dust containing hazardous substances
19 10 04	fluff-light fraction and dust other than those mentioned in 19 10 03
19 10 05*	other fractions containing hazardous substances
19 10 06	other fractions other than those mentioned in 19 10 05
19 12	**wastes from the mechanical treatment of waste (for example sorting, crushing, compacting, pelletising) 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 11*	other wastes (including mixtures of materials) from mechanical treatment of waste containing hazardous substances
19 12 12	other wastes (including mixtures of materials) from mechanical treatment of wastes other than those mentioned in 19 12 11
20	**MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPARATELY COLLECTED FRACTIONS**
20 01	**separately collected fractions (except 15 01)**
20 01 01	paper and cardboard
20 01 02	glass
20 01 21*	fluorescent tubes and other mercury-containing waste
20 01 23*	discarded equipment containing chlorofluorocarbons
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 38	wood other than that mentioned in 20 01 37
20 01 39	plastics
20 01 40	metals
20 03	**other municipal wastes**
20 03 07	bulky waste
Total	*Maximum of 50,000 tonnes per annum*

2. Rejection at the Reception / Storage Area

All waste will undergo a visual inspection during offloading. All wastes will be visually inspected to ensure the following:

- Waste meets the EWC Code definition;
- Wastes do not exhibit malodorous properties;
- Wastes comprise of solid materials and not liquids; and
- Wastes do not consist of mainly dusts, powders or loose fibres.

Any materials that do not meet the above requirements shall be rejected from site.

Any waste that is rejected or may be subject to rejection should be bought to the attention of the Site Manager.

The consignor of the waste must be contacted by the Site Manager and be made aware that the waste has been rejected.

The Site Manager holds the responsibility for the acceptance / rejection of all wastes onto site.

Trained site staff will check each load visually as it is deposited to ensure that it does not contain any unacceptable waste(s). The waste may be quarantined whilst investigations take place.

Any major non-conformance in the load i.e. burnt, charred or waste obviously having a 'hot spot' of significantly elevated temperature beyond that of surrounding material in the load, will result in the load being transferred to the sites quarantine area.

If the load is rejected, it will be moved to the quarantine area and photographed. Photographs will be emailed or faxed to the supplier and details given of the problem. Rejected waste will be stored within the quarantine area for as short a period as practical, before being removed from site.

If any odourous waste is detected it will be rejected immediately from site. No odorous waste will be stored on site.

Rejected loads may be removed from site by the supplier or transportation organised for removal and return to the supplier.

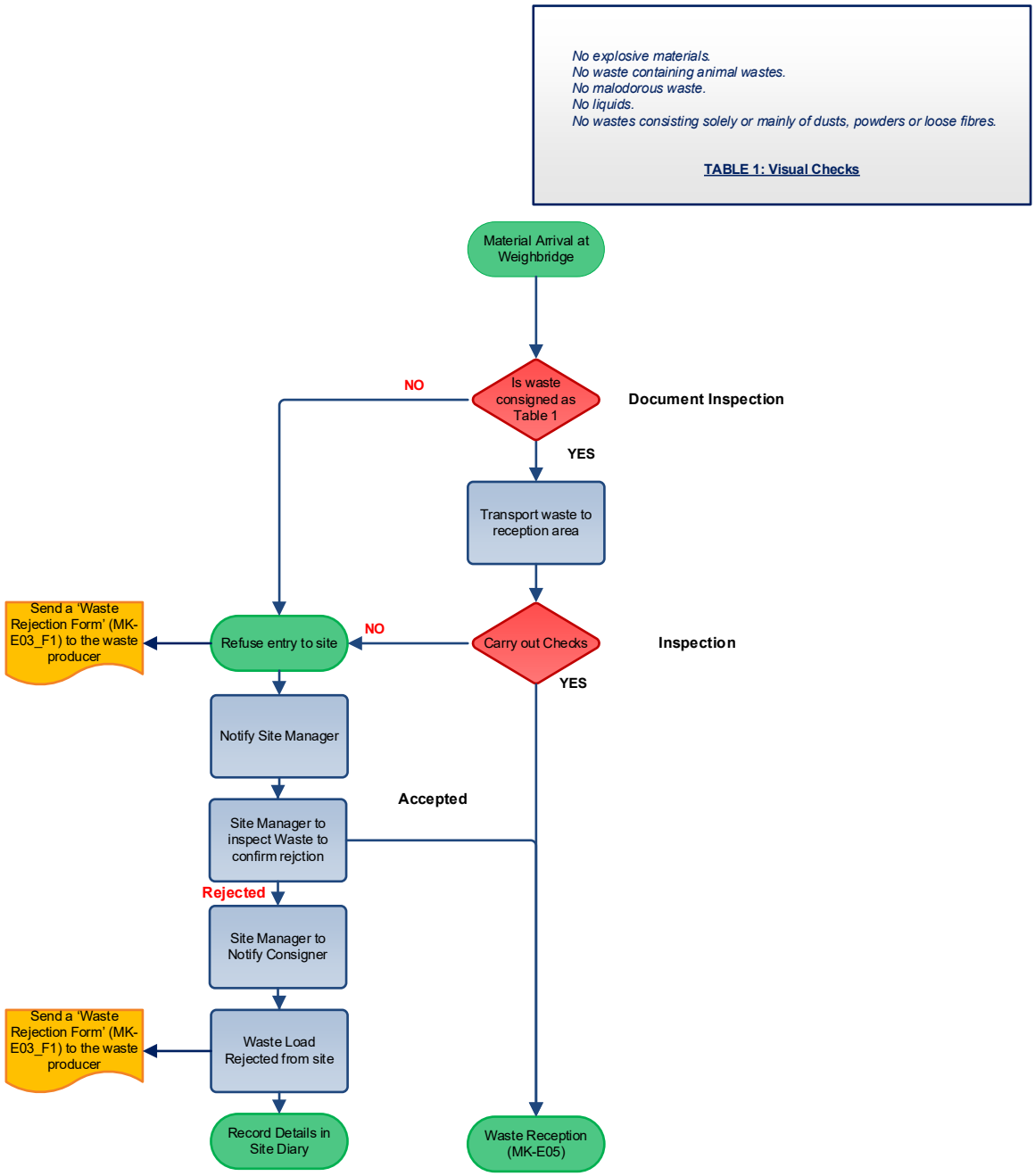
Records of communications and photographs are kept on file for a minimum of two years in line with current Duty of Care legislation.

It is the responsibility of the supervisor/site personnel to inform the site manager of any wastes that do not or potentially do not meet the specification.

If the non-conforming waste has entered the site, and is subsequently rejected, a waste rejection form, (MK-E03_F1) is completed. However, if the non-conforming waste has not entered the site, i.e. identified at the weighbridge, the haulier is refused entry into the site.

All Waste Rejections shall be recorded in the Site Register.

3. FLOW CHART: MK-E03 WASTE REJECTION



4. Training Record

The below signatories have received training and understand all aspects of procedure MK-E03.

Table 4.1: Training

PRINT EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE	MANAGER INITIALS	UN-CONTROLLED COPY ISSUED (✓)

Waste Rejection Form	
Delivered On:	
Delivered By:	
Consignment Batch Identity / Waste Transfer Note Number:	
Reason for Rejection / Quarantine:	
Date to be Removed from Site:	
Arranged by:	
Contact Details:	
Further Action:	

Overview

This procedure provides the necessary information to enable the assessment and off site transfer of non-conforming or untreatable waste streams.

1. Off Site Waste Transfers

Once operational, this procedure will be updated to include the typical materials that are likely to be transferred from the Mekatek site on a regular basis.

All of the materials will be classified as wastes in accordance with The List of Wastes (LOW) Regulations 2005, which transpose the European Waste Catalogue (EWC) into domestic legislation, and provide codes for all hazardous and non-hazardous wastes.

All wastes being transferred on site must be consigned to an appropriately qualified carrier. This is legal under the Environmental Protection Act S34 and of the Environmental Protection (Duty of Care Regulations) 1991.

Prior to the offsite transfer of any wastes to a third party a check should be made to ensure that the carrier is appropriately licensed. The link to the national database is provided below: (https://www.gov.uk/access-the-public-register-for-environmental-information).

Each consignment should be accompanied with an appropriately completed Waste Transfer Note.

The following details will be recorded for each individual load transferred from on site:-

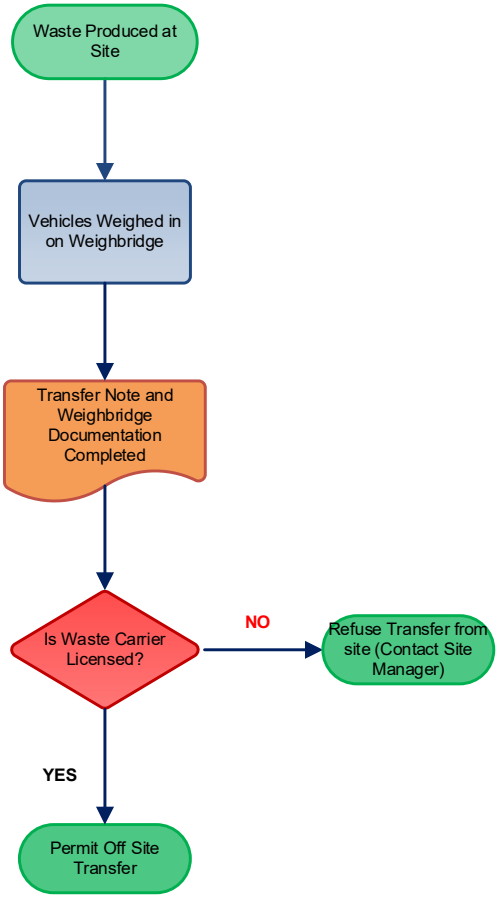
- Date and time of transfer of the load;
- Details and description of the vehicle accepting the waste, the driver's name, and the operator of the vehicle; and
- A description of the waste including type, EWC code and quantity.

The Site Manager holds the responsibility for the correct description of all consigned wastes from site.

It is the responsibility of the weighbridge personnel to correctly log and record any waste transfers from site, ensure that the Carrier is appropriately licensed and that all relevant information is recorded.

All waste transfers should be recorded in the site diary by the Site Manager.

2. Flow Chart MK-E04 Off Site Waste Transfers



3. Training Record

The below signatories have received training and understand all aspects of procedure MK-E04.

Table 3.1: Training

PRINT EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE	MANAGER INITIALS	UN-CONTROLLED COPY ISSUED (✓)

Overview

The inspection of wastes and selecting the appropriate process for their treatment when they arrive at site is a key process in ensuring maximum yields for the processes, whilst minimising the potential contamination issues.

1. Waste Delivery and Inspection

Once waste is accepted on-site, in accordance with MK-E02 – Waste Acceptance, it shall be delivered to the Main Processing Building.

Mixed waste will be received on site and placed within the waste storage area where it will be manually sorted into categories prior to being placed within the relevant storage bay.

Trained Site Operatives will be responsible for the inspection of all waste deliveries to ensure compliance with Waste Acceptance criteria (MK-E02 – Waste Acceptance).

All waste will be inspected to ensure that any non-conforming material (i.e. odourous waste etc) can either be removed or necessitate rejection of the load.

Rejected loads shall be managed in accordance with procedure MK-E03 – Waste Rejection.

Table 1.1 below details typical wastes accepted on-site and their characteristics.

Table 1.1: Typical Wastes accepted on site

Nature	Description	Typical reception route
WEEE waste, galss, scrap metal, batteries etc	All waste materials will have been sourced from local industrial, waste management and municipal sources.	Mixed waste will be received on site and placed within the waste storage area where it will be manually sorted into categories prior to being placed within the relevant storage bay.

2. Waste Reception and Storage

All waste is stored and segregated to prevent incidents from incompatible substances and to prevent escalation should an incident occur.

In order to ensure that the correct storage areas are used, all unloading of wastes will be supervised by site staff.

Mixed waste will be received on site and placed within the waste storage area where it will be manually sorted into categories prior to being placed within the relevant storage bay.

The site storage arrangements have been designed in accordance with Natural Resources Wales Fire Prevention Plan Guidance.

A record and updated site waste inventory shall be kept which details the following information for each storage bay.

- Batch code;
- The date of arrival;
- Relevant EWC codes;

The main processing building is on an impervious surface with no drainage system, to prevent any spillage escaping off-site.

The waste storage areas will be regularly inspected in accordance with procedure MK-E08 Infrastructure Management and Monitoring Programme.

No waste will be stored greater than 4m high. Access will be maintained for inspection.

Any uncontrolled spillages or leaks will be recorded in the site diary.

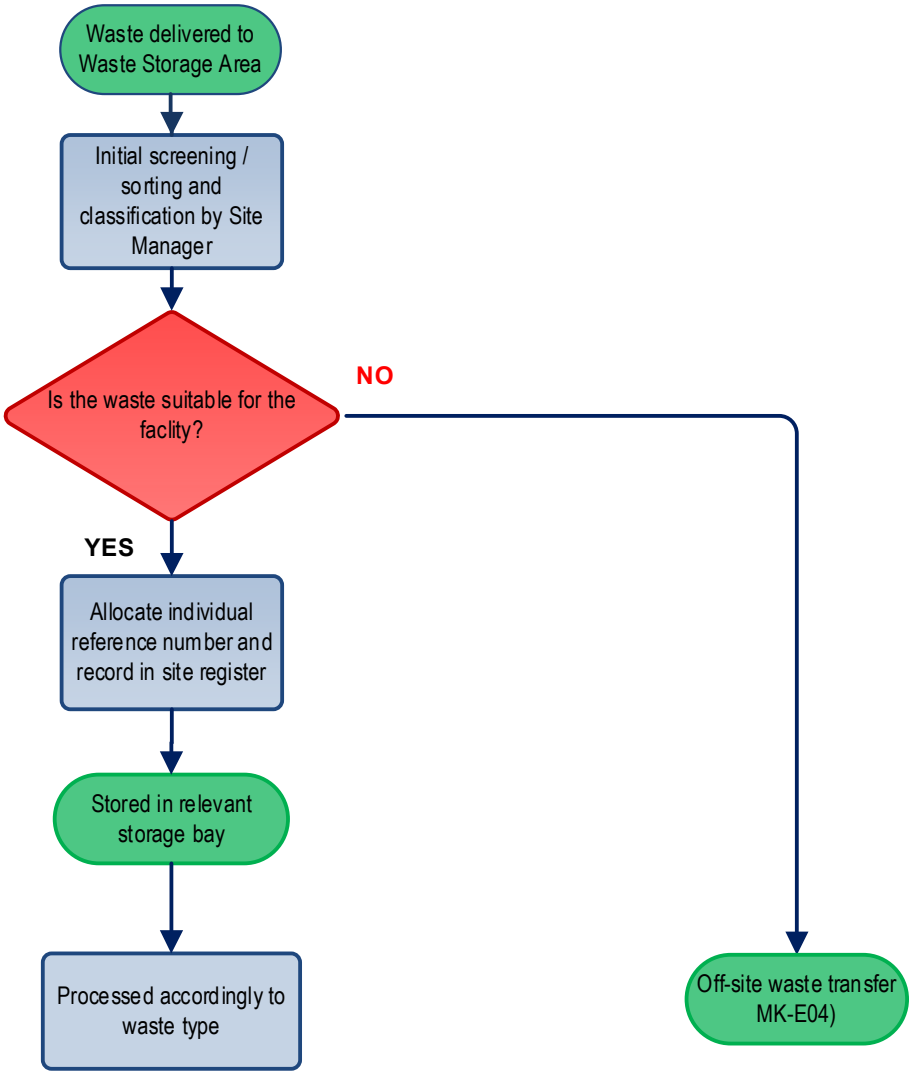
3. Traceability

Each waste load will be tracked by the Sequential Number allocated to the load at the booking stage. This can be traced back on the system to the date, time, supplier, driver, weight, number of units etc which make up the consignment notes.

Material arriving at the facility will be processed and the date, time, quantity and supplier of waste material will be recorded.

ANY WASTE THAT IS CONSIDERED TO POSE A RISK TO THE FACILITY WILL NOT BE ACCEPTED ON SITE

4. Process flow chart: MK-E05 Waste Reception



5. Training Record

The below signatories have received training and understand all aspects of procedure MK-E05.

Table 5.1: Training

PRINT EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE	MANAGER INITIALS	UN-CONTROLLED COPY ISSUED (✓)

Overview

In order to demonstrate compliance with Waste Duty of Care Requirements and Environmental Permitting Requirements it is required to record a number of environmental parameters and data.

This procedure defines the necessary Environment Permit and Waste Records that are required to be managed by the site to ensure compliance.

1. Incoming Waste Records

A record of the types, quantities and dates of wastes deposited at the site will be maintained in a format as specified below and be made available to Natural Resources Wales as required by the permit.

The following information shall be collected for each consignment arriving at the site:

- Date and time of delivery of the load;
- Details and description of the vehicle delivering the waste, the drivers name and the operator of the vehicle;
- Source of the waste (name and address of the originator); and
- A description of the waste including the type and quantity.

A record of all documents including waste transfer notes and weighbridge tickets will be maintained at the site office.

2. Outgoing Waste Records

A record of the types, quantities and dates of wastes transferred from the site will be maintained in a format as specified below and provided to Natural Resources Wales as required by the permit.

The following information shall be collected for each consignment arriving at the site:

- Date and time of dispatch of the load;
- Details and description of the vehicle carrying the waste, the drivers name and the operator of the vehicle and Waste Carriers License;
- A description of the waste including the type and quantity;
- Destination of the waste with associated waste management license details;
- Copy of the completed Waste Transfer Note relating to the consignment.

A record of all documents including transfer notes and weighbridge tickets will be maintained at the site office.

3. Site Diary and Site Records

The site records will be maintained and updated to include the following:

- The name of the site manager;
- Details of all visitors, including status and times of arrival and departure;
- Damage to vehicles, fences, gates etc and incidents of trespass;
- Details of maintenance, modification, repair, replacement, delivery and return, and breakdown of any plant and machinery;
- Consignment details of incoming and outgoing wastes;
- Waste Inventory and storage log;
- Cleaning regimes;
- Daily weather records; and
- Any complaints received.

The following records will also be maintained by the site manager:

- Correspondence with Natural Resources Wales;
- Pest Control records; and
- Environmental Monitoring (dust, air, noise etc).

4. Site Permits and Regulatory Liaison

A copy of the Environmental Management Plan and Site Permit will be available at all times within the office.

Copies of all regulatory notifications, letters and correspondence will be kept on file within the office.

The site diary will be kept in the office and updated daily.

5. Training Record

The below signatories have received training and understand all aspects of procedure MK-E06.

Table 5.1: Training

PRINT EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE	MANAGER INITIALS	UN-CONTROLLED COPY ISSUED (✓)

Overview

This procedure provides an overview of all the necessary environmental monitoring procedures and controls to ensure compliance with the Site Environmental Permit.

1. Dust, Fibres and Particulates

1.1 Environmental Dust Monitoring

Occupational and environmental dust is a potential issue at site. The key dust generating activities are related to the shredding of materials. The site has a number of dust mitigation measures in place to manage dust related impacts.

The shredder has a built-in dust suppression system to mitigate any dust emissions from the process. All waste processing takes place within the Processing Building. No external processing will take place on site.

Dust levels will be monitored by a visual assessment to be undertaken on a daily basis by a competent person and be overseen by the Site Manager. It is the duty of all site operatives to be vigilant and report any problems immediately to the competent person who will implement corrective action. The Site Manager is responsible for recording the details relating to the findings of the visual assessment in the site diary.

In the unlikely event that visible aerial emissions of dusts, particulates and fibres persist beyond the site boundary, the Site Manager will ensure that immediate corrective action is taken and Natural Resources Wales is notified accordingly.

1.2 Offsite Impacts and Monitoring

Under normal operation it is considered highly unlikely that there will be any offsite dust impacts, however in the event of any internal or external complaints the site management will carry out a full investigation to understand the validity of the complaint.

All complaints will be logged in a central file, investigated by the site manager (or their delegate) to establish the nature of the compliant and the operating conditions at the time of the complaint.

If the compliant is substantiated the site will review operating practices on site to establish the root cause of the incident.

Where deemed necessary the site shall carry out third party dust measurements at the site boundary and receptors to further establish impacts, root cause and potential mitigation measures.

2. Noise

Noise is not considered to be a significant potential source of pollution to the environment.

The main source of noise at the site will include:

- Delivery/collection vehicles;
- Processing Plant;
- Site vehicles.

The following procedures will help minimise noise emissions:

- All machinery will be turned off when not in use;
- Operation of plant and machinery will take place during permitted hours only; and
- Outside the specified hours for deliveries, all roller shutter doors in the main building will remain closed.

2.1 Environmental Noise Monitoring

Noise will be checked as part of the twice daily site walkover checks.

Additionally, during times when potentially noisy equipment is being used (i.e Rotorshredder) a trained site operative will check that no noise can be heard at the site boundary point nearest to the closest receptors.

In the event that excessive noise is identified, the operations will cease, and the noise will be investigated.

The site has a simple indicative noise meter on site for the monitoring of equipment and plant noise. This equipment shall be used on an "as required" basis.

In the event of a noise complaint, all operations on site will be immediately ceased and the complaint investigated. All procedures and the 'Nav Stock' system will be reviewed to investigate what machinery was being used at the time of the complaint.

The Noise Management Plan would then be reviewed for its effectiveness at mitigating noise and further mitigation measures included, if considered necessary.

2.2 Occupational Noise Monitoring

Occupational noise and vibration presents a significant health and safety risk to all personnel on site.

Occupational monitoring of a Significant Exposure Groups (SEGs) will be carried out periodically (at least bi-annually) to monitor and risk assess the exposure levels of the personnel.

3. Odour

The site does not include any activities that may give rise to odour. However, it is acknowledged that any sites involving the processing of any wastes can give rise to odour impacts in the event that odourous materials are brought onto site.

All loads shall be inspected prior to acceptance. No malodourous wastes will be accepted onto site.

The site has a detailed Odour Management Plan as part of Mekatek's Environmental Management System. Please refer to this for more information on the sites odour mitigation.

Odour shall be monitored monthly at points around the site boundary and observations shall be noted in the site diary and/or on a daily monitoring document.

If any odour is detected and is judged to be moderate (Odour Intensity Rank 3) then the Site Manager will be notified immediately and the olfactory survey will continue to attempt to determine the scope and extent of the odour plume, as follows:

- A suitable location downwind of the site and potentially sensitive receptor at which the odour plume is unlikely to extend will be selected for assessment;
- Survey will continue toward the facility until a site-related odour is perceived; and
- Assessment points perpendicular to the plume axis and equidistant from the site will then be monitored, subject to access requirements.

The main aim of monitoring will be to test if any odours emitted from the site will be causing the nearest receptors nuisance. In scenarios where nuisance is being caused then operations will be suspended until the conditions improve. The Site Manager may deem it necessary to find the precise source of the odour and attempt to eliminate it or neutralise it immediately.

Records shall be maintained and include the following details:

- Results of inspections and olfactory monitoring carried out by site personnel;
- Weather conditions including wind speed and wind direction;
- Operational problems including date, time, duration, prevailing weather conditions and cause of problem;
- Complaints received including address of complainant (if available);
- Details of corrective action taken, and any subsequent changes to operational procedures; and
- An evaluation of the effectiveness of control and abatement techniques used.

4. Weather Monitoring

The following meteorological conditions will be recorded in the event of a complaint (noise, odour or dust):

- Temperature;
- Prevailing wind direction; and
- General weather conditions.

All weather conditions shall be recorded within the Site Diary.

5. Visual Inspection

All areas if the site shall be visually inspected and monitored for the following:

- Evidence of site security breaches;
- Escape of waste;
- Escape of dust / dust nuisance;
- Presence of elevated fire risk / storage issues;
- Presence of litter;
- Presence of vermin;
- Control of waste stock piles (height, location etc).

Table 1: Site Environmental Monitoring Summary

Parameter	Purpose	Freq	Location	Responsibility	Comment
Dust, fibre and particulates	Visual inspection required to ensure that visible dust is not migrating off site	Daily	Not specified	Site Manager	Any visible emissions will need to be reported within the site diary.
Noise	Monitored as part of the site walkover checks and when noisy equipment is being used	Daily	TBC	Site Manager	Recorded in the site dairy and complaint form.
Odour	Monitoring required to ensure that there are no odour emission resulting from the processing activities on site.	Daily	TBC	Site Manager	Recorded in the site dairy.
Groundwater	None required	None	N/A	N/A	No physical groundwater monitoring required.
Surface Water	Visual inspection required to ensure that site drainage is not being impacted by processing activities on site.	Daily	Drainage channels	Site Manager	No physical sampling required. Visual inspection only.
Weather	General weather conditions to be recorded on site in event of complaint	As required	Not specified	Site Manager	Recorded in the site dairy and complaint form.
Visual	Visual inspection of: • Evidence of site security breaches; • Escape of dust / dust	Daily	Site wide	Site Manager	Recorded in the site dairy.

	nuisance; • Presence of elevated fire risk / storage issues; • Presence of litter; • Presence of vermin; and • Control of waste bays.				

6. Training Record

The below signatories have received training and understand all aspects of procedure MK-E07.

Table 6.1: Training

PRINT EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE	MANAGER INITIALS	UN-CONTROLLED COPY ISSUED (✓)

Overview

This procedure provides an overview of all the necessary infrastructure monitoring and inspection programmes that need to be carried out in order to ensure compliance with the Site Environmental Permit.

1. Monitoring

The Site Manager will monitor the key characteristics of the operations and activities that could have a significant impact on the environment.

The Site Manager will visually inspect the site on a daily basis. If spillages or strong local odours are detected then action will be taken accordingly.

Monitoring duties include:

- Checking roadways for any spills of delivered materials;
- Checking all security measures including the integrity of the site fence;
- Checking the integrity of all concrete hardstanding and bunds.

All details are logged in the site diary with any comments and actions taken.

2. Checks and Tasks

There will be daily checks to ensure that all equipment is working properly. An example of a check sheet used for this is shown in the Daily Check Sheet.

There will be regular inspection and maintenance of areas particularly:

- Waste Storage Bays;
- Workstations;
- Conveyors;
- Picking Lines;
- Rotorshredder;
- Trommel;
- Overband Magnet;
- Granulation System;
- Hardstanding;
- Containment Systems; and
- Site Boundary.

Inspections will pay particular attention to signs of damage, deterioration and leakage. If any damage is noted, it will be recorded in the site dairy and will be repaired as soon as possible. If containment capacity or the capability of bunds is compromised then waste will be immediately removed until repaired.

Tanks will be inspected routinely which will include periodic thickness testing. If significant deteriorated is detected then the contents will be transferred to appropriate storage. These inspections will be carried out by independent expert staff and written record will be maintained of the inspection and any remedial action taken. Tanks will also be inspected at regular intervals to ensure that they are not used beyond the specified design life or are used for substances that they were not designed for.

If there is any incident or accident that causes or could cause significant pollution Natural Resources Wales will be contacted straight away.

Monitoring will be carried out in line with the relevant Regulations and Legislations and cover the whole site as detailed on the site plan. If the measures identify a breach of requirements an action plan will be raised and implements. When relevant, Natural Resources Wales will be notified in writing.

3. Training Record

The below signatories have received training and understand all aspects of procedure MK-E08.

Table 3.1: Training

PRINT EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE	MANAGER INITIALS	UN-CONTROLLED COPY ISSUED (✓)

Daily Check-Sheet

Week Beginning		
Waste Storage Bays		
Monday	Checked	Signed
Tuesday	Checked	Signed
Wednesday	Checked	Signed
Thursday	Checked	Signed
Friday	Checked	Signed
Workstations		
Monday	Checked	Signed
Tuesday	Checked	Signed
Wednesday	Checked	Signed
Thursday	Checked	Signed
Friday	Checked	Signed
Conveyors		
Monday	Checked	Signed
Tuesday	Checked	Signed
Wednesday	Checked	Signed
Thursday	Checked	Signed
Friday	Checked	Signed
Picking Lines		
Monday	Checked	Signed
Tuesday	Checked	Signed
Wednesday	Checked	Signed
Thursday	Checked	Signed
Friday	Checked	Signed
Rotorshredder		
Monday	Checked	Signed
Tuesday	Checked	Signed
Wednesday	Checked	Signed
Thursday	Checked	Signed
Friday	Checked	Signed
Trommel		
Monday	Checked	Signed
Tuesday	Checked	Signed
Wednesday	Checked	Signed
Thursday	Checked	Signed
Friday	Checked	Signed

Overband Magnet		
Monday	Checked	Signed
Tuesday	Checked	Signed
Wednesday	Checked	Signed
Thursday	Checked	Signed
Friday	Checked	Signed
Granulation System		
Monday	Checked	Signed
Tuesday	Checked	Signed
Wednesday	Checked	Signed
Thursday	Checked	Signed
Friday	Checked	Signed
Hardstanding		
Monday	Checked	Signed
Tuesday	Checked	Signed
Wednesday	Checked	Signed
Thursday	Checked	Signed
Friday	Checked	Signed
Containment Systems		
Monday	Checked	Signed
Tuesday	Checked	Signed
Wednesday	Checked	Signed
Thursday	Checked	Signed
Friday	Checked	Signed
Site Boundary		
Monday	Checked	Signed
Tuesday	Checked	Signed
Wednesday	Checked	Signed
Thursday	Checked	Signed
Friday	Checked	Signed

Appendix 2

Waste Codes

Appendix 2: EWC Codes and Types	
Waste Codes	Description
02	WASTES FROM AGRICULTURE, HORTICULTURE, AQUACULTURE, FORESTRY, HUNTING AND FISHING, FOOD PREPARATION AND PROCESSING
02 01	wastes from agriculture, horticulture, aquaculture, forestry, hunting and fishing
02 01 04	waste plastics (except packaging)
02 01 10	waste metal
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
09	WASTES FROM THE PHOTOGRAPHIC INDUSTRY
09 01	wastes from the photographic industry
09 01 07	photographic film and paper containing silver or silver compounds
09 01 10	single-use cameras without batteries
09 01 11*	single-use cameras containing batteries included in 16 06 01, 16 06 02 or 16 06 03
09 01 12	single-use cameras containing batteries other than those mentioned in 09 01 11
12	WASTES FROM SHAPING AND PHYSICAL AND MECHANICAL SURFACE TREATMENT OF METALS AND PLASTICS
12 01	wastes from shaping and physical and mechanical surface treatment of metals and plastics
12 01 01	ferrous metal filings and turnings
12 01 02	ferrous metal dust and particles
12 01 03	non-ferrous metal filings and turnings
12 01 04	non-ferrous metal dust and particles
12 01 05	plastics shavings and turnings
12 01 17	waste blasting material other than those mentioned in 12 01 16
12 01 21	spent grinding bodies and grinding materials other than those mentioned in 12 01 20
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
15 01 03	wooden packaging
15 01 04	metallic packaging
15 01 05	composite packaging
15 01 06	mixed packaging
16	WASTES NOT OTHERWISE SPECIFIED IN THE LIST
16 01	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)
16 01 03	end-of-life tyres
16 01 12	brake pads other than those mentioned in 16 01 11
16 01 17	ferrous metal
16 01 18	non-ferrous metal
16 01 19	plastic
16 01 21*	hazardous components other than those mentioned in 16 01 07 to 16 01 11 and 16 01 13 and 16 01 14
16 01 22	components not otherwise specified
16 02	wastes from electrical and electronic equipment

16 02 11*	discarded equipment containing chlorofluorocarbons, HCFC, HFC
16 02 13*	discarded equipment containing hazardous components other than those mentioned in 16 02 09 to 16 02 12
16 02 14	discarded equipment other than those mentioned in 16 02 09 to 16 02 13
16 02 15*	hazardous components removed from removed from discarded equipment
16 02 16	components removed from discarded equipment other than those mentioned in 16 02 15
16 06	**batteries and accumulators**
16 06 01*	lead batteries
16 06 02*	Ni-Cad batteries
16 06 03*	mercury-containing batteries
16 06 04	alkaline batteries (except 16 06 03)
16 06 05	other batteries and accumulators
17	**CONSTRUCTION AND DEMOLITION WASTES (INCLUDING EXCAVATED SOIL FROM CONTAMINATED SITES)**
17 02	**wood, glass and plastic**
17 02 03	plastic
17 04	**metals (including their alloys)**
17 04 01	copper, bronze, 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 10*	cables containing oil, coal tar and other hazardous substances
17 04 11	cables other than those mentioned in 17 04 10
19	**WASTES FROM WASTE MANAGEMENT FACILITIES, OFF-SITE WASTE WATER TREATMENT PLANTS AND PREPARATION OF WATER INTENDED FOR HUMAN CONSUMPTION/INDUSTRIAL USE**
19 01	**incineration or pyrolysis of waste**
19 01 11*	bottom ash and slag containing hazardous substances
19 01 12	bottom ash and slag other than those mentioned in 19 01 11
19 10	**waste from shredding of metal containing wastes**
19 10 01	iron and steel waste
19 10 02	non-ferrous waste
19 10 03*	fluff-light fraction and dust containing hazardous substances
19 10 04	fluff-light fraction and dust other than those mentioned in 19 10 03
19 10 05*	other fractions containing hazardous substances
19 10 06	other fractions other than those mentioned in 19 10 05
19 12	**wastes from the mechanical treatment of waste (for example sorting, crushing, compacting, pelletising) 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 11*	other wastes (including mixtures of materials) from mechanical treatment of waste containing hazardous substances

19 12 12	other wastes (including mixtures of materials) from mechanical treatment of wastes other than those mentioned in 19 12 11
20	**MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPARATELY COLLECTED FRACTIONS**
20 01	**separately collected fractions (except 15 01)**
20 01 01	paper and cardboard
20 01 02	glass
20 01 21*	fluorescent tubes and other mercury-containing waste
20 01 23*	discarded equipment containing chlorofluorocarbons
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 38	wood other than that mentioned in 20 01 37
20 01 39	plastics
20 01 40	metals
20 03	**other municipal wastes**
20 03 07	bulky waste
Total	*Maximum of 50,000 tonnes per annum*