Operational Procedures

Submitted on Behalf of Associated British Ports

Site Name: Roath Dock Cardiff

Project: Biomass & RDF Export Facility

Permit Number: TBC

Prepared By:

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Title	Operational Procedures

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Distribution List

Natural Resources Wales

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1 Introduction

1.1.1 This Operational Procedures document explains how the acceptance of woodchip and RDF in baled form will be controlled to ensure that no environmental harm is caused.

1.1.2 The Site Compliance Manager or responsible person will conform to all regulations specified within the site permit and will be responsible for day to day operations including:

- Monitoring acceptance of waste
- Monitoring of emissions
- Control of traffic
- Cleanliness of the site and surrounding areas.

2 Waste Acceptance

2.1 Material Acceptance Procedure

1. All delivery drivers report to the Site Compliance Manager with all appropriate documentation and Duty of Care Transfer Notes
2. All documentation is inspected and managerial confirmation of the nature of the material present. Deliveries must meet pre-agreed specification and quantities.
3. Woodchip deliveries are unloaded via moving floor vehicles in the designated woodchip area. Each load should comprise about 20-25 tonnes of product.
4. RDF deliveries are unloaded via the wheeled loader using clamps.
5. Deposited/unloaded material is inspected following unloading.
6. Any non-permitted materials/materials not meeting the agreed specification or damaged bales will be loaded directly back onto the delivery vehicle and the supplier contacted.
7. Under no circumstances will prohibited waste material be retained onsite and dealt with as if it is permitted.
8. NRW will be notified of any rejected deliveries regarding non-permitted wastes.
9. All movements of material to and from the site will be accompanied with an appropriate Duty of Care Transfer Note. These will be kept for a minimum of 2 years.
10. Quarterly returns of site inputs and removals will be complied and submitted to Natural Resources Wales.

3 Waste Storage

3.1 Waste Storage Procedure

1. Only delivered and inspected material is stockpiled onsite, conforming to the storage requirements of the TGN 7.01 Fire Guidance as detailed within the Fire Prevention Plan.
2. The site has a designated area for the storage of woodchip (Hardstanding & Impermeable Surface) and RDF bales (Impermeable Surface).
3. Material will be stored within their designated areas on the dockside for no more than 4 weeks from the date of a ship being due up to a maximum of 3 months. Customer's contracts have this clause stipulated within them.
4. Physical and visual checks will be carried out weekly to identify any heat sources within the woodchip stockpile and any spongy characteristics within the RDF bales.
5. Identified heat spots or bales shall be removed, isolated and doused with water to assist in temperature reduction.
6. If identified heat sources have been removed and isolated from material stockpiles, then the stockpiles will be doused with water to assist in temperature reduction.

4 RDF Wrapping Monitoring System Procedure

4.1.1 RDF will arrive on site as fully wrapped bales that prevent the ingress of water, odour release or access by pests. They will be placed onto an impermeable surface with a sealed drainage system.

4.1.2 All bales will be inspected on delivery and routinely when on site to ensure that all bale wrapping is intact.

4.1.3 If the bale wrapping is found to have failed on delivery such that the contents spill out it will be refused and sent back to the supplier for rewrapping.

4.1.4 If it is found to not be intact while onsite, corrective action will be taken as follows:

1. If there is a tear or hole in the wrapping but the wrapping is still capable of retaining the contents then a repair will be undertaken using film and tape.
2. If the wrapping has failed and will not retain the contents then the bale will be isolated and re-wrapped by the customer.

5 Excluded Waste Characteristics

5.1.1 No waste other than those include in the categories and sub categories in Table 1 shall be accepted onto site. In addition wastes which have any of the following characteristics shall not be accepted onto site:

1. Consisting solely or primarily of dusts, powders or loose fibres
2. Wastes that are in a form, which is either sludge or liquid
3. Hazardous waste

Table 1: Waste Categories & Sub-Categories

Waste Code	Waste Description
03	WASTES FROM WOOD PROCESSING AND THE PRODUCTION OF PANELS AND FURNITURE, PULP, PAPER AND CARDBOARD
03 01	Wastes from wood processing and the production of panels and furniture
03 01 01	Waste bark and cork
03 01 05	Sawdust, shavings, cuttings, wood, particle board and veneer other than those mentioned in 03 01 04
03 03	Wastes from the pulp, paper, cardboard production and processing
03 03 01	Waste bark and wood
15	WASTE PACKAGING, ABSORBENTS, WIPING CLOTHS, FILTER MATERIALS AND PROTECTIVE CLOTHING NOT OTHERWISE SPECIFIED
15 01	Packaging (including separately collected municipal packaging)
15 01 03	Wooden packaging
17	CONSTRUCTION and DEMOLITION WASTES (INCLUDING EXCAVATED SOIL FROM CONTAMINATED SITES)
17 02	Wood, glass, plastic
17 02 01	Wood
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) not otherwise specified
19 12 07	Wood other than that mentioned in 19 12 06
19 12 10	Combustible Waste (Refuse Derived Fuel)
20	MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPARATELY COLLECTED FRACTIONS
20 01	Separately collected fractions (expect 15 01)

20 01 38	Wood other than that mentioned in 20 01 37

6 Pest Management

6.1 Monitoring and Control of Pest Infestations

1. The risk of infestation of pests and vermin is minimised by maintaining general good housekeeping and keeping the site clean and tidy.
2. Weekly inspection will be conducted on all material stockpiles by the Site Compliance Manager and recorded in the site diary.
3. A specialist contractor will attend to any specified incidence of pest infestation on request to ensure eradication.

7 Generally Applicable Requirements

7.1 Records of Material Movements

7.1.1 A record will be kept of quantities of fuels passing through the site including that loaded onto ships. On grant of the permit a summary record of the materials types and quantities accepted and removed from the site will be made quarterly and submitted to Natural Resources Wales. Transfer notes will be kept in accordance with Duty of Care legislation as necessary. Exports are conducted in accordance with Transfrontier Shipment of Waste Authorisation.

7.2 Directive & Regulation Compliance

7.2.1 The activity will meet the relevant objectives of Article 13 of the Waste Framework Directive, ensuring that the activity is carried out without endangering human health, without harming the environment and in particular: (i) without risk to water, air, soil, plants or animals; (ii) without causing a nuisance through noise or odours; and (iii) without adversely affecting the countryside or places of special interest.

7.2.2 All materials received for export meet the requirements of Directive 2008/98/EC revised Waste Framework Directive- Annex II "Recovery Operations" R1 – use principally as a fuel or other means to generate energy with R13 covering its interim storage.

7.2.3 The materials are destined for use as fuels at facilities compliant with the Waste Incineration Directive within the EU. If destined for use outside the EU then proof will be provided that the plant complies with standards equivalent to WID. Proof of destination and operational standards of plant will be submitted prior to commencement of the export operation as required by the Transfrontier Shipment of Waste Regulations.