

ENVIRONMENTAL MANAGEMENT SYSTEM

Units 9, 10 & 11, Vauxhall Industrial Estate, Ruabon, Wrexham LL14 6HA

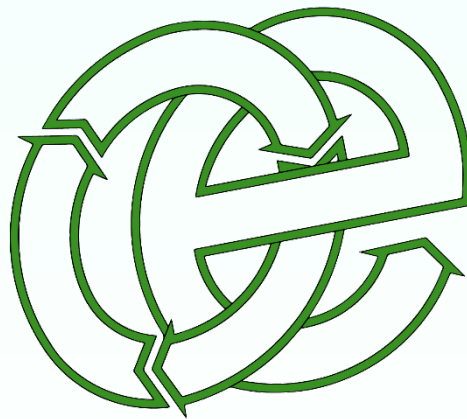
New Horizon Biofuel and Animal Beddings Co Ltd

Version:	4.1	Date:	16 July 2026		
Doc. Ref:	VIE/2704-A	Author(s):	CP	Checked:	NHB
Client No:	2704	Job No:	035		

Oaktree Environmental Ltd, Lime House, 2 Road Two, Winsford, Cheshire, CW7 3QZ
Tel: 01606 558833 | E-Mail: sales@oaktree-environmental.co.uk | Web: www.oaktree-environmental.co.uk

Registered in the UK | Company Number: 4850754

© Oaktree Environmental Ltd – The unauthorised copying or reproduction of this document (or part thereof) is strictly prohibited



Oaktree Environmental

Waste, Planning & Environmental Consultants



Document History:

Version	Issue date	Author	Checked	Description
1.0	10/09/2021	CP	--	Document issue
1.1	11/10/2021	CP	NHB	Re-submission
1.2	22/01/2022	CP	NHB	NRW comments
1.3	26/09/2022	CP	NHB	NRW comments
1.4	27/09/2022	CP	NHB	NRW comments
1.5	11/11/2022	CP	NHB	NRW comments
1.6	15/11/2022	CP	NHB	NRW comments
1.7	28/11/2022	CP	NHB	NRW comments
1.8	28/07/2023	CP	CP	New variation application copy
1.9	04/10/2023	CP	NHB	Updated due to re-addition of Unit 10
2.0	08/12/2023	CP	NHB	Updated following new activities proposed
2.1	23/02/2024	CP	NHB	NRW/operator comments – updated sections 1.4.3, 1.4.4, table 1.5 (section 1.6), 3.6.2 and site layout plan in Appendix I
2.2	15/05/2024	CP	NHB	NRW comments, refer to Schedule 5 response for updated sections. References to glass recycling, grade A wood removed also.
2.3	10/07/2024	CP	NHB	NRW comments, updated table 1.4, section 1.6.6 and site plan In Appendix I
2.4	31/07/2024	CP	NHB	NRW comments, updates to Sections 3.2.2 and 3.6.2
2.5	28/11/2024	CP	NHB	Updates following infrastructure changes
3.0	08/08/2025	CP	NHB	Infrastructure changes and re-issue to NRW
3.1	03/09/2025	CP	NHB	Infrastructure changes to Unit 9 and re-issue to client and NRW
4.0	16/12/2025	CP	NHB	EP variation copy
4.1	16/07/2026	CP	NHB	Updated Section 1.5.1 (operating hours)

Contents

Document History:	i
Contents	ii
List of Tables	iv
List of Appendices:	v
Site Information & Key Contacts List	vi
1 General considerations	1
1.1 Site operator/permit information	1
1.2 Relevant contacts	2
1.3 Site location	2
1.4 Permit area/waste management operations	3
1.5 Hours of operation	5
1.6 Waste types and quantities	5
1.7 Staffing and management	10
1.8 Health and safety	10
1.9 Fit and proper persons	10
2 Site engineering and infrastructure	11
2.1 Site description	11
2.2 Access and parking	12
2.3 Site office	12
2.4 Weighbridge	12
2.5 Notice board and signs	13
2.6 Site security	13
2.7 Non-waste fuel and other hazardous storage	14
2.8 Drainage	14
2.9 Vehicles, plant and equipment	15
2.10 Mobile and fixed plant maintenance	16
3 Site operations	18
3.1 Preliminary procedures	18
3.2 Checking in & inspection of loads (hazardous containers)	20
3.3 Checking in & inspection of loads (general)	23
3.4 Rejected / quarantined waste	23
3.5 Weighing and categorising loads	25
3.6 Waste treatment	25
3.7 Waste storage (hazardous plastic)	28
3.8 Waste removal & export	28
3.9 Sampling and analysis	28
3.10 Record keeping	29
3.11 Site closure plan	31
4 Environmental control, monitoring and reporting	32
4.1 Breakdowns and spillages	32
4.2 Site diary / inspection form	33
4.3 Security monitoring	33

4.4	Control of mud and debris	33
4.5	Control of dust	33
4.6	Odour control.....	33
4.7	Litter control & management.....	34
4.8	Control of pests, birds and other scavengers.....	35
4.9	Control and monitoring of noise & vibration	35
4.10	Complaint's procedure.....	37
4.11	Responding to non-compliance issues.....	38
5	Emergency procedures and contingencies	39
5.1	General	39
5.2	Fire	40
5.3	Spillages.....	40
5.4	Adverse reactions.....	41
5.5	Staff shortages	41
5.6	Adverse weather conditions.....	41
5.7	Operational failure.....	42
5.8	Bomb scare.....	42
6	Training for site staff	43
6.1	Training needs assessment.....	43
6.2	Site rules and infrastructure training	43
6.3	Emergency procedures training.....	44
6.4	Fire safety / firefighting training.....	44
6.5	Recognition of waste types training	44
6.6	Storage areas / limits training	45
6.7	Vehicle / plant preventative maintenance training	45
6.8	Duty of care training	46
6.9	Plant operation training.....	46
6.10	Permit / management System.....	46
6.11	Training for contractors	46

List of Tables

Table 1.1 – Hazardous & Non-Hazardous Plastic Recycling Facility.....	6
Table 1.2 –Wood Recycling Facility.....	7
Table 1.3 – Waste Storage Table.....	9
Table 2.1 – Site office documents	12
Table 2.2 - Plant & Equipment.....	15
Table 3.1 – UK Agreed Conversion Factors.....	25

List of Appendices:

Appendix I - Drawings

Drawing No. VIE/2704/01 – Site Location Map

Drawing No. VIE/2704/02B – Proposed Permit Boundary Plan

Drawing No. VIE/2704/03 – Site Layout & Fire Plan

Appendix II - Record Keeping Forms (advisory only)

NHB-RF-2 - Rejected Waste

NHB-RF-4 - Site Diary/Inspection Form

NHB-RF-5 - Visitors Log

NHB-RF-6 - Employee Training Needs Assessment / Review

NHB-RF-7 - Complaints Form

***The above forms are advisory only, alternative forms of the operator may be used electronically*

Appendix III - Copy of Issued Environmental Permit

Appendix IV - Health & Safety – Conditions of Site Use for Staff and Visitors

Site Information & Key Contacts List

Site Address:	Units 9, 10 & 11, Vauxhall Industrial Estate, Ruabon, Wrexham LL14 6HA		
Site Operator:	New Horizon Biofuel and Animal Beddings Co Ltd	National Grid Ref:	SJ 30505 45326

Contact	Description	Office Hours	Out of Hours
Philip Thomas	Director / Site Manager	07730 402400	07730 402400
Mark Imrie	Technically Competent Manager	07958 587462	07958 587462
Steve Gaskin	Site Manager	07736 912778	07736 912778
<u>Wrexham Maelor Hospital</u> Croesnewydd Road, Wrexham, LL13 7TD	Local NHS Hospital (Main)	01978 291100	999
	Accident & Emergency (A&E)	999	999
<u>Gardden Road Surgery</u> Gardden Road, Rhosllanerchrugog, Wrexham, LL14 2EN	Local Doctor Surgery (GP)	01978 801890	999 or 112
<u>North Wales Police</u> Former Oriel Gallery, Rhosddu Road, Wrexham, LL11 1AU	Local Police Non-Emergency	0300 330 0101	999 or 112
<u>North Wales Fire & Rescue Service</u> Wrexham County Safety Office, Bradley Road, Wrexham, LL13 7SU	Fire and Rescue Service (in Emergency Dial 999)	01978 367870	999 or 112
<u>Natural Resources Wales (Nearest Office)</u> Chester Road, Buckley, CH7 3AG	Environmental Regulator	0300 065 3000	0300 065 3000
<u>Wrexham County Borough Council</u> 16 Lord Street, Wrexham, LL11 1LG	Planning Department	01978 298994	999 or 112
<u>Transport for Wales Ltd</u> Ruabon Station, Station Road Ruabon, Wrexham LL14 6DL	Railway Network	03333 211 202	999
<u>Dwr Cymru (Welsh) Water</u>	Mains water and sewerage supplier	0800 052 0130	0800 783 4444
<u>Oaktree Environmental Ltd</u> - Lime House, 2 Road 2, Winsford, Cheshire CW7 3QZ	Specialist Advisor (Waste and Planning Issues)	01606 558833	07730 402400

1 General considerations

1.1 Site operator/permit information

- 1.1.1 New Horizon Biofuel and Animal Beddings Co Ltd operate an A16a Hazardous Waste Physical Treatment Facility. The site allows for the acceptance, storage and treatment of plastic, and wood for recovery.
- 1.1.2 Developments in legislation such as the regular increases in the Landfill Tax have increased the need for effectiveness and scope of operations at waste transfer and recycling centres, leading to greater recovery rates for recyclable waste.
- 1.1.3 This EMS will detail specific procedures for the acceptance, storage, handling and treatment of plastics and wood mechanical treatment plants which enable high quality recyclable materials complying with local, regional and national targets. New Horizon Biofuel and Animal Beddings Co Ltd prides itself on the quality of material they re-produce aim for 100% conformity so end customers can be assured of quality materials at all times. New Horizon Biofuel and Animal Beddings Co Ltd has a stringent quality process across its business structure to ensure these standards are achieved.
- 1.1.4 The site will receive waste from in-house collection operations and a number of other carriers from surrounding areas, delivering pre-selected waste from customers.
- 1.1.5 The EP will be regulated by Natural Resources Wales (NRW) under the Environmental Permitting (England & Wales) Regulations 2016.

1.2 Relevant contacts

1.2.1 Registered office details for the operator are as follows:

New Horizon Biofuel and Animal Beddings Co Ltd	Contact: Philip Thomas
91 Solo Hill	Position: Director
Birmingham	
United Kingdom	
B19 1AY	

1.2.2 Oaktree Environmental Ltd have been engaged to act as consultants for New Horizon Biofuel and Animal Beddings Co Ltd to assist in the preparation of this Environmental Management System (EMS). This EMS has been prepared to meet the requirements of The Environmental Permitting (England and Wales) Regulations 2016 and the Natural Resources Wales Guidance: "*how to comply with your environmental permit*".

1.2.3 Contact details for Oaktree Environmental Ltd are as follows:

Oaktree Environmental Ltd	Contact: Chris Parry
Lime House	Position: Director
2 Road Two	
Winsford	Tel: 01606 558833
Cheshire CW7 3QZ	E-mail: chris@oaktree-environmental.co.uk

1.3 Site location

1.3.1 The site is located at Units 9, 10 & 11, Vauxhall Industrial Estate, Ruabon, Wrexham LL14 6HA as shown on Drawing Nos. 035/2704/01 & 02. The national grid reference for the site is SJ 30505 45326

1.3.2 The site is predominantly located in an industrial area; immediately surrounding the site is numerous industrial premises. Immediately east of the site is a railway line followed by open fields and to the north east is the Enover Hafod LFG Site.

1.4 Permit area/waste management operations

1.4.1 The permit boundary is outlined in green on Drawing No. VIE/2704/02B. All references to 'the site' in this EMS shall mean Units 9, 10 & 11 inside the permit boundary and associated infrastructure, plant and equipment.

1.4.2 The Environmental Permit is required for the storage (keeping) prior to removal, and treatment (all types of handling/processing) of waste. Waste treatment processes to be carried out on will include the following:

NON-HAZARDOUS PLASTIC RECYCLING (UNITS 9 & 11)

- Non-hazardous Plastic recycling = sorting and/or separation, compaction, baling, screening, crushing, drying, washing, shredding, granulating, baling, extruding, wrapping, agglomerating, bale breaking, bulking up for recovery

**Note – Only sorting and/or separation, compaction, baling, bale breaking, shredding and bulking will be take place in external areas of the site*

NON-HAZARDOUS WOOD RECYCLING (UNITS 9 & 11)

- Wood recycling = sorting, separation, compaction, shredding, drying, size reduction using a hammermill and baling for recovery

**Note – Only sorting and/or separation, compaction, baling, shredding and bulking will be take place in external areas of the site*

NON-HAZARDOUS PLASTIC RECYCLING (UNIT 10)

- Non-hazardous Plastic recycling = sorting and/or separation, compaction, baling, screening, crushing, drying, washing, shredding, granulating, baling, extruding, wrapping, agglomerating, bale breaking, bulking up for recovery

**Note – Only sorting and/or separation and bulking will be take place in external areas of the site*

- 1.4.3 Unit 11 will also comprise 6 no. biomass boilers, each boiler will have a rated thermal input (MWth) of 240kw meaning each appliance falls below the medium combustion plant directive. All 6 no. proposed biomass boilers will be powered by non-waste virgin timber (fuel) to provide heat to the drying locations to the east of the yard for the wood recycling operations and to the west of the of the building at Unit 11 to heat the water for the plastic wash and extrusion lines situated inside the building of Unit 11. These activities do not require authorisation from NRW as no waste wood is being used in connection with biomass units.
- 1.4.4 In terms of the proposed wood recycling operation for Unit 11 to the east of the site, there are two separate walk-in floor locations, one no. walk-in floor container which will be used to dry source segregated pre-shredded wood, which has been further shredded on site to a smaller specification, this wood will only arise from the EWC codes shown in Table 1.3; the other walk-in floor comprises a number of external bays which will dry non-waste wood i.e. virgin timber.
- 1.4.5 Specified waste management operations include waste disposal and waste recovery operations listed Annex I and II of The Waste Framework Directive 2008/98/EC and are listed in summary below:
- R3: Recycling/reclamation of organic substances which are not used as solvents
 - R4: Recycling/reclamation of metals and metal compounds
 - R5: Recycling or reclamation of other inorganic materials
 - R12: Exchange of waste

- D14: Repackaging prior to submission to any of the operations numbered D01 to D13
- D15: Storage pending any of the operations numbered D01 to D14 (excluding temporary storage, pending collection, on the site where the waste is produced)

1.5 Hours of operation

- 1.5.1 The site will be operational from Monday – Friday at 07:00am – 19:00pm. The site will be closed on Weekends and Bank Holidays.
- 1.5.2 In the event that the site is closed or not in operation for any reason, the gates will be locked and secured to prevent unauthorised vehicular and/or pedestrian access and a 24-hour security presence will be maintained to monitor waste and product stocks.

1.6 Waste types and quantities

- 1.6.1 The waste types handled on site will consist of hazardous and non-hazardous household; commercial and waste arising's as defined in the Controlled Waste (England and Wales) Regulations 2012 and Section 75 of the Environmental Protection Act 1990. Although the permit allows a wide range of wastes to be accepted the majority of inputs will consist of High Density Poly Ethylene (HDPE) plastic in baled form and also as IBC containers and other bulk containers.
- 1.6.2 A detailed breakdown of the waste types accepted at the site will be included in Appendix III of this EMS as part of the EP. No dusty, clinical or sludge wastes will be accepted at the site. Any liquid waste accepted will be minor constituents left in a container. The waste codes to be accepted are detailed in the tables overleaf. Hazardous waste is highlighted in red.

Table 1.1 – Hazardous & Non-Hazardous Plastic Recycling Facility

Permitted waste types and quantities for transfer and treatment	
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
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
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 02	plastic packaging
15 01 10*	packaging containing residues of or contaminated by hazardous substances
17	Construction and demolition wastes (including excavated soil From contaminated sites)
17 02	wood, glass and plastic
17 02 03	plastic
17 02 04*	plastic containing or contaminated with dangerous substances
19	Wastes from waste management facilities, off-site waste water treatment plants and preparation of water intended For human consumption/industrial use
19 12	wastes from the mechanical treatment of waste (for example sorting, crushing, compacting, pelletising)
19 12 04	plastic (baled plastic)
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 39	plastic

Table 1.2 –Wood Recycling Facility

Permitted waste types and quantities for transfer and treatment	
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 03	wastes from pulp, paper and cardboard production and processing
03 03 01	waste bark and cork
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 03	wooden packaging
19	Wastes from waste management facilities, off-site waste water treatment plants and the preparation of water intended for human consumption and water for industrial use
19 12	Wastes from the mechanical treatment of waste (for example sorting, crushing, compacting, pelletising) not otherwise specified
19 12 07	Shredded wood arising from untreated 03 01 01, 03 03 01 and 15 01 03 only
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 38	Untreated wood

1.6.3 The site will be accepting <173,650 tonnes per annum which is broken down into the following:

- <120,000 tonnes per annum of non-hazardous plastic waste;
- <3,650 tonnes per annum of hazardous plastic waste;
- <50,000 tonnes per annum of wood waste; and

1.6.4 Prior to and following collection of any hazardous waste, the site chemist, located in the site office, will review the collection request and then assess the proposed collection for compliance with material safety data sheet requirements, hazardous waste regulations and the Duty of Care. Customers will be encouraged to return containers which have been washed to remove residues. The location of hazardous waste storage at the site is shown on Drawing No. VIE/2704/03.

- 1.6.5 In terms of plastic containers being accepted, they will normally arrive on a wooden pallet so once the plastics have been removed from the pallet, the pallet is likely to be processed on site providing feedstock for the boiler or pelleting plant as mentioned in Section 1.4.3.
- 1.6.6 The storage volumes are shown in cubic metres for the purpose of complying with the Fire Prevention and Mitigation Plan guidance as shown on Drawing No. VIE/2704/03 and in the table overleaf. If the maximum storage capacity of the site is reached, then no further waste will be accepted until waste can be removed and taken to a suitably permitted or exempt site.

Table 1.3 – Waste Storage Table

Storage Area Details (PILE BASED ON AREA X H NOT L X W X H)											
Plan Ref	Description	Storage type	Containment / type	Height of firewall (m)	Max width (m)	Max length (m)	Max height (m)	Max area (m)	Conversion factor used	Max volume (m3)	Max storage time
UNIT 9											
AREA UN9A	HD plastic awaiting washing	Shredded and loose	Free-standing and partly contained with concrete legato block fire wall	3	9.8	7.4	2.2	72.52	1	160	<12 hours
AREAS UN9B - UN9E	Waste wash water residue and wet fines storage (non-combustible)	Sealed IBC and metal containers and	<1,000 litre sealed IBC and metal containers	N/A	1.2	1	1	1.2	1	1	<1 week
UNIT 10											
AREA UN10A	Storage containers for mixed loose PET plastic	Loose	40-cubic yard roll on roll off containers	N/A	2.44	6.1	2.62	14.884	1	40	<1 week
UNIT 11											
AREA UN11A	Baled wood awaiting pellet treatment process	Baled	Free-standing in concrete legato block walls	2.4	11.2	5	1.4	56	1	78	<1 week
AREA UN11B	As above	Baled	As above	2.4	7	5	1.4	35	1	49	<12 hours
AREA UN11C - UN11F	Mixed HD plastic awaiting shredding	Loose and baled	As above	3	15	7	2	105	1	210	<1 week
AREA UN11G - UN11I	Shredded and baled HD plastic awaiting further processing	Shredded and baled	As above	3	10.5	4	2	42	1	84	<1 week
AREA UN11J	Open fronted building storing the shredded untreated wood	Shredded	As above	4	7	14	3	98	1	294	<1 week
AREA UN11K	Non-hazardous wooden packaging (pallets)	Shredded	As above	3	4	4	2	16	1	32	<1 week
AREA UN11L	Enclosed walk-in floor for drying shredded non-hazardous untreated waste wood	Shredded	Walk-in floor container	3	20	4	2	80	1	160	<1 hour
AREA UN11M	Overflow storage containers for mixed loose HD plastic	Loose	40-cubic yard roll on roll off containers	N/A	2.44	6.1	2.62	14.884	1	40	<1 week

1.7 Staffing and management

- 1.7.1 The site will require up to 10 staff to be fully operational meaning at least five members of staff available for each shift which does not include the two directors and TCM who will be present occasionally but will manage the site remotely.
- 1.7.2 All operational staff and contractors must be aware and understand the contents of the Environmental Management System (EMS) and its location in order to respond and action the proposals set out in this EMS.

1.8 Health and safety

- 1.8.1 All operations on site will be carried out in accordance with the relevant requirements of the Health and Safety at Work Act 1974. Conditions of site use for employees, visitors and contractors are shown in Appendix IV. These conditions will be shown to all site users and must be signed prior to using the site. Anyone refusing to comply with the conditions of use will be asked to leave the site.

1.9 Fit and proper persons

- 1.9.1 The site's Technically Competent Manager (TCM) will be Mark Imrie who will provide the required attendance time at the facility as required by guidance periodically issued by the NRW. On average, this will be 20% (1.5 days) of the working week. A copy of TCM's Certificate of Technical Competence (COTC) will always be made available in the site office.
- 1.9.2 The company, through the TCM, will ensure that a nominated deputy is sufficiently trained and familiar with the EP and this EMS document in addition to all relevant company procedures who, in the absence of the TCM, will act the competent person. If either the TCM or deputy is changed, the NRW will be informed of the change and the relevant details of the replacement as soon as possible.

2 Site engineering and infrastructure

2.1 Site description

- 2.1.1 UNIT 9: - Comprises a building measuring approximately 1,700m², approximately 45m² of this is dedicated for offices, staff training and welfare. The remaining part of the building is made up of the plastics wash plant, wood baling plant, wood pelleting plant and Biomass Boiler. There are five roller shutter access points to the east of the building for deliveries/removals of waste material. As mentioned in Section 1.4.3, the biomass and pelleting plant for wood will not form part of this management system as they are regulated by the Local Planning Authority.
- 2.1.2 The external areas of the site will be used for storing and pre-shredding HD plastic material prior to loading into the items of plant internally. There will be some product storage of plastic which will be in the 6 no. shipping containers to the north of the site near the site access. The external yard will also store temporary waste wash water residue in IBC containers on a temporary basis before they are removed off site.
- 2.1.3 UNIT 10: - Comprises a building which will be used for the mechanical recycling of PET plastic waste and workshop. The external area of the site will be used for acceptance, storage of hazardous and non-hazardous plastic waste in the form of IBC containers.
- 2.1.4 UNIT 11: Comprises a building measuring approximately 3,575.44²; 2,915m² of which will be used for the mechanical recycling of untreated wood waste and storage of recycled (non-waste) plastic and wood awaiting despatch. Remaining areas of the building are used as offices, welfare and training. The offices are located on a second storey and not in operational areas of the Unit. There is also a secondary building measuring approximately 1,006m² comprising a mixed rigid plastic building. The external area of Unit 11 will be used for acceptance, storage and processing (by shredding and baling) of plastic and wood (waste and non-waste).

2.2 Access and parking

- 2.2.1 The site is accessed from the north of the site via a private road leading off the Vauxhall Industrial Estate. The site has dedicated staff and visitor car parks off site (outside of the permit boundary).

2.3 Site office

- 2.3.1 The site office is shown on Drawing No. VIE/2704/03 and the list below details the relevant site documentation which will be kept in the site office. Each Unit has a separate office where the below information will be kept.

Table 2.1 – Site office documents

Documents to be retained in site office
The Environmental Permit (original & any subsequent variations) This Environmental Management System (NRW agreed document) Fire Prevention & Mitigation Plan (NRW agreed document) Current site diary (to record all inspections/visitors to the site) Natural Resources Wales inspection (CAR) forms In-house inspection sheets/recording forms MSDSs Duty of care transfer notes (for 2 years minimum) Hazardous waste consignment notes (rejected waste, etc., kept for 3 years) Waste delivery tickets Accident book (& 1st aid kit)

2.4 Weighbridge

- 2.4.1 There is a weighbridge at the site for accurately weighing incoming and outgoing loads. The weight of each load into and out of the site will also be estimated using the standard NRW/WRAP agreed volume-to-weight conversion factors. No wheel wash is proposed given the site surfacing and waste types the site will handle.

2.5 Notice board and signs

2.5.1 A notice board will be erected at the site entrance of both sites displaying the following information:

- The site name and address.
- The name of the permit holder and operator.
- The Environmental Permit number and accompanying statement stating that the site is permitted by the NRW.
- NRW contact details, Emergency No. 0300 065 3000 and
- General Enquires No. 0300 065 3000.
- Operator's "out of hours" emergency contact details (telephone number).
- Operating hours.

2.5.2 Additional signs will be displayed around the site for operational / health & safety purposes. All staff and visitors will be required to comply with the requirements of all signs whilst on site.

2.6 Site security

2.6.1 The site's security measures are shown on Drawing No. VIE/2704/03 and considered suitable to prevent unauthorised vehicular or pedestrian access. It must be noted that operations in the building will be taking place 24/7 so there will always been staff present to prevent any risk of arson occurring.

2.6.2 The site benefits from 24-hour intruder alert security with remotely accessible CCTV fitted with full site coverage and off-site supervision.

2.6.3 The site security measures will be inspected on a daily basis and any defects which impair the effectiveness of the security will be repaired as soon as practicable. If this is not possible, temporary measures will be put in place to ensure no unauthorised access to the site can be gained until the proper repairs can be carried out.

- 2.6.4 If unauthorised access becomes apparent as a problem at the site, the security measures will be reviewed, and improvements implemented.

2.7 Non-waste fuel and other hazardous storage

- 2.7.1 The location of the above areas are shown on Drawing No. VIE/2704/03 and are located in a separately bunded area to the rear of the gatehouse in Unit 11. Any gas bottles or cylinders received will be stored in cages to comply with Health & Safety Regulations. In terms of storing hazardous substances, the following procedures apply on site:

- Tanks are surrounded by a bund capable of containing a minimum of 110% of the volume of fuel stored in the tank.
- All pipework and associated infrastructure will be enclosed within the bund.
- A lock will be fitted to the tank valve to prevent unauthorised operation.
- All valves and gauges on the bund will be constructed to prevent damage caused by frost.
- The tank is stored 6m away from any waste processing equipment.
- The tanks are clearly marked showing the product within and its capacity.

2.8 Drainage

- 2.8.1 The site drainage is shown on Drawing No. VIE/2704/03 and in summary:

- The building in Unit 9 which houses the treatment plants is surfaced with concrete and any water escape points are sealed using a small lip i.e. to contain any spillages
- The areas storing waste in Units 10 and 11 are separately sealed and benefit from an impermeable concrete and hardstanding surface which drain into separate underground storage tanks.
- In terms of Unit 11, the western part of the site benefits from an existing drainage system which connects to the surface water sewer system after treatment via a NSFA270 full retention interceptor. The interceptor also has an alarm and shut off valve. The eastern

section of the site comprises newly concreted areas which will drain into separate underground tank which are alarmed and emptied when at 80% capacity.

- Clean water from roofs or from areas of the site which do not store and treat waste connect to an existing surface water drainage system via silt traps, catchment pits and interceptors.
- Any foul water connections i.e. from toilets or welfare will directly discharge into the existing foul sewer system.

2.8.2 Operational staff will undertake continuous checks of the drainage throughout the working day and in the event of surface water pooling, the operator will contact a reputable drainage contractor as soon as practicable to inspect and clear the drains as necessary.

2.8.3 The inspections of underground storage tanks will take place weekly or in the event of continuous rain for 24 – 72 hours, then daily. Once tanks reach 80% capacity, the tanker company is called to collect the effluent.

2.9 Vehicles, plant and equipment

2.9.1 Waste will be handled using mobile plant listed in the table below. Additional plant will be hired to cover any very busy periods. Only trained operators will be permitted to drive/operate the plant listed below. Any changes to the list will be notified to the NRW prior to implementation.

Table 2.2 - Plant & Equipment

Item	Number	Function
Fork lift	2	Loading/unloading/movement/sorting
Telehandler	3	Importing / exporting material
3600 excavators	3	Importing / exporting / loading material
Road sweeper	1	Site sweeping/housekeeping
Mobile shredder	2	Pre-shred of plastic and wood waste prior to further treatment

2.9.2 Fixed plant has not been included but is shown on Drawing No. VIE/2704/03 and further detailed in Section 3 of this EMS.

- 2.9.3 The plant/equipment on site will vary depending on the amount of waste accepted at the site.

2.10 Mobile and fixed plant maintenance

- 2.10.1 All items of plant and equipment listed in Section 2.9 above (and any additional items of plant which may be hired in to cover busier periods) are subject to preventative maintenance checks to ensure their safe operation and to prevent any potential situations which may give rise to faults or malfunction. A Preventative Maintenance Checklist is shown in Appendix II of this EMS which can be referenced by the operator.
- 2.10.2 All mobile and fixed plant on site including vehicles in the fleet are subject to annual manufacturer maintenance to ensure proper working order in the form of service contracts.
- 2.10.3 Separation distances of 6m will be observed between plant and stored material when the site is not staffed.
- 2.10.4 Out-of-hours – this will comprise a 30-minute interval before the start of each shift pattern and the two days per month full shutdown. Further shutdowns will be enforced in the event of an emergency situation i.e. third-party complaints or plant breakdowns.
- 2.10.5 Within the 30 minutes of the shift pattern change, there is ample time to inspect the equipment for any dust/fluff which will be removed using hoses or brushes and deposited into a mobile refuse/trade waste bin (emptied weekly). Plant which is not in use for any extended period and in any event at the end of the working day will be stored at least 6 metres from combustible wastes in the area shown on Drawing No. VIE/2704/03.
- 2.10.6 The locations of processing plant including routing and out-of-hours for mobile plant are clearly shown on Drawing No. VIE/2704/03.
- 2.10.7 All mobile plant and equipment will be fitted with fire extinguishers in the cab.

- 2.10.8 Fuels and combustible liquids from site vehicles will be checked prior to commencement of operations then ongoing throughout the day ensuring each vehicle has undergone the relevant inspection for the presence of leakages.

3 Site operations

3.1 Preliminary procedures

- 3.1.1 Customers will return used plastic containers in accordance with the requirements of the Environmental Protection (Duty of Care) Regulations 1991 [as amended] and/or The Hazardous Waste (England and Wales) Regulations 2005 and Sector Guidance Note S5.06: recovery and disposal of hazardous and non-hazardous waste. All loads must be pre-booked for collection to ensure that they comply with the requirements of the EP.
- 3.1.2 Guidance will be given by the site management to all employees, sub-contractors, other waste carriers and customers regarding the waste types and operations which are acceptable at the site i.e. a copy of Appendix III of this document. The site will be used for the waste collection by New Horizon Biofuel and Animal Beddings Co Ltd's own operations and for waste from third-party users, whose details will be checked prior to delivery of waste to the site. The procedures below are followed prior to the receipt of waste on site.
- 3.1.3 Where waste is brought in under sub-contract or delivered by other hauliers then the carrier registration details will be taken for all new haulage operators bringing waste to the site and the details will be periodically (every 12 months) checked with NRW to ensure that they are still registered. The procedures below are followed prior to the receipt of waste on site.
- 3.1.4 All drivers employed by or on behalf of New Horizon Biofuel and Animal Beddings Co Ltd will be trained to comply with the relevant health and safety regulations with respect to carriage of dangerous goods and receive additional training from New Horizon Biofuel and Animal Beddings Co Ltd regarding compliance and waste acceptance procedures.
- 3.1.5 When a driver arrives at the customers site to pick up a consignment of plastic containers, he/she will inspect the load of containers for conformity with relevant transport regulations, and safety procedures. This will also consist of a visual inspection to check that the container has been used to store the product stated on the material safety data sheet supplied to New Horizon Biofuel and Animal Beddings Co Ltd. The condition of the container must be acceptable i.e. no visible damage which could cause a leak.

- If the load of containers is satisfactory the driver will sign the relevant paperwork and remove the load from the customer's premises. The details of the load will have already been notified to New Horizon Biofuel and Animal Beddings Co Ltd as part of their collection system.
- If the waste does not meet the description stated on the ticket or waste transfer note (WTN) or hazardous waste consignment note (HWCN) the customer will be advised that the load or part of the load cannot be collected. In the case of any hazardous waste any amendment may need approval from NRW before the load can be moved i.e. a reduction in the number containers stated on the HWCN.
- Once the decision has been made not to collect non-conforming IBCs the customer will have to arrange for a separate collection for disposal or recovery at their own cost.
- The driver may also report back to the site manager/COTC holder for instructions, especially where it is suspected that the details given on the transfer note are incorrect.

3.1.6 Whilst it is the duty of the waste producers to correctly identify and describe their waste, New Horizon Biofuel and Animal Beddings Co Ltd site management, site chemist and COTC holders will assist them wherever necessary to reduce the risk of rejection of a container will assist them wherever necessary to reduce the risk of rejection of containers.

3.1.7 As the waste will be recycled into a non-waste product, site management i.e. the TCM, site manager or operations manager will have significant responsibilities in respect of incoming material as their role is to select material of the best quality.

3.1.8 Materials are subject to pre-collection inspection by site management. Only our experienced buyers/sellers are authorized to approve quality and any uncertainties are discussed with the senior management team.

3.1.9 Site management will ensure that a purchase order is raised detailing the grades and quantities of material that is being acquired.

3.1.10 If the material is rejected under quality or contamination grounds this will be reported via email detailing the full facts to the senior management team. Photographic evidence will be taken in all instances of material rejection.

- 3.1.11 Site management will conduct periodic material audits on their suppliers to ensure quality standards are adhered too and on materials arriving at the site to ensure quality standards are adhered too.

3.2 Checking in & inspection of loads (hazardous containers)

- 3.2.1 The site is not currently be accepting hazardous waste into the facility; however, it is still important staff and drivers are aware of the procedures required. Drivers of all vehicles bringing hazardous waste into the site will be directed to Unit 11 shown on Drawing No. VIE/2704/03 to await checking and unloading and to report to the person responsible for checking and supervising acceptance of the load. Once the load has been accepted, if rendered hazardous by the chemist, the waste will be removed off site. If non-hazardous, stored in the Unit 11 pre-shredding and baling piles prior to processing. Procedures for all waste accepted are shown below for hazardous and non-hazardous waste.
- a) The tickets, WTNs and HWCNs relevant to the load are checked before the load is removed to ensure compliance with the booking procedure.
 - b) The details of the load will be recorded, and the accompanying paperwork will be further checked by the supervisor/operator to ensure that the load is acceptable at the recycling centre. Any deviation from the reception procedures or other problems with any loads will be reported to the site manager.
 - c) Once a load has been accepted by the supervisor/operator the driver will be asked to un-sheet the vehicle (if it is sheeted) and a visual inspection of the contents of each container will be carried out to ensure that the waste types comply with the EP.
 - d) During the commissioning phase of site operations this will also involve the input of a qualified industrial chemist (with waste treatment experience) who will inspect incoming loads and ensure that the they are as stated on the WTN OR HWCN, that the material safety data sheet has been supplied with the containers (or previously if it is a repeated delivery) and that the containers are stored in batches in the building. Storage in batches permits batch processing and is the safest and most efficient way to process the containers.

- 3.2.2 If the load is acceptable the containers will be unloaded using a forklift truck and deposited in AREA UNIT11M. Containers will be segregated as they are unloaded to ensure that potentially incompatible wastes are stored separately and that the containers are stored together to batch them for rebuilding.
- 3.2.3 As delivery vehicles are unloaded the containers will be checked to ensure that they are residue free as required or where they contain some residues that the documentation correctly identifies those residues.
- 3.2.4 The containers will be stored wherever possible to ensure that they can be batch processed for safety and efficiency reasons. To ensure the site does not mix and containers suitable for processing with those which cannot be, the chemist and/or site management will train staff to ensure wastes containing residues displaying the following hazard properties or hazard statements will not be treated at the site.
- Water reactive including H261, EUH014, EUH029
 - HP2 oxidising including H270, H271 and H272]
 - HP10 toxic for reproduction
 - Heating may cause a fire H242
 - Fatal if swallowed H300
 - May be fatal if swallowed enters airways: H304
 - Fatal in contact with skin H310
 - Toxic if inhaled: H331
 - Very Toxic to aquatic life: H400
 - Very Toxic to aquatic life with long lasting effects: H410
 - Flammable solid: H228
 - Toxic by eye contact: EUH070
 - Respiratory sensitising: H334
- 3.2.5 The above in summary comprise the following:
- a) General non-hazardous chemicals
 - b) Adhesives, glues and resins

- c) Food products/ingredients
- d) Paints, dyes, inks and pigments
- e) Petrochemicals
- f) Biocides
- g) Isocyanates
- h) Hazardous chemicals (further separated according to risk)

3.2.6 Such segregation will be organised by the site chemist, who will give guidance to other site staff on the safe storage of containers. In summary, the batch segregation will be subject to veto by the site chemist if he/she considers that the wastes are potentially reactive.

3.2.7 A material safety data sheets (MSDS) will be retained for all containers to ensure that sufficient information is available to correctly handle the materials contained within the containers. These will be kept in the site office and available for inspection by regulators or other third parties.

3.2.8 The site chemist will also take samples (in a clear glass container) from any loads at random to ensure that the materials in the IBCs match the description on the ticket. Simple field tests will be used i.e.

- a) Visual appearance - colour, suspended solids, viscosity
- b) pH (portable meter)
- c) conductivity (portable meter)
- d) Temperature (portable meter)
- e) Odour (where permissible - for safety reasons)

3.2.9 Other parameters may be agreed with NRW and samples may be subjected to a more detailed analysis if there is reasonable suspicion that the contents of the containers do not match the description on the WTN or HWCN. This would only be done in instances when there are contents in the container, the frequency of this could therefore vary. It is important to note that if the containers are not drip dry then sampling will only take place to facilitate removal off site, even if the product contained within the container does not present a hazard to the site's operations. The sample would be obtained by the TCM or site manager following

advice and guidance from the chemist, this would involve collecting the sample in glass jar/tube and sending it off to a suitably accredited lab. This course of action is required to ensure a high standard of operation. The results of the sample analysis will be reviewed by the chemist and stored in the site office. The site chemist will provide advice on whether or not the residue can be washed and processed or returned back to the producer. If the load cannot be processed, it will be quarantined in accordance with section 3.4.

- 3.2.10 Once IBCs have been accepted and stored, they will be treated in accordance with the section below.

3.3 Checking in & inspection of loads (general)

- 3.3.1 All incoming vehicles are required to site management who will instruct the driver to waste reception area in the external yard. The details of the load will be recorded, and the Duty of Care transfer note and company documentation will be further checked by the operator to ensure that the load is acceptable at the site. Any deviation from these procedures or problems with any loads will be reported to the site manager.
- 3.3.2 Once a load has been accepted by the operator, the driver will be asked to unsheet the vehicle (if it is sheeted) and a visual inspection of the contents will be carried out to ensure that the waste types comply with the EP. The amount of waste in the vehicle makes full inspection difficult until the load is deposited. If rejected waste is discovered before deposit, the load will remain on the delivery vehicle and will be returned to the producer if possible or disposed of at an approved facility.
- 3.3.3 In cases where the presence of unauthorised waste is likely to lead to a breach of permit conditions, the NRW will be contacted immediately to agree a course of action.

3.4 Rejected / quarantined waste

- 3.4.1 The nature of the waste makes full inspection difficult until the containers are unloaded. If non-conforming waste is discovered before the delivery vehicle has left the premises (i.e. in the unloading area) the containers will be rejected and reloaded for return to the producer.

This is likely to comprise heavily contaminated plastic containers or unauthorised waste i.e. waste not listed on the permit found in loads following tipping.

- 3.4.2 A skip or rejected container will be made available in extenuating circumstances, for examples, if non-conformities from the load cannot be sent back immediately and quarantined for a maximum of 24 hours prior to being taken off site for disposal or recovery to another permitted site. The skip/container would be stored on an impermeable concrete surface with sealed drainage and if potentially odorous or dusty, inside the Units 9 or 11. The location may be varied as operating conditions permit (i.e. to permit the loading of rejected wastes) but clear labelling and management control will ensure its use as specified.

3.5 Weighing and categorising loads

- 3.5.1 The weight of each load into and out of the site will be calculated using the weighbridge or standard NRW and WRAP agreed volume-to-weight conversion factors. Based on the waste types the site can accept, these would be as follows:

Table 3.1 – UK Agreed Conversion Factors

EWC CODE	DESCRIPTION	DENSITY CONVERSION FACTOR
02 01 04	waste plastics	0.5028
07 02 13	waste plastic	0.14
15 01 02	plastic packaging	0.22
15 01 10*	packaging containing residues of or contaminated by hazardous substances	0.21
17 02 03	plastic	0.25
17 02 04*	plastic containing or contaminated with dangerous substances	0.29
19 12 04	plastic	0.2776
03 01 01	waste bark and cork	0.17
03 03 01	waste bark and cork	0.17
15 01 03	wooden packaging	0.11
19 12 07	Shredded wood (arising from EWC codes above)	0.17
20 01 39	plastic	0.22
20 01 38	Untreated wood	0.21

3.6 Waste treatment

- 3.6.1 The layout of the waste treatment processes on site are shown on Drawing No. VIE/2704/03. A summary of the process is presented below.

PLASTIC RECYCLING

- Waste Reception – Once the waste has passed acceptance procedures and there is availability on site to tip the waste, it will be tipped into AREAS UN11E and UN11F. If these areas are at capacity, the plastic will remain in AREA UN11M. All areas will be used to carry out a full check by the site chemist and/or site management on the waste received to demonstrate:
 - a) Whether the waste is non-hazardous or hazardous

b) Whether the waste is suitable for treatment

- Once the waste has passed the chemists and site inspection procedures and deemed non-hazardous, it will be transferred to various pre-treatment holding bays as shown above to await treatment into the internal wash plants. HD and mixed plastic will be pre-shredded and baled in external areas of Unit 11 prior to being processed through the mixed rigid line building. Unit 9 will carry out a final wash process prior to producing the plastic product. PET plastic will be treated inside the building of Unit 10.
- PET plastic will be treated inside Unit 10 which will comprise a hot wash prior to further treatment. Once the PET plastic has been treated, it will be bagged and transferred to product storage area inside Unit 11.

PLASTIC RECYCLING – HD, MIXED RIGID & PET TREATMENT PROCESS

- 3.6.2 Once the waste has been shredded and baled, it will be stored in AREAS UN11G – UN11-I. These areas comprise a temporary holding area prior to treatment. The mixed rigid plastic will be treated inside a fully sealed building to the east of Unit 11, PET plastic will be directed to Unit 10 and HD plastic to Unit 9. The plastic will then undergo various treatments before it is turned into the final product such as sorting and/or separation, compaction, screening, - drying using dehydrator, -heating, washing, shredding, pelletising, granulation, baling, wrapping, extruding, agglomerating.
- 3.6.3 The plastic product is then stored in Unit 11 to await export from site as a non-waste.
- 3.6.4 Approximately every 6 weeks, the wash plants and water filtration system will be completely cleaned and emptied then new water will be pumped back into the system. All effluent arising from the wash plants are stored in the areas shown on Drawing No. VIE/2704/03 for a temporary basis. The tanks are removed daily or weekly (depending on their operational time) and replenished with new IBCs.

WOOD RECYCLING

- All waste wood accepted in untreated. The wood would be untreated and non-hazardous waste wood which has arisen from clean wooden packaging (pallets) or offcuts bark, cork

and arising from a 03 EWC source. The site selects the source and accepts all wood in their own loads which reduces the risk of any treated wood or wood not suitable for biomass or animal bedding being accepted. The accepted wood is deemed compliant in order to suitably qualify for end-of-waste for the end-users shown in Section 4.3 of the PAS111 protocol comprising biomass energy generation (4.3.2) and animal bedding (4.3.3).

- The site may on occasions accept wood from construction or municipal sources, however, due to the potential contamination, this wood will only be used for storage and transfer.
- The site will receive pre-shred wood in bulked loads and pallets which are shredded down a further size suitable for drying on arrival. The shredded wood is then directly fed into the walk-in floors prior to the final treatment procedure inside Unit 9.
- The site will also store non-waste virgin timber in surrounding areas as shown on Drawing No. VIE/2704/03. This wood would also be dried and act as fuel to power the biomass boilers on site.
- The shredded wood is transferred to the drying floor to the north of the operation (AREA E), which comprises an enclosed walk-in floor which is fed from the west. The wood is stored inside this walk-in floor for a maximum of 30 minutes; an internal conveyor is then activated which transfers the wood directly into Unit 9 to undergo the baling procedure (see below). Once the wood has been removed from the walk-in floor, a new batch of wood will be inserted. No wood will be stored in the walk-in-floor out-of-hours.
- There are also a number of other walk-in floor external bays to the south of the wood recycling operation. These bays will only be used for drying non-waste virgin timber. This timber is then transferred to either Unit 9 or the building to the west of Unit 11 where it is used for the boiler or bagged as woodchip which is sold in the horticultural industry.
- The wood baling plant comprises a dust extraction system, drier, hammermill and magnets. The hammermill will reduce the <50mm shredded wood to <5mm, the magnets and driers remove any non-conformities from the wood turning into a product.
- It is considered once all of the wood has undergone this process, it will meet the PAS111 accreditation and therefore meet of end-of-waste.
- The wood bale product is then transferred to Unit 11 to await export as a product.

3.6.5 The two shredders which process different wood types will not run simultaneously and will be operated depending on demand for the product.

3.6.6 The biomass boiler and pelleting plant in Unit 9 will not run simultaneously and will be operated depending on demand for the product. The pelleting plant in Unit 11 will also run infrequent and only when there is enough material to process.

3.7 Waste storage (hazardous plastic)

3.7.1 The site is not currently accepting or storing hazardous plastic waste. If the site begins to accept this waste, this EMS will be updated and submitted to NRW.

3.8 Waste removal & export

3.8.1 Rejected waste procedures are discussed in Section 3.4.

3.8.2 When a collection vehicle arrives at the site the driver will be instructed to report to the site supervisor. All relevant documentation will be completed and the vehicle will be passed to pick up the load and take it to the designated recycler/disposal site.

3.8.3 It is proposed that over 95% of the waste accepted on site will be recycled into a saleable product with only a small proportion of waste being disposed of. This would include wash water residue which would be removed by tanker to a permitted site, scrap metal removed to scrap metal facility and residual waste generated from treatment which would also be sent to suitably permitted site.

3.9 Sampling and analysis

3.9.1 Incoming wastes may be randomly sampled and submitted for analysis at the discretion of the site manager or chemist to verify the composition of a load. This would only be for containers which could contain hazardous substances.

3.9.2 Analysis of samples (water/effluent/waste) will be carried out by an accredited laboratory.

3.10 Record keeping

3.10.1 The details below shall be recorded on all waste transfer notes, internal invoices, alternative documentation for all incoming and outgoing loads in line with the Waste Duty of Care: Code of Practice:

- a written description of the which has been agreed and signed by the operator and the next holder. The description is part of the waste information the operator will provide.
- a statement confirming that you have fulfilled your duty to apply the waste hierarchy as required by regulation 12 of the Waste (England and Wales) Regulations 2011 (see Waste Hierarchy Guidance for England and Wales)
- the description of the waste is accurate and contains all the information you are reasonably in a position to provide to ensure the lawful and safe handling, transport, treatment, recovery or disposal by subsequent holders, including classification of the waste by using the appropriate codes (referred to as the List of Wastes (LoW) or European Waste Catalogue (EWC)) - Appendix A of the Waste Classification Technical Guidance provides a list of the codes as well as advice on how to assess and classify waste.
- the quantity and nature and whether it is loose or in a container, if in a container, the type of container
- the time and place of transfer
- the SIC code of the transferor (current holder of the waste)
- the name and address of the transferor and transferee (person receiving the waste) and their signatures (the signature can be electronic as long as an enforcement officer can view it)
- the capacity in which the transferor and transferee are acting (e.g. as a producer, importer or registered waste carrier, broker or dealer) and their relevant authorisation to act in that capacity (e.g. their permit number or registration number)

3.10.2 A waste information note will not be required for non-hazardous waste if the waste holder does not change on the transfer of waste e.g. the waste is moved to other premises belonging to the same business. However, it is best practice that the business understands

who has responsibility for that waste and a record is kept of internal transfers for audit purposes.

3.10.3 Hazardous waste: The site will be accepting hazardous waste into the site all so a fully completed hazardous waste consignment note will be completed for each load accepted. The records of which will be kept for 5 years.

3.10.4 A summary of waste types and quantities deposited at and removed from the site and origin and destination details are then forwarded to NRW using the standard Generic Operator Returns electronic spreadsheet(s), with submission due within one month of the end of each quarter as below:

- a) Quarter 1: January to March (due on or before 30th April)
- b) Quarter 2: April to June (due on or before 31st July)
- c) Quarter 3: July - September (due on or before 31st October)
- d) Quarter 4: October - December (due on or before 31st January of the following year)

Outcomes of inspections of waste types, hardstanding areas, transfer/treatment areas, storage areas, drainage channels, etc. are recorded using the site inspection form NHB/RF/4 or similar document and detailed comments are entered into the site's diary (including action taken or proposed).

3.10.5 Visitors to the site are made to sign the visitor's book upon arrival and exit stating the purpose of their visit and whom they represent.

3.11 Site closure plan

3.11.1 In the event the site ceases to operate as a waste transfer/treatment facility as set out in the site's EP, the following steps will be followed to achieve site closure:

- a) Contact NRW to advise the Waste Regulation Officer(s) that the site is planned to cease / have ceased the acceptance of wastes under the EP.
- b) The amount of residual processed and unprocessed waste on site will be assessed by the TCM to set a timetable for the final processing and timely removal of waste from site.
- c) Following removal of all waste, plant and machinery from site a site investigation will be undertaken to ascertain the ground conditions of the land to which the site relates.
- d) A surrender application will then be submitted to NRW for determination.

4 Environmental control, monitoring and reporting

4.1 Breakdowns and spillages

- 4.1.1 In the event of breakdown of the loading plant, alternative plant will be brought on site until it is repaired. If alternative plant cannot be sourced then waste will be stored securely until the plant is repaired. The repair will be carried out at the most convenient location with absorbents used to clear oil or fuel spillages.
- 4.1.2 In terms of plastic waste, the operator can divert any waste material to their site in Flint whilst alternative is being sourced or repaired ensuring that there is always available plant on site to carry out the process. There is also a further plastics container recycling facility situated on Wrexham Industrial Estate where waste could be diverted to prevent a backlog.
- 4.1.3 Any spillages of fuel/oil will be cleared immediately by depositing sand or absorbents on the affected area. The sand or absorbents will be placed in a skip/container to be taken to a suitably permitted site for disposal. All spillages of waste and windblown litter will be cleared by the end of the working day in which they occur. Spillage clearance procedures are detailed in Section 5.3.
- 4.1.4 All wastes liable to give rise to contamination will be removed from the site if the site is not secure or if operations cease or temporarily suspended.

4.2 Site diary / inspection form

A site diary for the purpose of recording site activities will be maintained in addition to record form NHB/RF/4. The diary will also be used to record any other information relevant to the working of the site. The following information will be recorded in the diary/record forms required by the EP:

- a) The identity of the signature of the inspection personnel;
- b) The date and time of the inspection (or event);
- c) The inspection details and any actions taken; and,
- d) The name of the nominated deputy in the absence of the site manager.

4.3 Security monitoring

- 4.3.1 As the site has security infrastructure in terms of gates/fencing, CCTV and alarms; no further monitoring i.e., security guard patrols will be carried out and the site is manned 24/7.

4.4 Control of mud and debris

- 4.4.1 Although unlikely to present a problem, due to the nature of the waste accepted and site surfacing of the site, visual inspections of the site will be carried out daily (see NHB/RF/4). However, staff will report any problems with mud or debris at the site immediately to the site manager.

4.5 Control of dust

- 4.5.1 The operates within accordance of an approved site-specific dust management plan which provides all dust sources and control measures.

4.6 Odour control

- 4.6.1 Risk assessment of the waste streams accepted at the site has revealed that the detection of noticeable odour outside the site buildings is unlikely for the following reasons:

- a) The strict waste acceptance criteria present a very low risk of odour nuisance.
- b) Low storage durations.
- c) The nearest residential properties are situated over 300m from the site
- d) The waste accepted is not considered to be of putrescible nature.
- e) If malodorous waste is detected after deposit it will remain inside the container and marked as rejected and placed in quarantine for removal off site as soon as practicable.
- f) Any incoming containers which are malodorous will be rejected. The operator will know from experience which containers are malodorous from their activities taking place.
- g) Containers which have contained product which is known to be odorous will be rejected.

4.6.2 There is, however, the potential for odour generation during the processing of containers i.e. shredding, washing etc. For this reason, the washing of the plastics takes place inside the building to reduce the risk of volatilisation.

4.6.3 Odour checks will be carried out daily and results recorded on the inspection form for the site (i.e. record form NHB/RF/4 or the operators own recording form). Any wastes identified as giving rise to odour will be quarantined, where possible, and removed from site immediately, where practicable.

4.6.4 The site will have a complaints procedure similar to the information shown in NHB/RF/6 and will be rigorously enforced should a third-party complaint be received from a public or private source.

4.7 Litter control & management

4.7.1 Although unlikely to present a problem, due to the nature of the waste accepted, containment measures and site surfacing of the site, visual inspections of the site will be carried out daily (see NHB/RF/4). Litter netting is also present to the west and northern boundaries of the site. However, staff will report any problems with litter at the site immediately to the site manager.

4.7.2 When staff carry out inspections for litter on and off site they will collect the litter and place it in a skip for recovery before the end of the working day. Regular checks including four

over a 24-hour period of the areas immediately beyond the site boundary will be carried out by site operatives. In the event of high winds, the frequency of checks may increase to reduce the risk of complaints.

4.8 Control of pests, birds and other scavengers

- 4.8.1 As the site will be accepting plastic waste there is potential for the risk of pests. The site will reduce this by continuous daily inspections for the presence of pests and the results of the inspection noted in the site diary or site inspection form.
- 4.8.2 If any occurrences of pests are noted, a pest controller will be called to site to eradicate the problem within a suitable timescale agreed with NRW.

4.9 Control and monitoring of noise & vibration

- 4.9.1 Sol Acoustics Ltd ("Sol") were appointed to provide an environmental noise impact assessment (NIA) for the proposed additional plant and processes to be added to this EP. Within the NIA comprises a Noise Management Plan to ensure noise emissions are controlled and will not result in any adverse impact. In order for the site to operate without any adverse impact, a number of improvements/recommendations are provided which include the following:

UNITS 9 & 11 – Plastic and Wood Recycling

- Terex TDS V20 shredder, externally sited (the external Terex TDS V20 shredder shall no longer be used. The site will replace this model with a quieter shredder comprising an Unthra LR1400. No external shredding to be permitted at Unit 9.
- Molson SK130 LC excavator, externally sited (the excavator is to be replaced by a new internally sited shredder forming part of the mixed rigid line.
- Extract fan outlet (1 no.): Noise from the existing exhaust stack outlet must not exceed a sound pressure level of 85dB LAeq,T at one metre distance from stack outlet edge (and 90° off longitudinal axis of the stack) at any required operating condition/duty/mode. Make provisions for an induct attenuator to be fitted to the outlet of the fan.

- Only to be used for shredding pre-shredded wood. Must not be used for processing larger wood products such as wood pallets.

UNIT 11 – PET Facility (now wood recycling)

- Roller shutters and personnel doors must always be kept closed when not in use for immediate, momentary vehicle/personnel ingress/egress. Roller shutter doors must be kept closed during evening and night time periods

UNIT 11 – PET Facility (now wood recycling)

- Roller shutters and personnel doors must always be kept closed when not in use for immediate, momentary vehicle/personnel ingress/egress. Roller shutter doors must be kept closed during evening and night time periods

UNIT 11 – General

- Install a 3m high acoustic screen as shown in figure 5 of the NIA.

UNIT 11 – Biomass building intake grille

- An attenuator is required in order to achieve a sound pressure level of 85dB $L_{Aeq,T}$ at a one metre distance from the external building grille. The attenuator shall be installed between the intake fan grille and the biomass building external grille. The required location is shown within figure 6 of the NIA.

4.9.2 The above improvements will be agreed with NRW and Sol prior to the plant being operated.

4.9.3 In addition to the above, the operator will ensure the site is operated to the best practical means which will involve the following:

- Ensure any acoustic fences/walls installed are checked daily with any impairment to the fences being rectified within a suitable timescale agreed with NRW
- No idling policy i.e. all engines to be switched off on fixed and mobile plant when not in use.

- Implementation of a 5mph speed limit onsite for mobile plant.
- All drivers are required to enter and exit the site with due consideration for neighbours.
- Waste can only be accepted during daytime operational hours i.e. no shouting, loud radios, windows closed, follow site signage.
- Management will ensure that all fixed and mobile plant are well maintained.
- Mobile plant will be operated with silencers/white noise alarms or cameras and moving parts to be regularly lubricated.
- The existing access road to the site will be maintained in good state of repair to prevent unnecessary noise being generated.
- All operational areas of the site to be surfaced with concrete and maintained in good state of repair to prevent unnecessary banging of vehicles on uneven ground.
- If repairs to the site are required, the work is to be undertaken with due regard for the possible noise nuisance and during the normal working day.
- If repairs to the site are required, the work is to be undertaken with due regard for the possible noise nuisance and during the normal working day.
- All HGVs operated by New Horizon Plastics Co Ltd be fitted with chain socks in order to reduce the noise produced by the loose chains banging on the side of the skip.

4.9.4 Noise complaints - Any noise complaints received will be recorded using form NHB/RF/7. The form as a minimum will include a record of the complaint, particulars of the complainant and details of any action taken to alleviate the problem. All complaints received by the site will be reported to NRW by the end of the working day.

4.10 Complaint's procedure

4.10.1 All complaints are recorded using a form like NHB/RF/6. The form as a minimum will include a record of the complaint, particulars of the complainant and details of any action taken to alleviate the problem.

4.11 Responding to non-compliance issues

- 4.11.1 All non-compliances are recorded using a form NHB/RF/7. The form as a minimum will include a summary of the non-compliance, no. of non-compliances, summary of communications with NRW including timescales to rectify the non-compliance and a summary of the actions taken to rectify the non-compliance.

5 Emergency procedures and contingencies

5.1 General

- 5.1.1 In addition to obligations imposed by RIDDOR '13 (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) the permit holder will notify the NRW of any serious injuries to employees of New Horizon Biofuel and Animal Beddings Co Ltd, other site users or members of the public arising as a result of operations on site. Minor injuries such as cuts and grazes etc. will be recorded in the accident book on site. Separate procedures will be used for different types of emergencies. An emergency at the site is defined by the site management as follows:

"Any incident which is likely to result in harm to human health or pollution of the environment or serious breach of permit conditions and serious detriment to the amenities of the locality."

- 5.1.2 For all emergency situations, the deposit of any further waste will be suspended where necessary to allow action to be taken safely. If necessary, staff and other users of the site will be evacuated to an area which is a safe distance away from the hazards. Staff handling the emergency will be provided with and trained to use the necessary PPE (personal protective equipment) unless the manager instructs them that the hazard is too severe and outside help is needed from the emergency services or specialist waste contractors. A visitor's book will be kept to check who is on site at all times.

5.2 Fire

- 5.2.1 The site will have an NRW approved FPMP (Document Ref. 035-2704-B) which all staff are required to be familiar with and know of its location i.e. in the site office.
- 5.2.2 For quick reference, the following actions will be taken when fire is detected or suspected (Site operatives):
- a) DON'T PANIC
 - b) RAISE THE ALARM (IF NOT DONE SO ALREADY)
 - c) NOTIFY THE SITE MANAGER (IF SAFE TO DO SO)
 - d) DO NOT TRY TO TACKLE THE FIRE YOURSELF UNLESS YOU ARE TRAINED IN DOING SO AND YOU ARE SURE OF THE NATURE OF THE FIRE
 - e) LEAVE THE USING THE MAIN ACCESS GATES AS QUICKLY AND AS ORDERLY AS POSSIBLE
 - f) ASSEMBLE AT THE SPECIFIED FIRE ASSEMBLY POINT WHICH IS LOCATED BY THE SITE ACCESS GATES.
 - g) THE SITE MANAGER OR DELEGATED OPERATIVE WILL BE IN CHARGE OF CALLING THE EMERGENCY SERVICES ON A999" AND ENSURING THAT ALL PERSONS WHO WERE WORKING ON THE SITE OR WHO SIGNED IN TO THE VISITOR'S BOOK ARE ASSEMBLED SAFELY
 - h) INFORM ALL NEIGHBOURING PREMISES WHO ARE LIKELY TO BE AFFECTED
 - i) INFORM THE NATURAL RESOURCES WALES
 - j) DO NOT RETURN TO THE SITE UNTIL YOU HAVE BEEN GIVEN THE ALL CLEAR BY THE EMERGENCY SERVICES AND THE SITE MANAGER

5.3 Spillages

- 5.3.1 If any spills occur a spill containment kit (absorbent pads, booms or granules) will be used to prevent further spillage and the contaminated absorbents placed in a skip for disposal to a suitably permitted site. No chemical leaks are expected in the waste handling area but should they occur the procedures outlined in Section 5.4 will apply. Any wastes which would

be classified as having the potential to cause polluting runoff are stored within the concrete area which is a sealed drainage system.

5.4 Adverse reactions

- 5.4.1 No wastes are accepted which will react to present such a hazard or adverse reaction i.e. fire, odour, dust etc... This could include hazardous substances generating odour, hot loads, batteries, waste not listed on the permit creating a fire or dust risk and if unauthorised waste is found in a load and does present such a hazard the same procedures as for the deposit of drums (above) shall apply. As the site is permitted to accept hazardous waste containers which can have dangerous residues, the operator can liaise with the on-site chemist prior to accepting the load and also once the load has been accepted to ensure it is suitable.

5.5 Staff shortages

- 5.5.1 In the event of unforeseen staff shortages arising from illness, suspension or no shows, the operator will make a judgement whether to reduce the number of incoming loads and divert material to an alternative site. The operator will then seek further employment within a timely manner to ensure the site can continue to operate at its required capacity.

5.6 Adverse weather conditions

- 5.6.1 High winds - The waste storage bays and treatment plant inside the building will provide sufficient containment to prevent light wastes from blowing off site in high winds. Vehicles leaving the site will be sheeted to comply with the requirements of the Duty of Care legislation.
- 5.6.2 Poor visibility - Site operations may reduce due to lesser vehicle movements in conditions of such as dense fog to reduce the risk of vehicle collision or other accidents.
- 5.6.3 Droughts / warm weather – As the waste stored externally isn't considered to be dusty, there shouldn't be a dust issue during these periods. In terms of water supply for the wash

plant, the water re-circulates in the system so does not require a continuous supply to operate in the event of a water ban.

5.6.4 Long periods of rainfall or flood events – Site operations will not be affected by conditions of wet weather as the site benefits from a sealed drainage system and interceptor which can handle long rainfall events. If the site did flood, a vacuum tanker would be deployed to pump excessive water.

5.6.5 Closure of destination sites – The site only operates where there is an outlet for material so this will reduce any impact of creating a backlog of waste. The operator can also divert incoming waste to their site in Flint and other sites in North Wales.

5.7 Operational failure

5.7.1 The manager will be contacted by staff in the event of any operational failure such as the breakdown of plant, systems or equipment and will decide whether operations are to continue or be suspended prior to corrective action being taken. Serious operational failures, which result in the closure of the site, will be recorded in the site diary.

5.8 Bomb scare

5.8.1 In the unlikely event of a bomb scare, the site will be evacuated and the police contacted. The police will then assume control of the site until the threat has been verified or the device defused and removed. NRW will be kept informed of the events on site.

6 Training for site staff

6.1 Training needs assessment

- 6.1.1 All new and existing site staff, including operational staff are subject to a specific training regime based on their responsibilities at the site to ensure all operations are carried out without harm to the environment or amenity of the surrounding area. Training in all aspects of the site and waste operations at the site with regard to the individual responsibilities of the site staff will help to prevent incidents occurring which may have an adverse impact on the environment and/or the employees and their co-workers. This training will involve review of site management documents i.e. EMS, FPMP, DMP, NMP and how to conduct site inspections in order to prevent an incident i.e. spillage or fire occurring. The review will also include a review of the EP ensuring they are familiar with all conditions and knowing incidents on site which could lead to a potential breach and how to resolve them.
- 6.1.2 An employee training record will be available at the site detailing information similar to NHB/RF/5 in Appendix II and shall provide a comprehensive checklist for the training needs of all new site staff and also serves as a training review for existing site staff which will be carried out annually or a period set at the operator's preference.

6.2 Site rules and infrastructure training

- 6.2.1 This information is provided to all employees, visitors and contractors with a full understanding of the site's conditions of use, which is communicated and documented at induction for all staff with specific induction for visitors and contractors.
- 6.2.2 Competency should be demonstrated within this field to ensure the employee is fully aware of the site's surroundings and operations to ensure their safety and compliance with specific operating conditions at the site.

6.3 Emergency procedures training

- 6.3.1 All employees are required to be familiar with the Environmental Controls in Section 4.0 and the Emergency Procedures as detailed in the Section 5.0.
- 6.3.2 In addition to normal operating conditions as specified in the site rules, employees must also be trained in dealing with eventualities which may occur outside the scope of normal operating conditions, so they are aware of how to deal with these situations in advance of an occurrence.

6.4 Fire safety / firefighting training

- 6.4.1 Management must provide all employees with appropriate fire safety training with regard to their individual responsibilities.
- 6.4.2 Emergency procedures detailing what measures employees should adopt should a fire occur at the site are detailed in Section 5.2 and are covered by the 'emergency procedures' training (see Section 6.3).
- 6.4.3 Regular fire drills are undertaken by site management to ensure proper procedures are followed by employees in the unlikely event that a fire incident occurs. These will be unannounced drills and will not form part of the induction or review training as specified in Section 6.1.

6.5 Recognition of waste types training

- 6.5.1 All employees are given induction training and subsequent regular training to identify those waste types which are permitted for acceptance at the site under the site's EP and those wastes which are not. This will include specific training to identify those common wastes which may be found following deposit and are not permitted at the site and will also include more obscure wastes and how to handle these wastes safely. All employees are advised that they should refer any unrecognisable or unknown wastes to senior management, who

should, in turn, follow procedures outlined in the EMS and/or contact the NRW to agree a suitable method for removal.

- 6.5.2 Training is provided to all site users who handle waste on site and those in charge of administration and reporting. In-depth training will also be provided to drivers responsible for collecting wastes from the site of production in accordance with Section 3.0. They will be trained to identify any wastes not covered by the EP for the site and inform the producer that an alternative facility must be sought for any non-compliant wastes.

6.6 Storage areas / limits training

- 6.6.1 Those employees who carry out their responsibilities at the site and those in senior posts must be trained to identify appropriate waste storage areas to ensure that waste storage operations comply with the requirements of the EP for the site.
- 6.6.2 Employees in these roles must also be trained to recognize storage limits to ensure that they are in accordance with those specified in Section 1.6

6.7 Vehicle / plant preventative maintenance training

- 6.7.1 This training is provided specifically for the vehicle and plant operators in order to ensure that all plant and machinery is checked regularly to prevent any occurrences which may lead to any adverse impacts on the environment or human health.
- 6.7.2 Training will be in accordance with this document and will be based on the preventative maintenance schedule supplied by the plant/equipment manufacturer.
- 6.7.3 The same training will be provided to senior management enabling a dual-level maintenance programme.

6.8 Duty of care training

- 6.8.1 All employees dealing with consignments of waste are trained in the completion of Duty of Care Waste Transfer Notes and the appropriate auditing of destination sites and/or contractors to ensure compliance.

6.9 Plant operation training

- 6.9.1 Any employees who are required to operate loading or treatment plant for the movement or processing of waste will be required to undertake the necessary qualifications for the operation of the specific item of plant in question. This will be required prior to operating the plant and will be obtained through necessary external certification programmes.
- 6.9.2 Regardless of general plant operation certification, all operatives will be fully inducted in the operation of the specific make and/or model of plant used on site.

6.10 Permit / management System

- 6.10.1 All employees will be inducted into the operating conditions as prescribed in the EP for the site. Whilst much of the above training will provide specific guidance on many aspects of these documents, all employees will be made aware of the location of the EP and EMS in the site office. All managerial positions will be made fully aware of the site's operating conditions.

6.11 Training for contractors

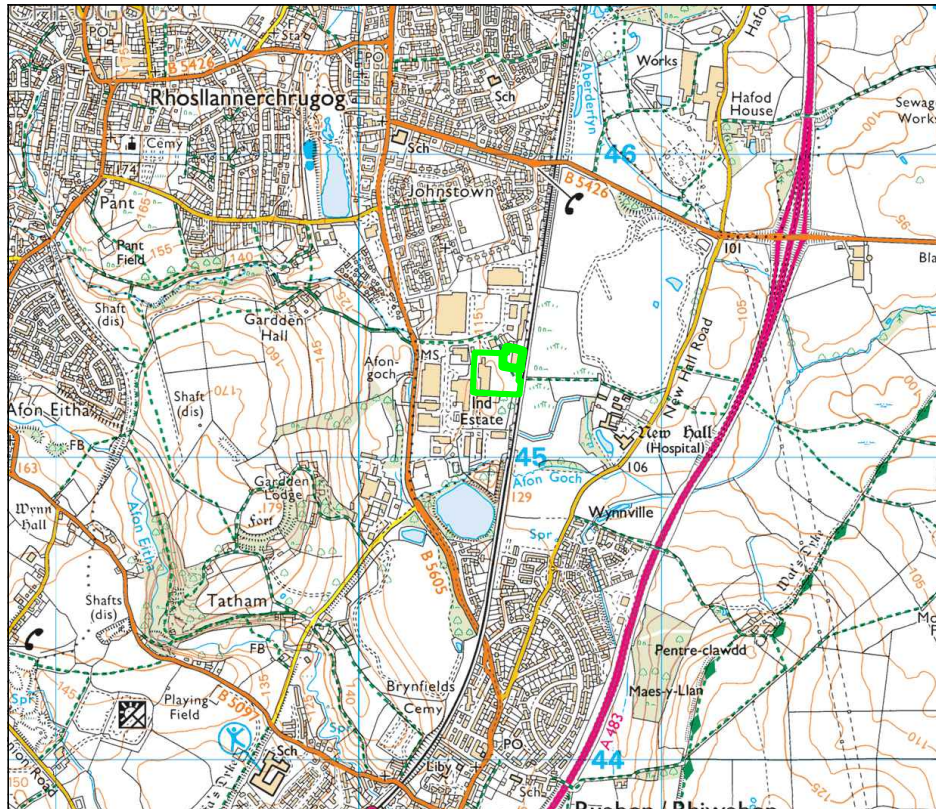
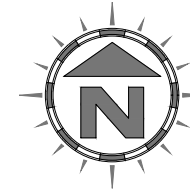
- 6.11.1 General site training will be provided to any contractors who are working on the site on a temporary basis as described in Sections 6.2, 6.3 and 6.4 above.
- 6.11.2 Additional training will be provided to contractors in their area of expertise. If they are dealing with specific items of plant/equipment/machinery, site operating conditions and a general understanding of the EP conditions will be provided to prevent any adverse impacts on the environment.

Appendix I

Drawings

Scale Bar (1:25,000)

0 km 1 km 2 km



NOTES

Drawing for indication only. Reproduced with the permission of the controller of H.M.S.O. Crown copyright licence No. 100022432. This drawing is copyright and property of Oaktree Environmental Ltd.

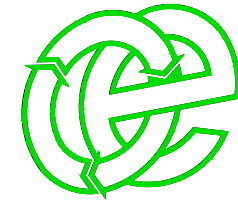
REVISION HISTORY

Rev:	Date:	Init:	Description:
-	11.10.21	CP	Initial drawing
A	06.03.23	CP	Boundary update
B	04.10.23	CP	Re-addition of Unit 10

KEY:

— Permit boundary

Oaktree Environmental Ltd
Waste, Planning and Environmental Consultants



DRAWING TITLE
SITE LOCATION MAP

CLIENT
New Horizon Biofuel and Animal Beddings Co Ltd

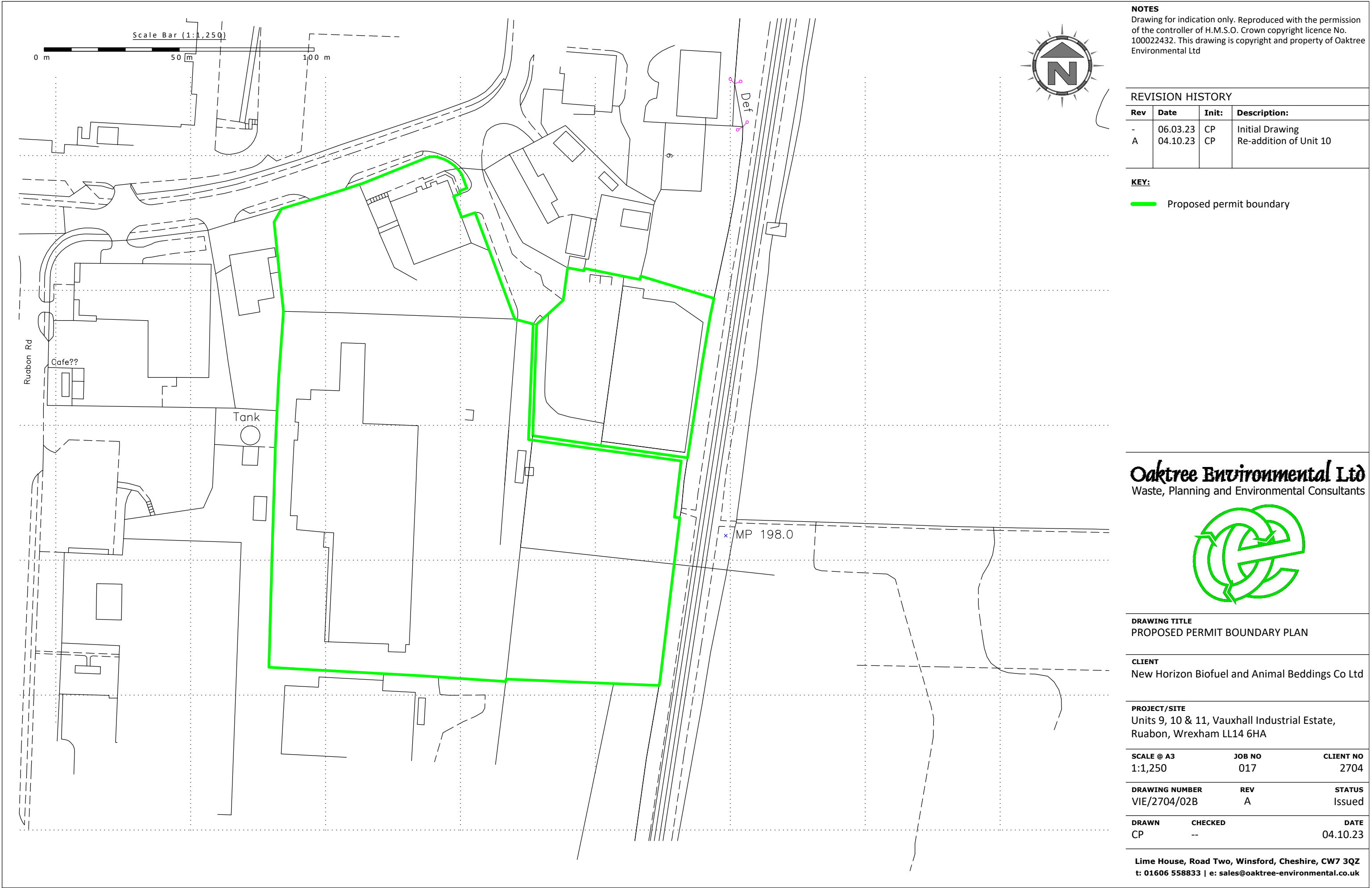
PROJECT/SITE
Units 9, 10 & 11, Vauxhall Industrial Estate,
Ruabon, Wrexham LL14 6HA

SCALE @ A4 1:25,000 **CLIENT NO** 2704 **JOB NO** 017

DRAWING NUMBER VIE/2704/01 **REV** B **STATUS** Issued

DRAWN BY CP **CHECKED** -- **DATE** 04.10.23

Lime House, Road Two, Winsford, Cheshire, CW7 3QZ
t: 01606 558833 | e: sales@oaktree-environmental.co.uk

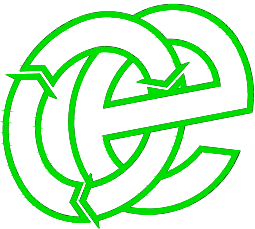


NOTES
Drawing for indication only. Reproduced with the permission of the controller of H.M.S.O. Crown copyright licence No. 100022432. This drawing is copyright and property of Oaktree Environmental Ltd

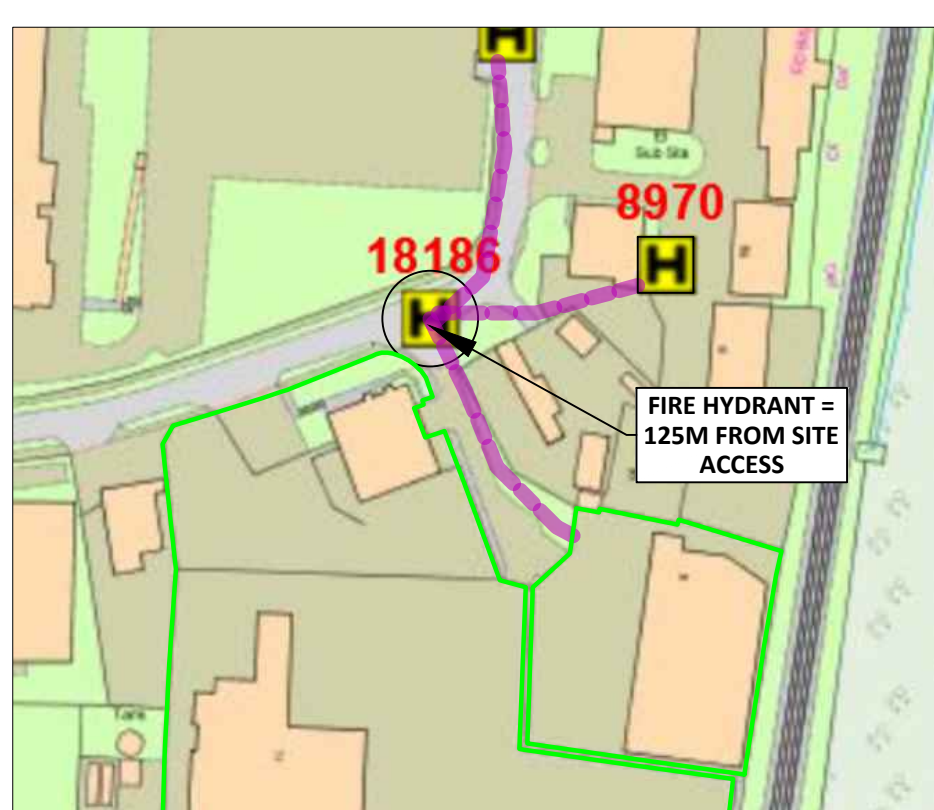
REVISION HISTORY			
Rev	Date	Init:	Description:
-	06.03.23	CP	Initial Drawing
A	04.10.23	CP	Re-addition of Unit 10

KEY:
— Proposed permit boundary

Oaktree Environmental Ltd
Waste, Planning and Environmental Consultants



DRAWING TITLE		
PROPOSED PERMIT BOUNDARY PLAN		
CLIENT		
New Horizon Biofuel and Animal Beddings Co Ltd		
PROJECT/SITE		
Units 9, 10 & 11, Vauxhall Industrial Estate, Ruabon, Wrexham LL14 6HA		
SCALE @ A3	JOB NO	CLIENT NO
1:1,250	017	2704
DRAWING NUMBER	REV	STATUS
VIE/2704/02B	A	Issued
DRAWN	CHECKED	DATE
CP	--	04.10.23
Lime House, Road Two, Winsford, Cheshire, CW7 3QZ t: 01606 558833 e: sales@oaktree-environmental.co.uk		



Scale 1:1000
0 10 20 30 m



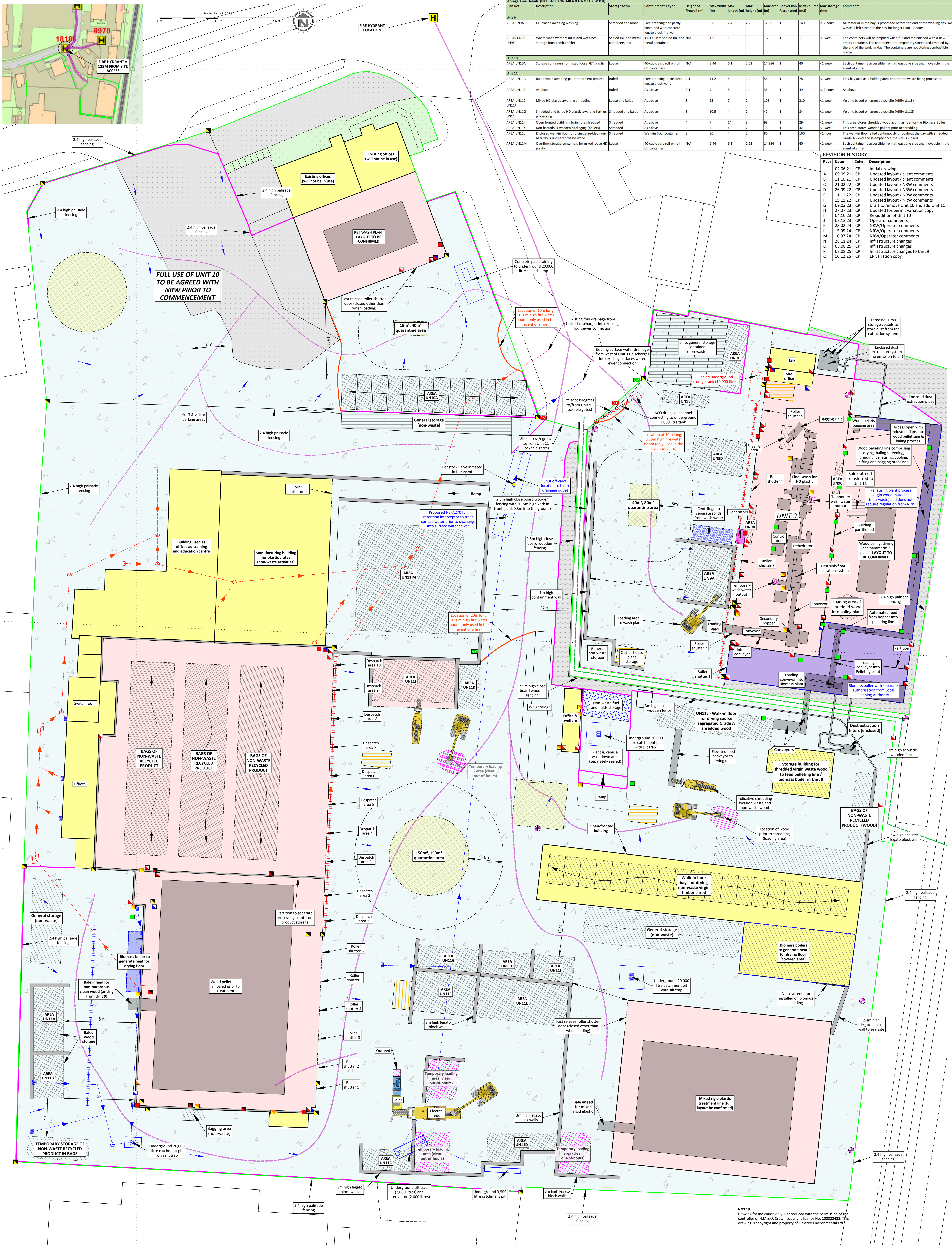
FIRE HYDRANT LOCATION

H

Storage Area Details (FEE BASED ON AREA X H NOT L X W X H)													
Plan Ref	Description	Storage form	Containment / type	Height of freewall (m)	Max width (m)	Max length (m)	Max height (m)	Max area (m ²)	Conversion factor used	Max volume (m ³)	Max storage time	Comments	
Unit 9													
AREA UN9A	HD plastic awaiting washing	Shredded and loose	Free-standing and partly contained with concrete legato block fire wall	3	9.8	7.4	2.2	72.52	1	160	<12 hours	All material in the bay is processed before the end of the working day. No waste is left stored in the bay for longer than 12 hours	
AREAS UN9B - UN9E	Waste wash water residue and wet fines storage (non-combustible)	Sealed IBC and metal containers and	<1,000 litre sealed IBC and metal containers	N/A	1.2	1	1	1.2	1	1	<1 week	The containers will be emptied when full and replenished with a new empty container. The containers are temporarily stored and emptied by the end of the working day. The containers are not storing combustible waste	
Unit 10													
AREA UN10A	Storage containers for mixed loose PET plastic	Loose	40-cubic yard roll on roll off containers	N/A	2.44	6.1	2.62	14.884	1	40	<1 week	Each container is accessible from at least one side and moveable in the event of a fire	
Unit 11													
AREA UN11A	Baled wood awaiting pellet treatment process	Baled	Free-standing in concrete legato block walls	2.4	11.2	5	1.4	56	1	78	<1 week	This bay acts as a holding area prior to the waste being processed	
AREA UN11B	As above	Baled	As above	2.4	7	5	1.4	35	1	49	<12 hours	As above	
AREA UN11C - UN11F	Mixed HD plastic awaiting shredding	Loose and baled	As above	3	15	7	2	105	1	210	<1 week	Volume based on largest stockpile (AREA U11E)	
AREA UN11G - UN11J	Shredded and baled HD plastic awaiting further processing	Shredded and baled	As above	3	10.5	4	2	42	1	84	<1 week	Volume based on largest stockpile (AREA U11G)	
AREA UN11K	Open fronted building storing the shredded	Shredded	As above	4	7	14	3	98	1	294	<1 week	This area stores shredded wood acting as fuel for the Biomass Boiler	
AREA UN11L	Non-hazardous wooden packaging (pallets)	Shredded	As above	3	4	4	2	16	1	32	<1 week	The walk-in floor is fed continuously throughout the day with shredded Grade A wood and is empty once the site is closed	
AREA UN11M	Enclosed walk-in floor for drying shredded non-hazardous untreated waste wood	Shredded	Walk-in floor container	3	20	4	2	80	1	160	<1 hour		
AREA UN11N	Overflow storage containers for mixed loose HD plastic	Loose	40-cubic yard roll on roll off containers	N/A	2.44	6.1	2.62	14.884	1	40	<1 week	Each container is accessible from at least one side and moveable in the event of a fire	

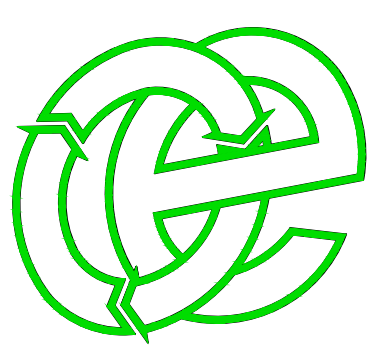
REVISION HISTORY

Rev	Date	Int	Description
-	02.06.21	CP	Initial drawing
A	09.09.21	CP	Updated layout / client comments
B	11.10.21	CP	Updated layout / client comments
C	21.02.22	CP	Updated layout / NRW comments
D	26.09.22	CP	Updated layout / NRW comments
E	11.11.22	CP	Updated layout / NRW comments
F	15.11.22	CP	Updated layout / NRW comments
G	09.03.23	CP	Draft to remove Unit 10 and add Unit 11
H	27.07.23	CP	Updated for permit variation copy
I	04.10.23	CP	Re-addition of Unit 10
J	08.12.23	CP	Operator comments
K	23.02.24	CP	NRW/Operator comments
L	15.05.24	CP	NRW/Operator comments
M	10.07.24	CP	NRW/Operator comments
N	28.11.24	CP	Infrastructure changes
O	08.08.25	CP	Infrastructure changes
P	08.08.25	CP	Infrastructure changes to Unit 9
Q	16.12.25	CP	EP variation copy



NOTES
Drawing for indication only. Reproduced with the permission of the controller of H.M.S.O. Crown copyright licence No. 100022432. This drawing is copyright and property of Oaktree Environmental Ltd

Oaktree Environmental Ltd
Waste, Planning and Environmental Consultants



DRAWING TITLE
SITE LAYOUT & FIRE PLAN

CLIENT
New Horizon Biofuel and Animal Beddings Co Ltd

PROJECT/SITE
Units 9, 10 & 11, Vauxhall Industrial Estate, Ruabon, Wrexham LL14 6HA

SCALE @ A0
1:200

DRAWING NUMBER
VIE/2704/03

DRAWN BY
CP

CLIENT NO
2704

REV
Q

CHECKED
NHB

JOB NO
017

STATUS
Issued

DATE
16.12.25

Key:

- Landscaped/grass areas
- Location of feed & mobile plant (inductive)
- Intertwining concrete fire walls (minimum 0.6m thick)
- 0.10 - 0.15m high concrete kerbing/seal
- Mains water point
- Spill kit
- Fire fighting equipment (extinguishers, etc.)
- Fire water containment / pollution control equipment i.e. booms, drain mats, drain plugs etc.
- Protective clothing location
- Access routes for emergency vehicles and site plant manoeuvring areas
- Fire alarm
- Surface water fall direction

Key:

- Surface water drainage
- Rail water drainage
- Redundant, collapsed drainage
- ACO drain (foul)
- ACO drain (surface)
- Foul, surface water and redundant manholes
- Gully's
- Plant shut off
- Fire assembly point
- CCTV cameras (indicative)
- Infrared/heat detection cameras
- Emergency services box
- Public Right of Way (PRoW)

Key:

- Dust monitoring points

Appendix II

Record Keeping Forms

NEW HORIZON BIOFUEL AND ANIMAL BEDDINGS CO LTD
REJECTED WASTE - RECORD FORM NHB/RF/2

DATE	
TIME	
WASTE DESCRIPTION	
QUANTITY OF WASTE	
PRODUCER/HOLDER'S NAME, ADDRESS & TELEPHONE No.	
NAME OF CARRIER	
VEHICLE REGISTRATION	
CARRIER REG. No.	
REASON FOR REJECTION OF WASTE	
ACTION TAKEN	

NEW HORIZON BIOFUEL AND ANIMAL BEDDINGS CO LTD
SITE INSPECTION FORM – NHB/RF/4

WEEK STARTING									
TYPE OF INSPECTION		FREQ	DAY						
			M	T	W	T	F	S	S
SITE ENTRANCE/NOTICE BOARD		WEEKLY							
SECURITY - GATES		WEEKLY							
SECURITY - FENCING		WEEKLY							
SITE ROADS (CLEAR FROM HAZARDS)		DAILY							
WATER DRAINING (FUNCTIONING)		DAILY							
WASTE CONTAINERS		DAILY							
WASTE STORAGE LIMITS	PLASTIC	WEEKLY							
WASTE STORAGE LIMITS	WOOD	WEEKLY							
WASTE STORAGE LIMITS	OTHER	WEEKLY							
REJECTED WASTE TYPES / STORAGE		WEEKLY							
NOISE LEVELS		DAILY							
FIRES (ANY INCIDENTS REPORTED)		DAILY							
NO SMOKING SIGNS IN PLACE		MONTHLY							
SPILLAGES & ABSORBENTS		DAILY							
FUEL TANK/BUND INTEGRITY		WEEKLY							
LITTER		DAILY							
DUST		DAILY							
ODOUR		DAILY							
VERMIN		DAILY							
RECORDS		WEEKLY							
COMPLAINTS RECEIVED		AS REQUIRED							
OTHER (SEE NOTES BELOW)		AS REQUIRED							
INSPECTION CARRIED OUT BY									
NOTES/ACTION (CONTINUE ON A SEPARATE SHEET IF NECESSARY):									
CHECKED BY					SIGNATURE				
POSITION					DATE				
Sheet					of				

NEW HORIZON BIOFUEL AND ANIMAL BEDDINGS CO LTD
EMPLOYEE TRAINING NEEDS ASSESSMENT / REVIEW - NHB/RF/6

EMPLOYEE NAME				DATE COMPLETED			
POSITION				REVIEW DUE			
TRAINER				OUTCOME	PASSED		
POSITION					FURTHER TRAINING REQUIRED		
CARRIED OUT /SIGN OFF >	Y/N	SIGNED BY EMPLOYEE	SIGNED BY TRAINER		Y/N	SIGNED BY EMPLOYEE	SIGNED BY TRAINER
ENVIRONMENTAL PERMIT				FIRE PREVENTION PLAN			
MANAGEMENT SYSTEM				FIRE SAFETY			
SITE RULES				EMERGENCY PROCEDURES			
RECORD KEEPING / TRANSFER NOTES				STORAGE /PILE SIZE LIMITS			
RECOGNITION OF WASTE TYPES				STORAGE DURATION			
SECURITY				FIRE DETECTION			
VEHICLE CHECKS				FIRE ALARMS			
PLANT OPERATION				FIRE FIGHTING EQUIPMENT			
PLANT CHECKS				FIRE WATER CONTAINMENT MEASURES			
AMENITY - LITTER, ODOUR, PESTS etc.				SPILL CLEARANCE			
NOTES AND ACTIONS:							

NEW HORIZON BIOFUEL AND ANIMAL BEDDINGS CO LTD
COMPLAINTS REPORT FORM (NHB/RF/7)

Date Recorded:		Reference Number:	
Name and address of caller			
Telephone number of caller			
Time and Date of call			
Nature of complaint (noise, odour, dust, other) (date, time, duration)			
Weather at the time of complaint (rain, snow, fog, etc.)			
Wind (strength, direction)			
Any other complaints relating to this report			
Any other relevant information			
Potential reasons for complaint			
The operations being carried out on site at the time of the complaint			
Follow Up			
Actions taken			
Date of call back to complainant			
Summary of call back conversation			
Recommendations			
Change in procedures			
Changes to Environmental Management System (EMS)			
Date changes implemented			
Form completed by (Print)		Signed	
Date Completed			

COMPLAINT RECORDING PROCEDURE:

Any complaints received will be recorded on form NHB/RF/7. This form will normally be completed, signed and dated by the Site Manager; if they are not available the Office Manager will complete the form.

- 1) The name, address and telephone number of the caller will be requested.
- 2) Each complaint will be given a reference number.
- 3) The caller will be asked to give details of:
 - a) the nature of the complaint;
 - b) the time;
 - c) how long it lasted;
 - d) how often it occurs;
 - e) Is this the first time the problem has been noticed; and
 - f) what prompted them to complain.
- 4) The person completing the form will then, if possible, make a note of:
 - a) the weather conditions at the time of the problem (rain, snow, fog etc.);
 - b) strength and direction of the wind; and
 - c) the activity or activities taken place on the site at the time the noise was detected, particularly anything unusual.
- 5) The reason for the complaint will be investigated and a note of the findings added to the report.
- 6) The caller will then be contacted with an explanation of the source of the complaint if identified and the action taken to prevent a recurrence of the problem in future.
- 7) If the caller is unhappy about the outcome or unwilling to identify themselves the caller will be invited to contact the Environment Agency and/or the Local Authority.

Note: Following any complaint the relevant management plan(s) will be reviewed to ensure appropriate actions are in place to counter any problems.

Appendix III

Copy of Issued Environmental Permit

Appendix IV

Health & Safety – Conditions of Site Use

HEALTH AND SAFETY - CONDITIONS OF SITE USE

The following guidelines apply to all site personnel, contractors and visitors using the site (where applicable).

- 1) The site is covered by the Health and Safety at Work Act 1974 and its associated regulations and all users must abide by any relevant provisions. Any person found to be in contravention of the requirements of this Health and Safety Statement will be asked to leave the site.
- 2) All visitors must sign the visitor's book upon entry to and exit from the site. All vehicle drivers must report to the office and await instruction from the site manager/deputy before proceeding to deposit waste at the site.
- 3) All accidents, diseases, injuries or dangerous occurrences shall be reported to the site manager. All instructions issued by the site manager in respect of health and safety at the site must be followed by all site users.
- 4) A first aid box (including eye-wash bottles) will be kept in the site office. If you are injured on site please alert a member of staff/trained first-aider for assistance.
- 5) All persons must wear the appropriate PPE on site including high visibility jackets and hard hat.
- 6) Safety boots must be worn by all persons in the waste processing/storage areas.
- 7) Protective gloves must be worn for any operations which present a hazard of puncture to or laceration of the skin or for any manual handling work carried out on site.
- 8) Ear defenders, safety helmets (hard hats) and eye protection will be issued when deemed necessary and must be worn by all employees and contractors where required by the site manager or other site representatives.
- 9) Fire extinguishers are kept on site to deal with any fires - fires shall only be dealt with by employees of New Horizon Biofuel and Animal Beddings Co Ltd unless alternative instructions are given by the site manager. Access to fire exits and firefighting equipment must be kept clear at all times. If a fire alarm sounds please follow instructions and leave the site in an orderly fashion.
- 10) Persons who are suspected to be under the influence of drugs or alcohol will be removed from the site.
- 11) Smoking is not permitted on the site.
- 12) Observe and follow all traffic directions and traffic/safety signs.
- 13) Drivers must comply with all safety instructions given by the site manager or appointed deputy.
- 14) All drivers are responsible for ensuring that their vehicle is safely loaded. Unsafe loads will not be accepted at the site and will not be allowed to leave the site until they have been made safe.
- 15) Drivers waiting to tip at the site will follow the instructions of the operator and only tip in the designated area, unless advised otherwise. No tipping will take place over sorted stockpiles.
- 16) Drivers must remain in the cab or stand well clear of the vehicle during loading or tipping. Once the vehicle has been loaded it must be securely sheeted (if necessary) before leaving the site. When sheeting and unsheeting the vehicle ensure that the engine is switched off, the ignition key removed and the parking brake is on. Do not gain access using the mudguards and wheels. Ensure that ropes, hooks and sheets are in good condition.
- 17) Never travel with the vehicle body raised and ensure the maximum height of the raised body the vehicle is known.

Declaration: To be completed by site users

I have read and understand the conditions of use for this site and agree to comply with them at all times. I accept that neither New Horizon Biofuel and Animal Beddings Co Ltd nor their employees shall be liable for any loss or injury arising from my non-compliance with the above conditions.

Signed.....

Print name.....

Company/Organisation.....

Date.....

Note: these conditions are included in the EMS for information only and may be revised regularly as part of the site health and safety policy.