

INTEGRATED MANAGEMENT SYSTEM Leachate / Compost Liquor Acceptance Protocol	Document No.	IMS-4-05-LLALTP	
	Version No.	2	
	Author	D. Bailey	
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1.0 Document Information

Purpose:	To establish and maintain a written procedure for the acceptance of leachate and compost liquor at Llanddulas Leachate Treatment Plant
Scope:	Applicable to Llanddulas Leachate Treatment Plant

2.0 Document Definitions

2.1 Responsibilities

Job Title	Responsibility
LTP Manager	To ensure that procedure is adhered to.
Appointed Deputy	Member of staff suitably trained to stand in & carry out certain duties in the LTP Managers absence.
Weighbridge Clerk	Operating the weighbridge.
Tanker Driver	Operation of vacuum tanker.

2.2 Abbreviations

Abbreviation/Term	Definition
LTP	Leachate Treatment Plant
PPE	Personal Protective Equipment
RLBT	Raw Leachate Balancing Tank
IRT's	Import Reception Tanks
SCADA	Sequential Control And Data Acquisition

3.0 Operating Procedure

	Description of Task	Responsibility
3.1	Sources of leachate and compost liquor	
3.1.1	Liquids may be accepted from Llanddulas landfill site and imported from approved external landfill sites / compost facilities.	LTP Manager

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3.1.2	Llanddulas leachate arrives at the LTP via a network of pipes connecting the chambers on the landfill site. Additional liquids are imported on vacuum tankers from other landfill sites and compost facilities and delivered to the import reception tank prior to blending with the Llanddulas leachate.	LTP Manager, or person trained in this procedure
3.2	Imported 3rd party leachate and compost liquor	
3.2.1	Prior to acceptance of any 3 rd party liquid a pre acceptance sample analysis must be provided to ensure compatibility with the Llanddulas LTP process. Copies of pre acceptance analysis are kept on the site filing system & intranet. Quality of imported liquids is reviewed annually.	LTP Compliance Manager / LTP Manager.
3.2.2	Imports are booked in with the LTP Manager depending upon the spare volume / treating capacity of the LTP and on volumetric capacity in the storage tanks. Tankers arriving at the site must first get weighed in at the weighbridge where their paperwork is checked to ensure all the relevant information is supplied (including producer address, description of waste, hazards & appropriate EWC code)	LTP Manager / Weighbridge Clerk
3.2.3	The tanker is backed up to the LTP reception so that all the connection points are over the bunded area. The bunded area serves to stop any drips or spills escaping the site. The sump to the bund area is kept empty at all times using a submersible pump.	LTP Manager or Appointed Deputy.
3.2.4	Before any further action is taken the tanker driver must first be inducted for working within the LTP. If already inducted check the induction is still valid (<i>inductions last 1 year</i>). Ensure the driver has the appropriate PPE for the task.	LTP Manager or Appointed Deputy.
3.2.5	Take a sample of the load and assess the odour. Malodorous liquid that may cause odour issues should be rejected. Samples are spot-checked for conformance to pre acceptance samples. On site analysis includes COD, ammoniacal nitrogen, chloride, pH, EC, nitrate & nitrite. Records of imported liquids must be kept on the LTP daily check sheets – <i>IMS-3-02-LLTP-GLTPF01</i> . Samples are retained until the batch has been satisfactorily processed.	LTP Manager / Suitably Trained Deputy.
3.2.6	Once the LTP operator is satisfied the liquid is suitable for acceptance, the tanker driver is instructed to connect his hose up to the storage tank ready to discharge. Once connected ensure the valve to the tank is open. The driver may now discharge the liquid into the IRT.	LTP Manager / Appointed Deputy / Tanker Driver

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	In the unlikely event the tank reaches full capacity during loading an alarm will sound warning that the valve to the tank is about to close. This gives the tanker driver enough time to stop delivery. Once delivery is complete the tanker driver may disconnect his hoses. All deliveries must be supervised by the tanker driver &/or a suitably trained member of FCC staff.	
3.2.7	If any spillages occur during the process cease the operation and implement the spill clear-up procedure - <i>IMS-4-08-LLALTP</i> .	LTP Manager / Suitably Trained Deputy.
3.2.8	No delivery is to be made by an un-inducted driver unless supervised by the LTP Manager or suitably trained alternative.	LTP Manager / Suitably Trained Deputy.
3.2.9	Once the area has been left clean and tidy the tanker driver may report to the weighbridge to weigh off & receive his copy of the paperwork.	LTP Manager / Weighbridge Clerk / Appointed Deputy / Tanker Driver
3.3	Leachate from Llanddulas landfill site	
3.3.1	The leachate arrives at the LTP through a network of pipes that transport the liquid into the RLBT.	
3.3.2	The raw leachate from the RLBT is tested several times a week to enable the LTP Manager determine how to operate the process. If the feed is too high then it may shock the process, too low then not enough volume will be treated. Results of field analysis are to be kept on the plant check sheets - <i>IMS-3-02-LLTP-GLTPF01</i> .	LTP Manager / Suitably Trained Deputy
3.3.3	The Llanddulas leachate is blended with the imported liquids in the RLBT.	
3.3.4	The level in the RLBT is measured via pressure transducers linked into the LTP SCADA. Should the level in the RLBT reach a predetermined point (95% capacity) then a valve will close and air from the compressor dumped, no more liquid may enter the tank until the level drops. The pre determined level is set on the control setpoints screen on the SCADA.	LTP Manager

4.0 Records

Record type	Storage	
	Method	Location

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Duty of Care Notes	Paper	LTP Office & Weighbridge
Weighbridge Tickets	Paper & Electronic	LTP Office & Weighbridge
Estimates	Paper	LTP Office & Weighbridge
Daily Inspection Sheets	Paper	LTP Office

5.0 Related Documents

Related Document	Title
LLALTPCOSHH01	Leachate COSHH Assessment
BU0800IZ	PPC Permit Llanddulas Landfill Site
Discharge Consent	Trade Effluent Consent 2016
IMS-3-02-LLTP-GLTPF01	Daily Inspection Sheets
IMS-4-08-LLALTP	Spill Procedure
COSHH16	Compost liquor COSHH Assessment