



Environmental Management System
(EMS)

EV Recycling Ltd.

Site Location:

**EV Recycling,
Unit 12, Llanelli Gate,
Dafen, Llanelli,
Carmarthenshire,
United Kingdom,
SA14 8LQ**

Overview

This document follows the guidelines of Natural Resources Wales on the **Environmental Management System (EMS)** for small and medium sized businesses. Its intended use is to assist with managing the operations of EV Recycling Ltd. to **reduce the risk of harming the environment**.

In summary, this document helps EV Recycling demonstrate the following:

- Show that activities that could harm the environment are under control
- Develop an environmental management system for site activities
- Be less likely to breach our permit or cause pollution and, therefore, avoid enforcement action
- Avoid having to pay higher charges for non-compliance

As a result of this document, benefits to EV Recycling also include:

- Improved resource efficiency and productivity, which help to build a sustainable business
- Reduce risks and loss
- Reduced operating costs, including costs associated with environmental regulation
- More likely to obtain business from others that require their business partners to manage their environmental impacts effectively
- Improved reputation amongst staff, customers and the public
- Increased chance of funding for our business by demonstrating responsible environmental management
- Improved legal compliance, avoid prosecution, receive fewer visits from environmental regulators

Document Revision History			
Date	Author	Version	Notes
05/07/2019	Sam Joseph	1	Report - Version 1
23/08/2019	Sam Joseph	2	Procedures added and a general review of the document
03/09/2019	Sam Joseph	3	Page numbers added, spelling checks and adjustments to content
01/11/2019	Sam Joseph	4	Section 1; Table 1; Summary Updated Section 2.4; Text amendments
15/01/2020	George Chamberlain	5	Address Change
05/02/2020	Sam Joseph	6	Address Updated; New Site Maps added; Waste Codes Checked
11/02/2020	Sam Joseph	7	Storage Map and Drainage Plan
16/03/2020	Sam Joseph	8	Confidentiality Justification Review

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CONFIDENTIAL**1. Introduction. Table 1**The key pieces of environmental legislation affecting this sector are:

Note: Ensure this list is kept up to date for the recycling site and covers all applicable legislation.

- The Environmental Permitting Regulations 2010
- Environmental Protection Act 1990, section 33 & 34
- Duty of Care
- Recovery & Disposal Codes
- European Waste Code (EWC)
- Hazardous Waste Regulations

Process / Activity / Equipment	A	W	E	D	L	N	R
Arrival of batteries on site	-	-	-	L	-	-	-
Storage	-	-	-	-	L	-	-
Visual Assessment	-	-	-	-	-	-	-
Electrical Assessment	-	-	M	-	-	-	-
Dismantling by hand	-	-	-	-	-	L	-
Separating by hand	-	-	-	L	-	L	-
Machine Crushing	L	-	M	-	-	M	-
Machine Separating/Screening	L	-	M	-	-	M	-
Materials handling	-	-	-	-	-	-	-

Processes / Activities / Equipment at recycling site:

(insert H, M or L where applicable)

List all the processes / activities / equipment at your site in these columns.

A - Emissions to Air (including dust)

W - Emissions to Water

E - Energy Usage (Electricity, gas, oil)

D - Waste Disposal

L - Land Contamination

N - Nuisance (i.e. noise or odour)

R - Resource Consumption (e.g. water)

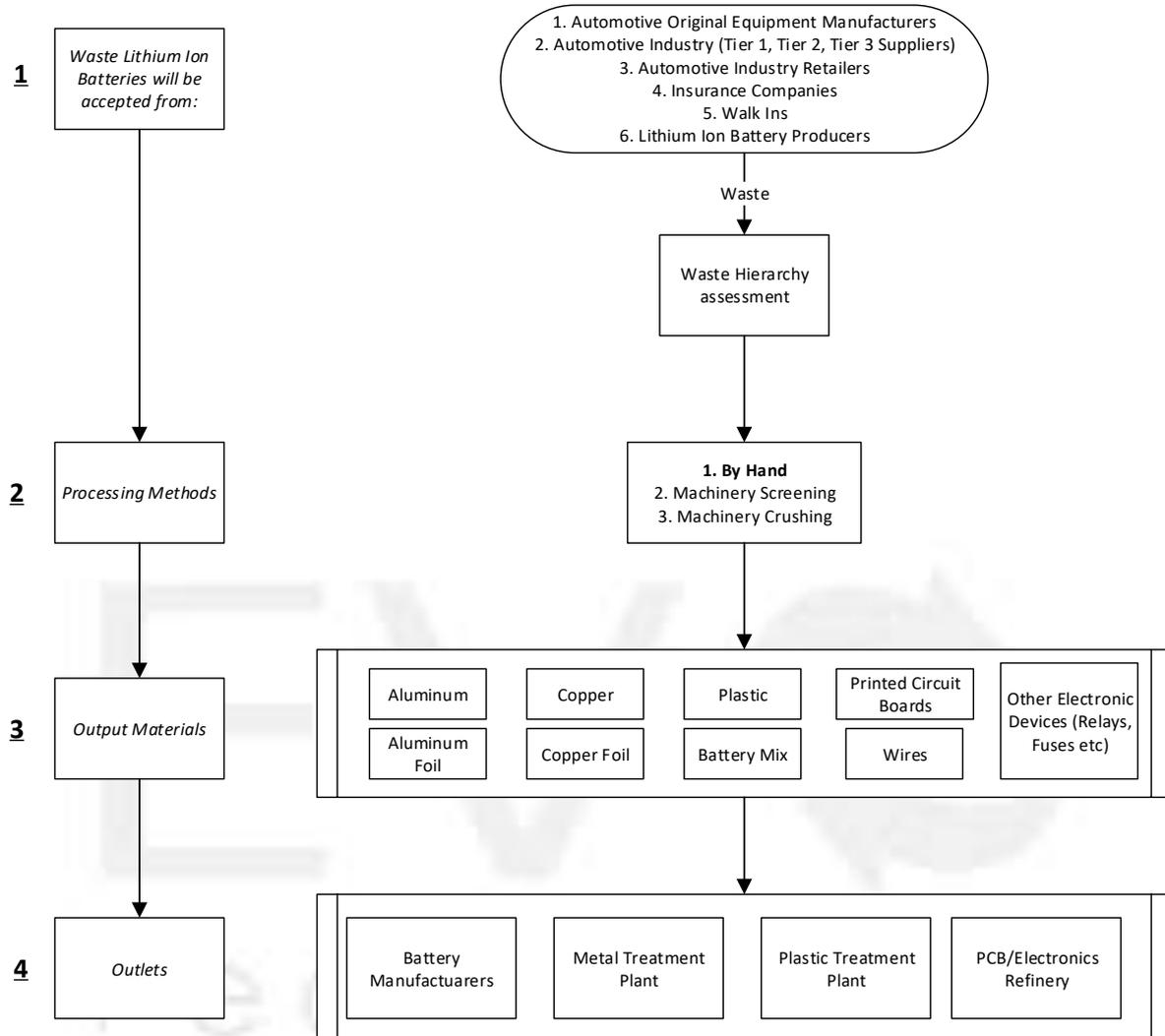
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EV Recycling activities involve the dismantling, mechanical crushing, size reduction and automatic/manual separation/extraction of valuable metallic materials for recycling purposes. The current process therefore does **not** involve hydrometallurgical or pyro-metallurgical processes. This 'secondary' process may be considered in the future, in which case EV Recycling would liaise with Natural Resources Wales to consider changes to the Environmental Permit.

There are ZERO Emissions to Water under normal operating conditions. Therefore, emissions to water are not included. Potential for emissions to water are evaluated in the accident / incident prevention and mitigation section of this report. The required response procedures for such incidents are given in the Procedures section of this report.

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1.1. Non-Technical Summary



EV Recycling requires an Environmental Permit in order to carry out the planned recycling activities for electric vehicle lithium ion batteries.

1. The batteries are sourced from the industry; OEM's, Producers, insurers walk ins, etc. The size of batteries accepted can include anything from complete battery packs to modules and cells.

2. The batteries/modules/cells will enter a process of dismantling, initially manually and at a later point in time crushing and screening activities on the regulated site. This process will be part-automated and part-manual; a study is on-going to determine the most efficient and cost-effective methods for dismantling and screening.

For the purpose of the permit being applied for, it is essential to state that these activities will be using a 'dry-process'. This is to say that no pyro-metallurgical or hydrometallurgical processes will be involved at any stage of the process. There are ZERO Emissions to Water under normal operating conditions. Potential for emissions to water – and the response procedures – are outlined in the Environmental Management System.

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3. The batteries are comprised of a number of recyclable materials; aluminium (battery casing), copper (electrical pins/terminals) and plastics (connectors) can all be recycled in the usual manner or sold as scrap.

As well as these materials, the battery also contains valuable metals which come from the cathode and anode components. These are screened/separated from the other materials and can be referred to as 'Battery Mix'. This includes valuable materials such as Lithium, Nickel and Cobalt. Battery Mix may also include electrolyte solution, depending on whether it was collected this separately or not.

4. The outlet for the recycled materials / battery mix are the battery manufacturers and further regulated refineries. They purchase this mix and then treat it using further processes (chemically or heat treatments) in order to separate the elemental materials prior to being reused within the industry for new batteries.



Table 2A. Emissions to Air

Process / Activity / Equipment on Site	Potential Impact	Is impact controlled by equipment?	Is equipment included on maintenance checklist?	Is impact controlled by a procedure?	Person using the procedure received training?	Comments
Dust from crushing processes	Local air quality / flora & fauna	Yes - air filtration system. Also, carry out activity indoors	Yes – check filtration system	Yes - reduce dust through suitable materials handling and machinery operations	Yes	Dust levels are minimal
Materials handling (product) – weighing and storage	Local air quality / flora & fauna	Yes – air filtration system. Also, carry out activity indoors	Yes – check filtration system	Yes – reduce dust through suitable materials handling	Yes	Dust levels are minimal

Table 2B. Energy Usage

Process / Activity / Equipment on Site	Potential Impact	Is impact controlled by equipment?	Is equipment included on maintenance checklist?	Is impact controlled by a procedure?	Person using the procedure received training?	Comments
Electrical Assessment	General impacts of electricity production	No	Yes – Monthly	Yes – Battery Assessment procedure (IP)	Yes	Efficient use of machinery required to reduce the impact. Note: Machinery is not in use every day
Electricity usage for separating machinery	General impacts of electricity production (air quality?)	No	Yes – weekly checks	Yes – machinery operating procedure	Yes	Efficient use of machinery required to reduce the impact. Note: Machinery is not in use every day
Electricity usage for crushing machinery	General impacts of electricity production (air quality?)	No	Yes – weekly checks	Yes – machinery operating procedure	Yes	Efficient use of machinery required to reduce the impact. Note: Machinery is not in use every day

IP* Intellectual Property

Table 2C. Waste Disposal

Process / Activity / Equipment on Site	Potential Impact	Is impact controlled by equipment?	Is equipment included on maintenance checklist?	Is impact controlled by a procedure?	Person using the procedure received training?	Comments
Arrival of battery cells on-site could be accompanied with unrecyclable materials from packaging (e.g. polystyrene, film plastics, etc.)	Non-biodegradable waste materials can cause harm to local flora/fauna if escapes to the environment	Fencing around the site helps to catch any material that escapes	Yes – weekly general site integrity checks (visual)	Suitable materials handling - All non-recyclable waste to be disposed of correctly	Yes	Local company to collect unrecyclable waste from site to be dealt with appropriately
Separating by hand	Non-biodegradable waste materials can cause harm to local flora/fauna if escapes to the environment	No	No	All non-recyclable waste to be disposed of correctly	Yes – Non recyclable materials to be put into an appropriate bin	Local company to collect unrecyclable waste from site to be dealt with appropriately

Table 2D. Land Contamination

Process / Activity / Equipment on Site	Potential Impact	Is impact controlled by equipment?	Is equipment included on maintenance checklist?	Is impact controlled by a procedure?	Person using the procedure received training?	Comments
Arrival of battery cells on-site could be accompanied with unrecyclable materials from packaging (e.g. polystyrene, film plastics, etc.)	Non-biodegradable waste materials can cause harm to local flora/fauna if escapes to the environment	Fencing around the site helps to catch any material that escapes	Yes – weekly general site integrity checks (visual)	Suitable materials handling - all non-recyclable waste to be disposed of correctly	Yes	Local company to collect unrecyclable waste from site to be dealt with appropriately

Table 2E. Nuisance (Noise & Vibration)

Process / Activity / Equipment on Site	Potential Impact	Is impact controlled by equipment?	Is equipment included on maintenance checklist?	Is impact controlled by a procedure?	Person using the procedure received training?	Comments
Noise from site activities (crushing machinery)	Local offices and nearby people could be affected by a lot of frequent noise / vibrations	Activity is carried out indoors, and proper maintenance of equipment and machinery helps to limit any noise	Yes	Yes – machinery operating procedure	Yes	Crushing machinery is not in use during sensitive times of the day (for example, night time) and not every day of the week
Noise from site activities (separating machinery)	Local offices and nearby people could be affected by a lot of frequent noise / vibrations	Activity is carried out indoors, and proper maintenance of equipment and machinery helps to limit any noise	Yes	Yes – machinery operating procedure	Yes	Crushing machinery is not in use during sensitive times of the day (for example, night time) and not every day of the week
Noise from site activities Dismantling by hand	Local offices and nearby people could be affected by a lot of frequent noise / vibrations	Activity is carried out indoors	N/A	No	Yes	Battery Specific instructions will be issued on how to dismantle them by hand (IP)
Noise from site activities Separating by hand	Local offices and nearby people could be affected by a lot of frequent noise / vibrations	Activity is carried out indoors	N/A	No	Yes	Battery Specific instructions will be issued on how to separate them by hand (IP)

IP* Intellectual Property

Table 3. General Waste Management

Process / Activity / Equipment on Site	Where does the waste go?	Can it go to recovery / recycling?	Can it be stored correctly on site?	Are Duty of Care requirements being met?	Comments
General waste sent for disposal	Non-recyclable or non-recoverable materials are collected from site by local company to be dealt with appropriately	No	Yes – however the waste in question must comply with the permit and not an imminent environmental hazard	Yes	Ensure that the local company collecting the waste has the required certification, to ensure that the waste will be dealt with appropriately.

Table 4. List of Procedures

Procedure Name	What process / activity / equipment does it relate to?	Where is the procedure kept?	Version Number	When was the procedure last reviewed?	Comments
Spill Response Procedure	Any activity which could cause a spill (materials handling, crushing, storage etc.)	Section 5.1 of the EMS	1	03/09/2019	
Flood Procedure	Generic	Section 5.2 of the EMS	1	03/09/2019	
Fire Procedure	Generic	Section 5.3 of the EMS	1	03/09/2019	
Utility Fail Procedure	Generic	Section 5.4 of the EMS	1	03/09/2019	
Pre-Acceptance Procedure	Initial customer discussions	Section 5.5 of the EMS	1	03/09/2019	
Acceptance Procedure	Delivery on-site	Section 5.6 of the EMS	1	03/09/2019	
Waste Storage Procedure	Storage of battery cells & materials	Section 5.7 of the EMS	1	03/09/2019	
Treatment Procedure	Crushing & separating	Section 5.8 of the EMS	1	03/09/2019	
General Incident Procedure	Delivery on-site	Section 5.9 of the EMS	1	03/09/2019	

2. Accident / Pollution Incident Management Plan

The contents of this section of the Environmental Management System (EMS) include information on the following topics:

- Site Plan, including; entrances / exits, buildings, drainage plan, vulnerable receptors, recycling activities areas and materials/goods storage areas including hazardous waste (if applicable)
- Key Site & Emergency Contacts (Including site managers, emergency services, utility services and regulators)
- List of Substances and Storage Facilities
- Accident / Incident prevention and mitigation measures



2.1. Site Plan

Site Address:

EV Recycling, Unit 12, Llanelli Gate, Dafen, Llanelli, Carmarthenshire, United Kingdom, SA14 8LQ



2.1.1. Site Entrances & Exits and Recycling & Storage areas

The image below is a general overview of the site, pinpointing the key areas.



2.1.2. Storage Quantities and Area Sizes





Records of potentially contaminative industrial sites within 250m of the study site:

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The following Industrial records are represented as points on the Current Land Use map:

ID	Distance [m]	Direction	Company / Description	Address	Activity	Category
1A	2.0	E	DX	Unit 13 Llanelli Gate, Dafen, Llanelli, SA14 8LQ	Distribution and Haulage	Transport, Storage and Delivery
2A	2.0	E	Total Flood Solutions	Unit 12 Llanelli Gate, Dafen, Llanelli, SA14 8LQ	Civil Engineers	Engineering Services
3	24.0	W	Electricity Sub Station	SA14	Electrical Features	Infrastructure and Facilities
4	57.0	NW	GMF Motor Factors Ltd	Unit 4 Llanelli Gate, Dafen, Llanelli, SA14 8LQ	Vehicle Parts and Accessories	Motoring
5	62.0	NW	At Cost	Unit 10 Llanelli Gate, Dafen, Llanelli, SA14 8LQ	General Construction Supplies	Industrial Products
6	90.0	NW	Electricity Sub Station	SA14	Electrical Features	Infrastructure and Facilities
7	140.0	W	Dividers Folding Partitions Ltd	Unit 1 Llanelli Gate, Dafen, Llanelli, SA14 8LQ	General Construction Supplies	Industrial Products
8	149.0	NW	Cymru Autoglazing	Unit C3 Llanelli Gate, Dafen, Llanelli, SA14 8LQ	Vehicle Repair, Testing and Servicing	Repair and Servicing
9	175.0	NW	Treharne Automotive Engineering	Beacon Centre Llanelli Gate, Dafen, Llanelli, SA14 8LQ	Business Parks and Industrial Estates	Industrial Features

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2.2. Key Site & Emergency Contacts

SITE DETAILS				
Location: EV Recycling, Unit 12, Llanelli Gate, Dafen, Llanelli, SA14 8LQ				
Post Code: SA14 8LQ				
Site Access Grid Reference: 253813, 201833				
SITE CONTACTS		Name	Office Hours	Out of hours
Owner:	Jason Treharne		01554 775938	07773291424
General Manager:	Clare Treharne		01554 775938	07773291424
Site Manager:	Clare Treharne		01554 775938	07773291424
Site Supervisor:	Clare Treharne		01554 775938	07773291424
Security Contact:	Clare Treharne		01554 775938	07773291424
Landowner / Agent:	Treharne Holdings Ltd		01554 775938	07773291424
EMERGENCY SERVICES		Office Hours	Out of hours	
Emergency		999	999	
Medical: Welsh Ambulance Services NHS Trust		01792 562900	999	
Police: Felinfoel, Dafen and Swiss Valley		101	101	
Fire: Llanelli Fire Station		0370 6060699	999	
REGULATORS		Office Hours	Out of hours	
Health and Safety Executive (HSE)		01554 775938	07773291424	
Local Authority: Carmarthenshire County Council		01267 234567	01267 234567	
Natural Resources Wales (Local)		0300 065 3000	0300 065 3000	
EA (24 hour emergency hotline)		0800 80 70 60	0800 80 70 60	
UTILITY SERVICES		Name	Office Hours	Out of hours
Water undertaker:	Welsh Water		0800 052 0130	0800 052 0130
Sewerage undertaker:	Welsh Water		0800 085 3968	0800 085 3968
Gas supplier:	SSE		01256 304244	n/a
Electricity supplier:	Haven Power		0800 052 0400	0800 052 0400

2.4. Accident / Incident Prevention and Mitigation

Possible Accident / Incident	What would the harm be?	How do we reduce the chances of it happening?	What to do if it happens?
2.4.1. Spillages			
Accidental spillage of material or slurry electrolyte solution during transfer, sorting, crushing and separation of waste material		Verify all deliveries upon arrival to the site, to ensure they comply and satisfy the agreement with the customer Inspect the condition of the delivery for any leaks or unknown fluids. Train the staff to handle material in a suitable manner in order to reduce the risk of any potential spills during activities	
Slow seepage of liquids from contaminated materials (such as battery coolant). Slow seepage can be less noticeable than 'spills'	Contamination of land and watercourses if able to reach these receptors	Verify all deliveries upon arrival to the site, to ensure they comply and satisfy the agreement with the customer (for example, battery coolant is drained prior to delivery on site). Inspect the condition of the delivery for any leaks or unknown fluids. Store material on an impermeable surface, bunded off from the surroundings. Suitable drainage nearby to foul drains to ensure if any liquids breach the bunded area, they cannot escape into the environment	Follow the spill response procedure in section 5.1. It describes what to do in the event of a spill

Possible Accident / Incident	What would the harm be?	How do we reduce the chances of it happening?	What to do if it happens?
2.4.2. Failure or Damage to Plant or Equipment			
Damage to plant or equipment due to corrosion, ground movements and impacts with other machinery; such as a forklift	Contamination of land and watercourses if able to reach these receptors	Pre-use inspections and completion of weekly inspection checklist record Preventative maintenance regime	Follow the spill response procedure in section 5.1. It describes what to do in the event of a spill

Possible Accident / Incident	What would the harm be?	How do we reduce the chances of it happening?	What to do if it happens?
2.4.3. Fire			
Fire	Smoke and air pollution Fire has potential to cause contamination of land and watercourses if able to reach these receptors	Separation of incompatible materials and of combustible materials and ignition sources Incorporation of fire breaks into site layout and containment of fire water on impermeable surface within a bunded area, and with nearby drainage to foul drains. No smoking policy. Maintain a tidy site and minimise stockpile of combustible materials. Fire training and emergency drills.	Fire procedure in section 5.3 describing what to do in the event of a fire, including details about fire alarms, exit routes and muster points, responsible personnel such as a fire warden and the location and use of emergency fire equipment such as extinguishers, hoses, sand bags and drain covers.

Possible Accident / Incident	What would the harm be?	How do we reduce the chances of it happening?	What to do if it happens?
2.4.5. Flood			
<p>Flooding of the site, which in the worst case could be caused by overflowing of watercourses, blocked drains, burst water main or use of fire water</p>	<p>Contamination of raw materials, buildings, land, drainage system, groundwater and watercourses</p>	<p>Maintenance of drains.</p> <p>Safe location for storage of all materials - particularly if there are any hazardous materials. Use air-tight sealed containers for processed materials (powdered lithium cobalt oxide, for example)</p>	<p>Flood procedure in section 5.2 describing what to do in the event of a flood warning such as installation of barge boards, use of sand bags, movement or special protection of sensitive materials</p>

Possible Accident / Incident	What would the harm be?	How do we reduce the chances of it happening?	What to do if it happens?
2.4.6. Failure of Services			
<p>Services failure; water, electricity, gas supply and of sewerage system.</p> <p>Could also be caused by a utility supply being struck by moving object and broken / cut</p>	<p>Crushing and separating equipment not completing a process, which may lead to extra processing and therefore increase in dust / air pollution (although this is likely to be minimal)</p>	<p>Maintenance of up to date plans showing location of utility services</p>	<p>Utility supply failure procedure in section 5.4 describing what to do in the event of services supply failure, such as manual shut down of processing plant / equipment.</p> <p>Contact local authorities if necessary.</p> <p>Fire procedure if required</p>

Possible Accident / Incident	What would the harm be?	How do we reduce the chances of it happening?	What to do if it happens?
2.4.7. Failure of Containment			
Failure of containment facilities due to land movement, impact, corrosion, etc.	Contamination of land, drains, groundwater and watercourses if able to reach these receptors	<p>Provision of secondary containment for hazardous substances.</p> <p>Inspection of primary and secondary containment facilities.</p> <p>Regular integrity testing and visual checks on site</p>	Spill response procedure as described in section 5.1.

Possible Accident / Incident	What would the harm be?	How do we reduce the chances of it happening?	What to do if it happens?
2.4.8. Vandalism			
Unauthorised entry and tampering or malicious damage to property, plant and equipment	Contamination of land, drains, groundwater and watercourses	<p>Secure gate and perimeter fence.</p> <p>Site locked when unmanned and out-of-hours.</p> <p>Plant and equipment locked in secure storage out of hours.</p> <p>Consider Security system including camera and recording facilities</p>	<p>Spill response procedure as described in Section 5.1</p> <p>Contact local authorities.</p> <p>Inspect all equipment for damage.</p> <p>Inspect all materials on site for damage and/or contamination</p>

3. Maintenance Checklist

Item requiring maintenance	How Often? (tick the appropriate box)					Where are maintenance instructions?	Notes:
	Day	Week	Month	Year	Years		
Crushing & Separating Machinery		✓	✓	✓		Hard copy kept with machine from supplier, Electronic copies	Weekly & monthly visual checks, annual service
Materials Storage Containers & Storage Area		✓				Electronic copies	Weekly visual check for damage, any potential breaches of the containment and that storage methods satisfy the Environmental Risk Assessment
PPE (Personal Protective Equipment)	✓	✓	✓	✓	✓	Electronic copies	Every time before and after use
General Site Integrity		✓				Electronic copies & hard copy	Weekly visual checks for signs of damage

4. Training Checklist

Job	Training Required (tick boxes to show who needs which training)											Comments
	Environmental Awareness				Maintenance / Operations				Accidents and Emergency (Health & Safety)			
	EPOC	General Awareness			EV Authorised	ISO 14001	Machinery Training		First Aid	Spillage Training	General Awareness	
George Chamberlain	✓	✓			✓	✓	✓		✓	✓	✓	
Sam Joseph	✓	✓			✓	✓	✓		x	✓	✓	
Employees on site	x	✓			x	✓	✓		✓	✓	✓	

5. Procedures

The relevant procedures are listed below.

5.1. Spill Response Procedure

Spill Response Procedure	
Step	What to do if it happens?
1	Ensure that the spill is contained to prevent escape into the environment
2	Identify the source of the spill and, if possible, the type of spill
3	Isolate the spillage using a spill kit, and contain the source within an impermeable container on a bunded, impermeable surface
4	Clean up the spill using the clean-up kit
5	Re-use or re-cycle the containment. If this is not possible, ensure it is disposed of responsibly - adhering to 'Duty of Care'
6	If the spill liquid/material is unknown, (for example, an unknown leak from a potentially contaminated delivery), follow steps 1-3 and contact the customer to identify spill and, if in breach of permit, have it removed from the site
7	If situation cannot be resolved, contact Natural Resources Wales at the earliest opportunity
8	Fill out the 'Spill Response Record' after a spill incident

5.2. Flood Procedure

Flood Procedure	
Step	What to do if it happens?
1	In the event of a flood warning, prepare the site with defence measures; installation of sand bags, movement or extra protection of sensitive materials, and check that the drains are not blocked
2	In the event that the defence measures are overcome, ensure machinery is shut down and sensitive materials are correctly stored
3	Depending on the cause of the flood, contact the relevant authorities
4	If sensitive material escapes to the environment, inform Natural Resources Wales
5	Fill out the Accident & Incident Record report

5.3. Fire Procedure

Fire Procedure	
Step	What to do if it happens?
1	Follow measures to prevent fires, described in the Environmental Risk Assessment
2	In the event of a fire occurring, the fire alarms will sound and personnel will exit the site and gather at the muster points. All personnel will be accounted for
3	Contact fire emergency services
4	If possible, use emergency fire equipment such as extinguishers, hoses and sand bags
5	Contact Natural Resources Wales to inform them of the incident and confirm where fire water is going according to the site drainage plan
6	After the fire has been extinguished, fill out the accident and incident report

5.4. Utility Failure Procedure

Utility Failure Procedure	
Step	What to do if it happens?
1	In the event of services supply failure, manually shut down the equipment to ensure it is 'off' (no power supply)
2	Secure the area to ensure no escape of materials to the environment (for example, if half way through a process, there could be potential for dust escaping if normal process is not followed)
3	Contact utility supplier to inform them of the issue. Investigate when normal operations can resume
4	Fill out the Accident & Incident Record report

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5.5. Pre-Acceptance Procedure

Pre-Acceptance Procedure	
Step	In compliance with the Standard Technical Guidance (SGN) 5.06
1	During the initial customer communications, the specific composition and quantity of waste is discussed prior to acceptance and delivery
2	If a new or unfamiliar variant of the waste is being discussed (for example, a new form of lithium ion battery with different compositions), a sample of the waste in question should be taken to assess its suitability prior to acceptance
3	If all requirements are met, arrangements are made with the customer for delivery of the consignment of waste to the site
4	The pre-acceptance discussions are recorded and used for the waste tracking system and to assist with the acceptance of the consignment onto the site upon delivery

5.6. Acceptance Procedure

Acceptance Procedure	
Step	In compliance with the Standard Technical Guidance (SGN) 5.06
1	Upon delivery of the consignment to the site, the waste is inspected to confirm its characteristics. Checks include the EWC, quantities and general physical condition
2	If the waste arrives without any documentation explaining what it is, or if the consignment includes waste that was not agreed on during the pre-acceptance procedure, then it will not be accepted on to the site. This satisfies the Duty of Care, waste regulations and environmental permit
3	After the waste has been verified and accepted onto the site, it will enter the internal tracking system and be processed through the stages of storage, treatment and material separation. All documentation must be kept for records and audit

5.7. Waste Storage Procedure

Waste Storage Procedure	
Step	In compliance with the Standard Technical Guidance (SGN) 5.06
1	Upon delivery and acceptance onto the site, the waste battery cells should be transferred to the appropriate storage area without delay. They should be weighed using weighing scales and recorded in the waste tracking system
2	Ensure that the waste storage method satisfies the Environmental Risk Assessment of the site. (For example, segregation of waste to control fire risk)
3	In the event that the waste is not able to be transferred to the normal storage area (due to unforeseen circumstances), then it should be contained in the most appropriate and suitable manner whilst satisfying the Environmental Risk Assessment and EMS. At the earliest opportunity, it should be moved to the correct storage area
4	Regular, weekly inspections of the waste storage area should be carried out and recorded

5.8. Treatment Procedure

Treatment Procedure	
Step	In compliance with the Standard Technical Guidance (SGN) 5.06
1	The treatment process commences when waste is removed from the storage area and this is noted within the tracking system. Visual inspection takes place to ensure that there is no contamination prior to treatment
2	Waste is treated mechanically through a dry recycling process, using a crusher and separator. No thermal or chemical (Pyro metallurgical or Hydro metallurgical) methods are used during the process
3	The separated material will then be a product, which can be re-used within the industry
4	Regular inspections of the treatment equipment (crushing & separating machinery) should be carried out and recorded

5.9. General Incident Procedure

In the event of an emergency:

DO NOT put yourself at risk;

- Raise the alarm;
- Inform management of the incident;
- Summon immediate and appropriate assistance

In the event of a Fire or emergency, dial **999** and give the following information:

- Address: **EV Recycling, Unit 12, Llanelli Gate, Dafen, Llanelli, United Kingdom, SA14 8LQ**
- Contact name(s): **Jason / Clare Treharne or George Chamberlain**
- Telephone number: **01554 775938**
- Ordnance Survey grid reference: **SN 53663 02001**
- Drainage board phone number: **0800 0520130**

When calling for emergency support, describe the nature of the incident and provide clear directions to the site.

Always agree a suitable meeting point with the Emergency Services

Move any staff, machinery or livestock etc. away from danger area **WITHOUT** endangering anyone.

Provide the Fire and Rescue Service with details of the location of any hazardous materials and any other information which will assist them in dealing with the incident (see below). If possible, provide a copy of the site plan:

- Fuel (diesel, petrol, paraffin, etc.) located: **Workshops**
- Fire extinguishers located:

Corridor	type: Water	Workshop 2	type: Foam/Powder
Front Office	type: CO2/Foam	Workshop 3	type: Powder
Large Office	type: Foam	Workshop 4	type: Powder/CO2
Workshop 1	type: CO2/Powder	Workshop 5	type: CO2/Powder
Porta cabin	type: Foam/CO2	Canteen	type: Foam/Powder
Recycling Area	type: Foam/Powder		

- Electricity isolation point(s) located: **Server Room**
- Gas isolation point(s) located: **Externally within the gas meter housing**
- Water isolation point(s) located: **Stop-cock is located in the Store Room off the Showroom (front office)**

If you believe there is a pollution risk as a result of a spillage then the following procedure should be followed:

- Stop any further spillage and contain spillages whenever possible;
- Call the relevant Environment Agency (EA/NIEA/SEPA/NRW) Emergency Helpline on **0800 80 70 60** and pass on information regarding type of spillage. They will require the same contact information as previously recorded.

In the event of a severe accident dial 999 and request an ambulance. Again, they will require the same contact information as previously recorded.

- For other accidents on site, the following persons have attended a first aid course:
Jamie McBride
Leighton Davies
- First-aid facilities are located:
Staff Kitchen & Porta Cabin

The nearest minor casualty department is located: **Prince Philip Hospital, Llanelli** Tel: 01554 756567

The nearest major casualty department is located: **Morrison Hospital, Swansea** Tel: 01792 702222



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