

Powys County Council

---

# North Powys Bulking Facility Operating Techniques Document



North Powys Bulking Facility

# Version Control Table

Version	Date	Author	Description
V0.1	December 2020	Maxine Hopkin	1 <sup>st</sup> draft of OTD
V0.2	November 2021	Viktoria Karagits	2 <sup>nd</sup> draft following amendments based on second Schedule 5 Notice issued by NRW

# Contents

<b>1.0</b>	<b>Introduction .....</b>	<b>5</b>
<b>2.0</b>	<b>Management.....</b>	<b>9</b>
2.1	Management System.....	9
2.1.1	Management structure .....	9
2.1.2	Technical Competence.....	9
2.1.3	Site Security .....	10
2.1.4	Display of Environmental Permit.....	11
2.1.5	Managing documentation and records.....	11
2.1.6	Reporting Non-Compliance and Taking Corrective Action .....	11
2.1.7	Auditing and legal compliance.....	12
2.1.8	Monitoring, Measuring and Reviewing Environmental Performance .....	12
2.1.9	Operational Control, Preventative Maintenance and Calibration .....	12
2.2	Accident Management .....	12
2.2.1	Hazard Identification .....	13
2.2.2	Storage of waste.....	13
2.2.3	Unauthorised wastes .....	14
2.2.4	Fire Prevention & Mitigation Plan (FP & MP) .....	14
2.2.5	Loss of containment .....	15
2.2.6	Security and Vandalism .....	16
2.2.7	Flooding .....	17
<b>3.0</b>	<b>Process Description .....</b>	<b>17</b>
3.1.1	Certainty of collections .....	18
3.2	Permitted activities.....	19
3.2.1	Permitted types and quantities of waste.....	20
3.3	Waste Pre-acceptance .....	21
3.4	Waste Acceptance.....	22
3.4.1	Hours of Operation.....	22
3.4.2	Load inspection and waste control.....	22
3.4.3	Means of Measurement .....	23
3.5	Waste Storage.....	23
3.6	Site Infrastructure and Equipment.....	25
3.6.1	Site Identification Board .....	25
3.6.2	Plant and Equipment .....	25
<b>4.0</b>	<b>Emissions Monitoring .....</b>	<b>26</b>
4.1	Surface Water and Groundwater .....	26
4.1.1	Engineered Containment .....	26
4.1.2	Containment Bunding .....	26
4.2	Sewer .....	26
4.3	Odour .....	27
4.4	Dust.....	28
4.5	Noise .....	30
4.6	Pests.....	31
4.7	Litter.....	32
4.8	Mud and Debris .....	33
<b>5.0</b>	<b>Information .....</b>	<b>33</b>
5.1	Reporting and Notifications .....	34
5.1.1	Changes in Technical Competent Persons.....	34
5.1.2	Waste Types and Quantities.....	34
5.1.3	Relevant Convictions .....	34
5.1.4	Notification of Change of Operator's or Holder's Details .....	34
5.1.5	Adverse Effects .....	34

## **Figures**

Figure 1- Permit boundary

Figure 2- Site layout plan

Figure 3- Drainage plan

## 1.0 Introduction

This document describes the operating techniques that will be implemented at the North Powys Bulking Facility (NPBF) to ensure compliance with the conditions of the Environmental Permit. The report has been drafted to satisfy the requirements of Natural Resources Wales (NRW) guidance<sup>1</sup> and is divided into the following Sections:

Section 1	Introduction
Section 2	Management
Section 3	Operations
Section 4	Emissions and Monitoring
Section 5	Information and reporting

Waste received at North Powys Bulking Facility will consist of non-hazardous household wastes and commercial wastes. Waste will be delivered to the facility in various local authority vehicles. Proposed operations at the site are to accept and process up to 22,500 tonnes per annum (tpa) of the wastes detailed in Section 3.2.1 of this document.

Figure 1 shows the area covered by the permit, figure 2 shows the site plan and figure 3 the drainage plan.

The Operating Techniques Document is supported by the site's Environmental Management System (EMS). A summary of the contents of the EMS is included in support of this application as Appendix B2-1 EMS Summary to the Application Forms.

---

<sup>1</sup> *How to comply with your environmental permit. EPR1.00 (V8.0 October 2014)*

Figure 1 – Permit boundary

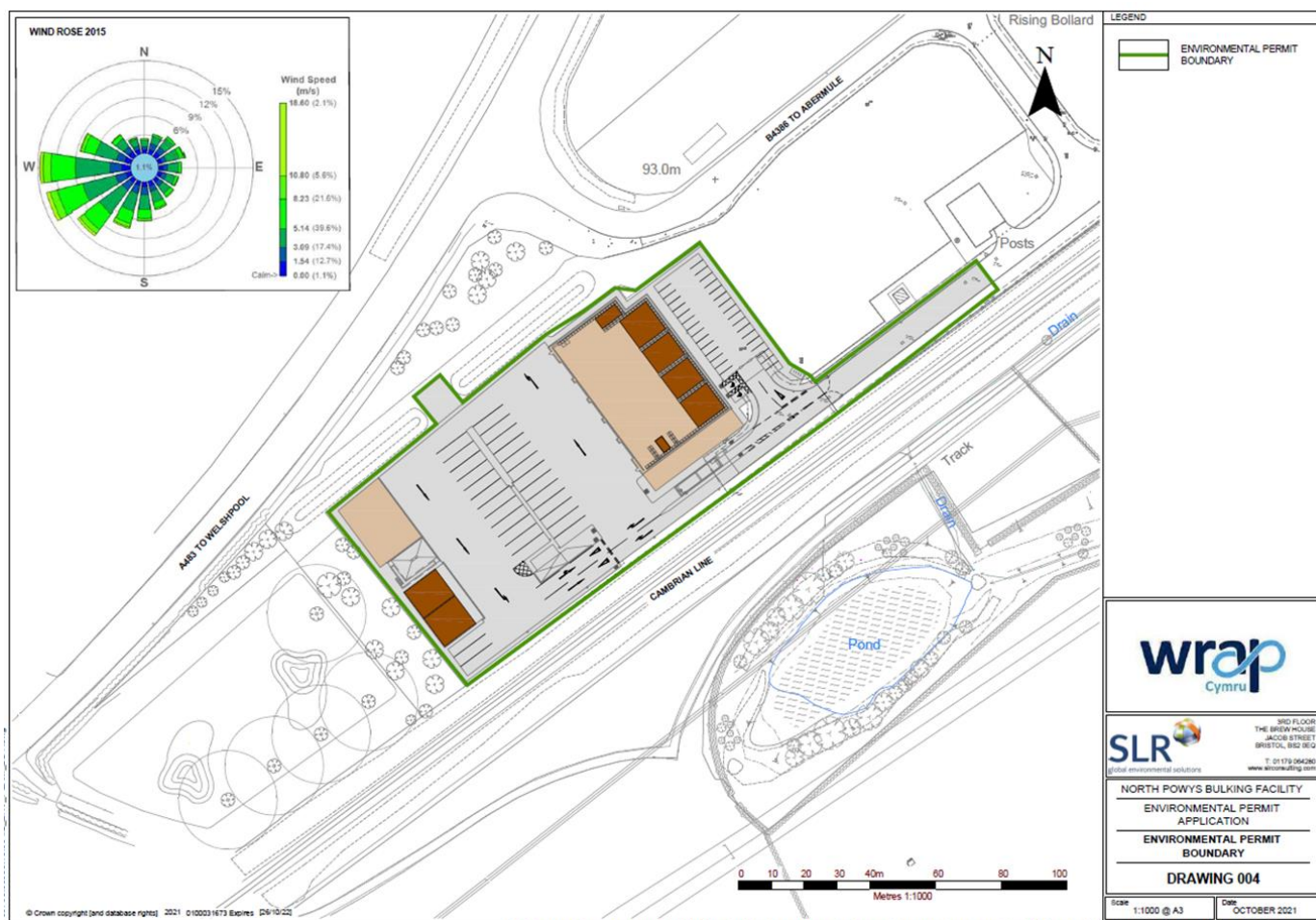


Figure 2 – Site plan

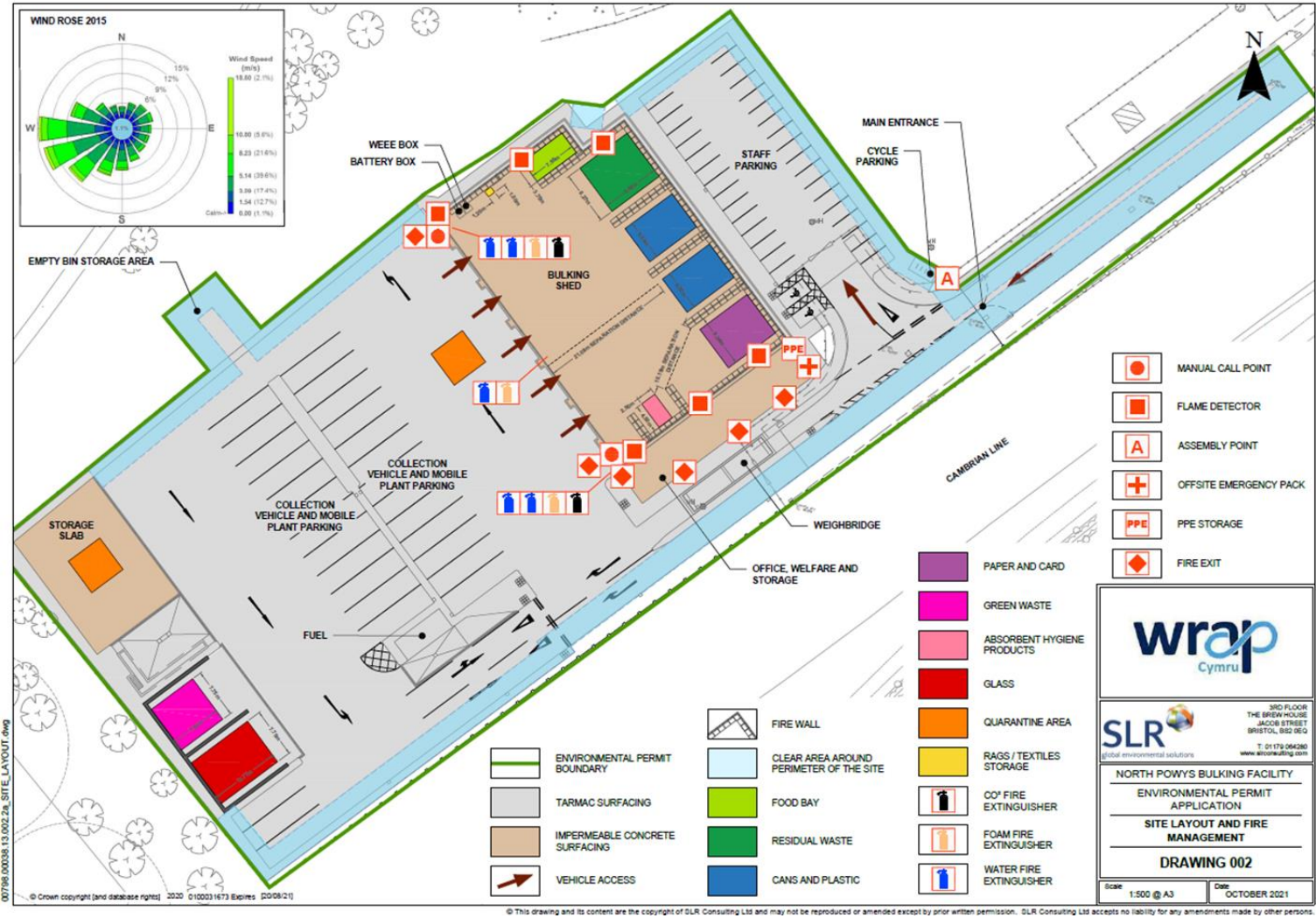




Figure 3 – Drainage plan





## **2.0 Management**

### **2.1 Management System**

PCC will operate their management system to ensure that:

- the risks that the activities pose to the environment are identified;
- the measures that are required to minimise the risks are identified;
- the activities are managed in accordance with the management system;
- performance against the management system is audited at regular intervals; and
- the Environmental Permit is complied with.

The management system will be supplemented by this document which outlines the proposed operating techniques at the site and demonstrates conformance with the requirements of relevant and published Guidance.

#### *2.1.1 Management structure*

The Site Manager (PCC employee) will be responsible for day to day operations and compliance with the Environmental Permit.

Whenever the site is open to receive or dispatch wastes or carrying out any of the waste management operations, it will be supervised by at least one member of staff who is suitably trained and fully conversant with the requirements of the Environmental Permit regarding:

- waste acceptance and control procedures;
- operational controls;
- maintenance;
- record-keeping;
- emergency action plans; and
- notifications to the regulator (Natural Resources Wales, NRW)

#### *2.1.2 Technical Competence*

The site will be managed by sufficient staff, competent to operate the site. The management system will deliver the following:

- all staff will have clearly defined roles and responsibilities;
- records will be maintained of the skills required for each post;
- records will be maintained of the training and relevant qualifications undertaken by staff to meet the requirement of each post; and
- operations will be governed by standard operating instructions.

Operations at the site will be under the overall control of a technically competent person who holds the relevant Certificate of Technical Competence (COTC) under the Waste Management Industry Training and Advisory Board (WAMITAB) scheme.

Nigel Hicks (Waste & Recycling Area Manager North) holds a COTC Level 4 Transfer and Treatment of Hazardous and Non-Hazardous Waste with WAMITAB. He also undertakes the two yearly Continuing Technical Competency renewals (current certificate expires 15/04/2023). Colette Evans (Waste and Recycling Area Manager South) is the nominated secondary TCM for the site. She holds a level 4 WAMITAB certificate for Transfer and Treatment of Non-Hazardous Waste. Martin O'Shea also provides technical competence for the site. He holds a level 4 WAMITAB certificate for Transfer and Treatment of Non-Hazardous Waste. He also undertakes the two yearly Continuing Technical Competency renewals (current certificate expires 31/07/2022).

An assessment of staff training needs will be carried out to identify the posts for which specific environmental awareness training is needed, and to determine the scope and level of such training. The assessment of training needs will be reviewed on an annual basis.

The training programme will ensure that relevant staff are aware of the following:

- regulatory implications of the Environmental Permit for the site and their specific work activity;
- all potential environmental effects from operations under normal and abnormal circumstances;
- the need to report deviations from the Environmental Permit; and
- prevention of accidental emissions and the action to be taken should accidental emissions occur.

### *2.1.3 Site Security*

In order to prevent unauthorised access, a number of site security measures will be in place at the site:

- the doors of all site buildings will be locked when the facility is closed;
- the main entrance gates are locked with keys held by employees of PCC;
- the site is bordered by fenced areas and extensive grounds, and is covered with high resolution CCTV camera systems;
- the building is equipped with an intruder alarm.

Waste storage areas and buildings will be inspected at the commencement of each working day. Any defects or damage which compromises the integrity of the facility will be notified to the site manager and made secure by temporary repair as far and as soon as is practicable or maximum within 48 hrs (temporary repairs)/ 2 weeks (permanent repairs).

All inspections, any defects, damage or repairs will be recorded in the site diary.

#### *2.1.4 Display of Environmental Permit*

A copy of the Environmental Permit will be kept available for reference by all staff and contractors whose work may have an impact on the environment. All staff will be informed where the Environmental Permit is kept.

#### *2.1.5 Managing documentation and records*

Controls will be in place to ensure that all documents are issued, revised and maintained in a consistent fashion.

The documents that will be included within the scope of the controls are as follows:

- policies;
- responsibilities;
- targets;
- maintenance records;
- procedures;
- monitoring records;
- results of audits;
- results of reviews;
- complaints and incident records; and
- training records.

Records will be made and kept up to date on a daily basis to reflect any deliveries, on-site treatment and dispatches. All records relating to waste acceptance will be maintained and kept readily available on site and kept for a minimum of 2 years after the waste has been removed off site.

#### *2.1.6 Reporting Non-Compliance and Taking Corrective Action*

Procedures will ensure appropriate corrective action is taken in response to problems identified at the site and will ensure that non-conformances are reported, investigated and rectified, and that failures and weaknesses are prevented. The following aspects will be considered:

- actual or potential non-compliance;
- system failure discovered at internal audit;
- suppliers or subcontractors breaking the agreed operating rules;
- incidents, accidents, and emergencies;
- malfunction, breakdown or failure of plant;
- other operational system failure; and

- complaints.

The action taken in response to the non-conformance may include:

- obtaining additional information on the nature and extent of the non-conformance;
- discussing and testing alternative solutions;
- modifying procedures and responsibilities;
- seeking approval for additional resources and training; and
- contacting suppliers and contractors (as applicable).

#### *2.1.7 Auditing and legal compliance*

There will be a formalised internal auditing procedure to ensure the facility is audited at defined intervals and that the progress of corrective and preventative action is monitored.

The frequency and nature of the audits is outlined in Section 2 of the EMS.

#### *2.1.8 Monitoring, Measuring and Reviewing Environmental Performance*

A formalised management structure will review environmental performance, and ensure any necessary actions are taken. Any sampling procedures will be undertaken as per NRW guidance.

#### *2.1.9 Operational Control, Preventative Maintenance and Calibration*

The management system will complement operational procedures so as to ensure effective control of site operations, the use of approved suppliers and contract services, the maintenance of operational equipment and the calibration of monitoring and weighing equipment.

All plant and equipment will be subject to a programme of planned preventative maintenance which will follow the inspection and maintenance schedule recommended by the manufacturer.

The relevant procedures are contained in Section 8 of the EMS.

## **2.2 Accident Management**

PCC recognises the importance of the prevention of accidents that may have environmental consequences and that it is crucial to limit those consequences.

An accident management plan will be implemented and maintained at the site to ensure the site and site staff are fully prepared for any such incidents. The accident management

plan will be reviewed at least every four years or as soon as practicable after an incident, with changes made accordingly to minimise the risk of occurrence.

The accident management plan describes the techniques that will be implemented to minimise the risks posed to the environment. Activities affecting the health and safety (H&S) of operatives, contractors and visitors will be separately managed in compliance with H&S regulation and company H&S Policy.

The accident management plan is included in Section 6 of the EMS.

### *2.2.1 Hazard Identification*

The following hazards were identified in the Environmental Risk Assessment:

- storage of waste;
- unauthorised waste;
- fire;
- loss of containment - spillage and leakage;
- security and vandalism;
- flooding;
- noise from operations and vehicular movement onsite\*;
- odour from the acceptance and storage of waste\*;
- dust from waste storage and vehicular movement onsite\*;
- runoff of contaminated water\*;
- pests\*; and
- mud/litter from vehicular transport.\*

*\*On the following hazards see Section 4 below for Emissions Monitoring.*

The following sections summarise the measures necessary to minimise the potential causes and consequences of accidents, as detailed in the Environmental Risk Assessment.

### *2.2.2 Storage of waste*

The majority of waste streams will be stored in dedicated waste storage bays. The bay walls will be inspected as part of the daily maintenance checks and any defects reported and rectified as quickly as possible.

A limited number of waste streams will be containerised and stored within the bulking shed. Containers will only be used for small-scale storage of textiles, WEEE and batteries within the bulking shed; and to quarantine non-conforming/exceedingly odorous wastes as a contingency measure.

The use of damaged waste containers (skips and bins) could result in spillage or leakage of potentially contaminating liquids impacting on local land quality, surface water and groundwater. Although, due to the nature, quantity and location of wastes stored in containers, no runoff is expected from these sources the following preventative measures will be implemented:

- All waste containers used onsite will be checked to ensure they are secure and undamaged;
- Any defects will be reported and rectified as quickly as possible and damaged containers will be removed from site;
- All waste streams are stored on impermeable surfacing; and
- Site operatives are trained on how to safely and adequately clean up spillages/leakages.

The waste storage procedures are included in Section 4 of the EMS.

### *2.2.3 Unauthorised wastes*

Acceptance of unauthorised materials could result in unacceptable wastes being stored and treated at the site. All wastes will be subject to inspection. In the event that unauthorised waste is delivered to the site, the waste will be segregated and stored in a designated quarantine area within the permit boundary prior to export from site to a suitably permitted facility for recovery or disposal.

The Quarantine Area (QA) is located outdoors. Although, there may be a risk of air pollution if the quarantined waste material is on fire/smoking, it generally is more advantageous to locate the QA outside. This allows access for a wide range of mobile plant; non-conforming waste can be containerised without jeopardising FPMP separation distances within the building; dusty wastes can be containerised; if spillages/leakages occur these can be contained without disrupting other waste operations within the building, potentially causing issues with waste handling and haulage.

The waste acceptance procedures are included in Section 4 of the EMS.

### *2.2.4 Fire Prevention & Mitigation Plan (FP & MP)*

A separate FP & MP document has been developed for the site, this FP & MP will sit as a separate chapter within the EMS (EMS.S7.01) for the site and will be reviewed and amended at least annually or when changes occur on site.

The following management and mitigation measures will be implemented on site to minimise the potential for outbreak of fire:



- flammable wastes and incompatible materials will not be accepted at the site;
- the plant inspection schedule will include checks of electrical equipment within the site to ensure that any faults are identified and repaired;
- fire extinguishers will be provided at designated locations and on all vehicles;
- fire alarm system will be tested and recorded on a weekly basis;
- the waste storage building is equipped with a UKAS accredited fire detection system;
- smoking will not be permitted within the site boundary.
- working practices will ensure the assessment of fire hazards and training of employees in fire prevention, e.g. the use of fire extinguishers and emergency procedures;
- no wastes will be burned on the site and any fire at the site will be treated as an emergency; and
- waste will be stored within the impermeable areas of the site with sealed drainage limiting the discharge of potentially contaminative firewater to the ground.

In the event of a major fire, the following action will be taken:

- the Site Manager, Fire Brigade and local authority contact will be notified immediately and NRW as soon as practicable;
- if possible, waste that is unburnt will be dampened down to prevent the fire from spreading further;
- efforts will be made to prevent any fire water draining to the drainage system;
- the penstock valves are automated which will eliminate the need for staff to manually turn these off in the event of a fire;
- the burning area will be isolated and attempts will be made to extinguish the fire utilising the onsite fire extinguishers if safe to do so; and
- the site and buildings will be evacuated;
- the FPMP will be stored in a secure container externally to make it accessible to first responders in an event of a major fire.

#### *2.2.5 Loss of containment*

Loss of containment could lead to spillage and leakage of potentially contaminating liquids. To prevent loss of containment and minimise the risk and impact of releases the following measures will be implemented:

- Inspection: tanks will be inspected visually on a daily basis by the site staff to ensure the continued integrity of the tanks, and identify the requirement for any remedial action;
- Storage vessels: storage tanks will be constructed to the appropriate British Standard;

- Spill kits: materials suitable for absorbing and containing minor spillages will be maintained on site; and
- Monitoring techniques: the site staff will undertake daily monitoring for evidence of spillage and leakage.

In the event of any potentially polluting leak or spillage occurring on site, the following action will be taken:

- minor spillages will be cleaned up immediately, using sand or proprietary absorbent materials. The resultant materials will be placed into containers and will then be removed from site and disposed of at a suitably permitted facility. The incident will be logged in the site diary;
- any dry wastes spilled on site will be collected and transported to the appropriate area of the site;
- in the event of a major spillage, which is causing or is likely to cause polluting emissions to the environment, immediate action will be taken to contain the spillage and prevent liquid from entering surface water or drains. The spillage will be cleared immediately and placed in containers for offsite disposal, and the NRW will be informed.

The accident management plan, included in Section 6 of the EMS, details further information in regards to spillages on site.

#### *2.2.6 Security and Vandalism*

The following security measures are in place:

- Site perimeter: the site benefits from various fenced areas;
- Security gates: the gates and doors to the site buildings will be locked at all times when the facility is unattended;
- CCTV: the site has high resolution live CCTV systems;
- The site gate system is locked with keys held by PCC ;
- The building is equipped with intruder alarm system;
- Inspection: gates and fencing extending around the site will be inspected regularly by the operations staff to identify deterioration and damage, and the need for any repairs;
- Maintenance and repair: fencing and gates will be maintained and repaired to ensure their continued integrity. In the event that damage is sustained repairs will be made by the end of the working day. If this is not possible, suitable measures will be taken to prevent any unauthorised access to the site and permanent repairs will be affected as soon as practicable;

- All formal visitors will be required to register in the visitor's book and sign out again on exit to minimise the risk of unauthorised visitors being present on site, and;
- In the event of a breach of security at the site, the cause will be investigated and appropriate mitigation measures implemented. Records to be maintained include inspections and maintenance of security fencing and gates, breaches of security, investigations and actions taken.

### *2.2.7 Flooding*

There are no surface water features within the site boundary. The site benefits from two flood alleviation storage areas located in the south western and north eastern sections of the site. Ground levels in the north and south of the site are raised to prevent the flooding of the building.

The Site Supervisor will be responsible for implementing risk management measures in accordance with the EMS.

All hard surfacing on site will be maintained to prevent the formation of potholes and all drains will be inspected and kept clear to minimise localised flooding during periods of heavy rainfall. Daily site inspection is in place to enable early detection of any issues with site infrastructure. Items reported for repair are addressed in accordance with importance however PCC are committed to carry out temporary repairs within 48 hrs and permanent repairs within two weeks.

## **3.0 Process Description**

Proposed operations at the site are to accept and process approximately up to 22,500 tonnes per annum (tpa) of non-hazardous wastes arising from household premises and commercial co-collection (Commercial waste and recycling from the Council's commercial collections only, including food, paper, card, glass, plastics, cans and residual waste.)

The objective of the activities is to receive manually separated wastes (listed below) for transfer off site for further recovery or disposal:

- Non-recyclable residual;
- bulky waste;
- mixed paper;
- glass;
- cardboard;
- plastic;
- cans;

- textiles;
- small WEEE;
- Non-hazardous batteries;
- Street cleaning residues;
- food;
- green waste;
- AHP.

The site layout and Environmental Permit boundary are illustrated in Figure 2.

All waste vehicles will enter the facility from the entrance road located off the B4386 and onto the NPBF site. They will be stopped by a site attendant located at the weighbridge area of the site who will carry out

- the Waste Acceptance Procedure (WAP)
- direct vehicles to the appropriate unloading area; or
- check the Waste Transfer Notes and documentation of hauliers and direct them to the appropriate waste collection area.

Access to the weighbridge will be controlled using a traffic light system similar to that used at other bulking sites. Site attendants will visually inspect the vehicle loads for any contaminant or suspected unauthorised wastes before allowing the vehicle to discharge any items.

Wastes will be contained in the following ways:

- Dedicated external bays for glass and green waste;
- Dedicated internal bays for residual\* and bulky;
- Dedicated internal bays for dry recycling materials (cans, plastic, paper and card);
- Dedicated internal bay for food waste;
- Dedicated internal containers for textiles and batteries;
- Dedicated sealed container for AHP waste, indoors.

*\*The 'street cleaning residues' stream accepted at NPBF originates from litter bins etc. not 'street sweepings.' This waste stream will be combined with the residual waste and thus it doesn't require a separate storage bay.*

The materials will then be transferred off site for recovery or disposal via PCC or third party hauliers.

Section 4 of the EMS provides further information of operations and procedures on site.

### *3.1.1 Certainty of collections*

Each of the waste streams which will be bulked on site for recovery or disposal elsewhere are subject to following contractual arrangements to ensure there is minimal risk of excessive storage;

<b>Waste Type</b>	<b>Off taker</b>	<b>Contractual period</b>
Plastic*	Jayplas	Jayplas
Aluminium Cans*	Novelis	Novelis
Steel Cans	Morris Metal	Morris Metal
Glass*	Recresco	URM Berrymans
Green waste	Sundorne Products	Sundorne Products
Mixed paper/ card*	Palm Recycling	Smurfitt Kappa
Textiles	PCC are currently working with WRAP and Welsh Government to set up collection for this waste stream	n/a
Bulky waste	Sundorne Products	GF Potter
Small WEEE	Will be delivered to HWRCs and collected via WEEE contract	No change. HWRC contractor – ERP UK Ltd
Batteries	Will be delivered to HWRCs and collected via WEEE contract	No change. HWRC contractor – ERP UK Ltd
Residual	Sundorne Products	Hooton
Street cleaning residues	Sundorne Products	Hooton
AHP	PCC are currently working with WRAP and Welsh Government to set up collection for this waste stream	n/a
Food	Seven Trent Green Power	October 2027

*\*PCC work with WRAP on annual materials marketing contracts*

Plastics and cans are transported to PCC's Brecon WTS and separated. For the materials not currently collected, prior to introducing a collection a tendering process will be carried out which will ensure that all materials are recycled by suitably licensed sites.

### 3.2 Permitted activities

EPR/xxxxx is a bespoke environmental permit for the storage and transfer of up to 22,500 tpa of non-hazardous household waste.

**Table S1 1 activities**

Activity reference	Description of activities for waste operations	Limits of activities
A11 – Household, commercial and industrial waste transfer station	<p><b>D15:</b> Storage pending any of the operations numbered D1 to D14 (excluding temporary storage, pending collection, on the site where it is produced)</p> <p><b>R13:</b> Storage of wastes pending any of the operations numbered R1 to R12 (excluding temporary storage, pending collection, on the site where the waste is produced)</p> <p><b>D14:</b> Repackaging prior to submission to any of the operations D1 to 13</p> <p><b>D9:</b> Physio-chemical treatment not specified elsewhere in Annex IIA which results in final compounds or mixtures which are discarded by means of any of the operations numbered D1 to D8 and D10 to D12</p> <p><b>R3:</b> Recycling/reclamation of organic substances which are not used as solvents</p> <p><b>R4:</b> Recycling/reclamation of metals and metal compounds</p> <p><b>R5:</b> Recycling/reclamation of other inorganic materials</p>	<p>All waste must be treated within a building on an impermeable surface with sealed drainage to foul sewer.</p> <p>All waste must be stored on an impermeable surface with sealed drainage to foul sewer.</p> <p>Biodegradable kitchen and canteen waste (EWC 20 01 08) must be stored within a building. All other waste can be stored within a building or outside.</p> <p>Treatment operations shall be limited to:</p> <ul style="list-style-type: none"> <li>• Bulking</li> </ul> <p>of permitted wastes for the purpose of disposal or recovery.</p> <p>Waste types as specified in Table S2.1</p>

### 3.2.1 Permitted types and quantities of waste

The site will bulk up to 22,500 tonnes per annum of non-hazardous household and commercial wastes only.

<b>Maximum quantity</b>	The maximum quantity for waste to be accepted on site shall not exceed 22,500 tonnes per year
<b>Exclusions</b>	<p>Wastes having any of the following characteristic shall not be accepted:</p> <ul style="list-style-type: none"> <li>• Consisting solely or mainly of dusts, powders or loose fibres</li> <li>• Clinical wastes</li> </ul>
<b>Waste Code</b>	<b>Description</b>



15 01	Packaging (including separately collected municipal packaging wastes)
15 01 01	paper and cardboard packaging
15 01 02	plastic packaging
15 01 04	metallic packaging
15 01 05	composite Packaging
15 01 06	mixed Packaging
15 01 07	glass packaging
20	MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPARATELY COLLECTED FRACTIONS
20 01	Separately collected fractions (except 15 01)
20 01 01	paper and cardboard
20 01 02	glass
20 01 08	biodegradable kitchen and canteen waste
20 01 11	textiles
20 01 34	batteries and accumulators other than those mentioned in 20 01 33
20 01 36	discarded electrical and electronic equipment other than those mentioned in 20 01 21, 20 01 23 and 20 01 35
20 01 39	plastics
20 01 40	metals
20 01 99	separately collected fractions of municipal waste (AHPs comprising nappies and AHPs)
20 02	Garden and park wastes (including cemetery waste)
20 02 01	biodegradable waste
20 03	Other municipal wastes
20 03 01	mixed municipal waste
20 03 03	street-cleansing residues
20 03 07	bulky waste

### 3.3 Waste Pre-acceptance

Site staff will continue to receive 'on-the-job' supervision and training to ensure only those waste streams in the formats specified within the permit are accepted and stored for collection at the facility. Any waste presented at the facility which is not covered by the permit, will not be accepted and the relevant delivery vehicle/producer will be notified why.

### 3.4 Waste Acceptance

- Once entered through the site entrance gates the vehicles drive directly to the weighbridge area.
- Vehicles may only proceed into the tipping areas when there are no other vehicles tipping off. Alternatively, when instructed by a member of the staff located on site.
- These sequences may alter due to operational necessity in which case the yard staff will notify the waste collection vehicles upon entering the facility.
- Waste acceptance procedures are further detailed in EMS.S4.02.

#### 3.4.1 Hours of Operation

The facility will be open to receive wastes and operate in line with the operating hours detailed in the current planning permission. The hours are:

**Operational hours: Monday to Sunday (including bank holidays) 07:00-18:00**

Whilst the hours available to the site to operate are between 07.00 and 18.00 Monday to Sunday the site will only be manned between 07.00 and 16.00 Monday to Friday. Weekend operating hours will vary and only arise in emergencies.

#### 3.4.2 Load inspection and waste control

All vehicles bringing waste material to the site will report to the weighbridge area. Prior to weighing a visual and olfactory inspection will take place where possible, in order to confirm its content. All wastes will undergo a further visual inspection during deposition within the Waste Buildings, designated waste containers or waste bays.

Should the wastes be found not to conform during the initial inspection, then the details will be recorded and the vehicle turned away. Should wastes already be discharged within the waste areas and subsequently be found not to conform with the permit or other operational requirements then the waste will be:

- Segregated and stored within a sealed container within the Quarantine Area and removed from site as soon as possible, at the latest within 72 hours.

- Depending on the nature of the non-conforming waste it will be removed from site to a suitably authorised facility for disposal.
- In an event of a fire material temporarily stored in the QA will be relocated to the parking area to allow safe management of an incident. Non-conforming wastes will be containerised which will allow the material to be swiftly moved; vehicles located in the car parking area at the time can be moved to create space.

Records of non-compliant waste received at the site will include details on:

- the quantity;
- characteristics;
- origin;
- delivery date and time; and
- the identity of the producer and carrier.

Wastes will not be accepted unless the site is adequately resourced to receive the waste. A record will be kept in the site diary of all rejected wastes. The waste producer and NRW will be notified of the non-conformance.

The waste acceptance procedure is included in Section 4 of the EMS.

### *3.4.3 Means of Measurement*

The quantity of waste accepted and despatched from the facility will be measured either via weighbridge facilities calculating outgoing waste tonnages or by manually recording the volume of waste entering the site and the application of standard NRW conversion factors as appropriate. Any weighbridges used will be calibrated annually with the relevant certificate available for inspection by a third party.

All wastes removed from site for disposal for further recovery or reuse will also be recorded on exit.

## **3.5 Waste Storage**

Waste will be stored in waste buildings/containers/bays within the confines of the site permit as illustrated on Figure 2.

<b>Material Type and Storage Method</b>	<b>Max Storage Time</b>	<b>Sum of estimated tonnages</b>
Bay 1: Absorbent Hygiene Products*	Maximum of 1 week	2000

Material Type and Storage Method	Max Storage Time	Sum of estimated tonnages
Bay 2: Paper and Cardboard	4 days	2000
Bay 3: Cans and Plastic (including composite packaging)	5 days	1400
Bay 4: Cans and Plastic (including composite packaging)	5 days	
Bay 5: Residual Waste	4 days	8300
Bay 5: Street Cleaning Litter		300
Bay 5: Bulky Waste		100
Bay 6: Food	4 days	3100
Container: Non-hazardous Batteries	3 months	14
Container: WEEE	3 months	85
Dolav container: Textiles*	7 days	271
Outdoor Bay: Glass	4 days	2400
Outdoor Bay: Green Waste	4 days	4500

\* AHPs and Textiles, until separately collected, will form part of the residual waste tonnages. Once collection commences the residual waste tonnage will reduce accordingly.

All materials will be stored on areas of impermeable surfacing.

All material received on site is processed and removed within a maximum of 5 days, to provide contingency in the event of an emergency. However, under normal operating conditions, waste storage bays are emptied at least 4 times per week therefore, all material received on site is usually processed and removed within 2 days. Under normal operating conditions waste would only be stored for over 2 days if it is tipped on a Friday afternoon, once hauliers have already been that day so a load would not be taken before the end of the week. Therefore, the waste would remain on site over the weekend.

The site operates on a 'first in, first out' basis. Material is deposited on alternate sides of the material specific bay and emptied at least 4 times per week starting with the material that was accepted first. For example, material is deposited into the left side of the bay on Monday and the right side on Tuesday. It is then removed from the left side first followed by the right and the process repeats like this. Therefore, stock rotation is not required.

The site supervisor is responsible for ensuring that this is followed and that no wastes are stored for longer periods than indicated in the above table.

Material volumes and supply and demand of material on site are subject to seasonal variation at Christmas and during summer months. Procedures to monitor the variations are included within the EMS.

### 3.6 Site Infrastructure and Equipment

#### 3.6.1 Site Identification Board

A bi-lingual site identification board will be provided at or near the main site entrance.

The identification board will be inspected at least once per week. In the event of damage or defect that significantly affects the legibility of the board it will be repaired or replaced within a timescale agreed with NRW.

The board will display the following information:

- site name and address;
- permit holder;
- permit number(s);
- emergency contact name and telephone number;
- NRW national telephone numbers; and
- days and hours site is open to receive waste.

#### 3.6.2 Plant and Equipment

The following items of plant and equipment will be held on site. This is not a fixed list of plant:

- 1x telehandler;
- 1x tele-truck;
- 2x petrol back pack blowers;
- 1x Electric Jet Washer.

Additional plant and equipment including, but not limited to, water bowser, spray equipment and road sweeper will be made available as required.

Any mobile plant not in use is temporarily stored within the collection vehicle parking areas as illustrated on Drawing 002.

All items of plant and equipment used on site will be maintained in accordance with manufacturer's recommendations and the schedule of planned preventative maintenance detailed in Section 8 of the EMS.

## **4.0 Emissions Monitoring**

The site will be operated so that there will be no point source emissions to air, surface water, groundwater or land.

### **4.1 Surface Water and Groundwater**

The site will be operated to control fugitive emissions to surface water and groundwater.

#### *4.1.1 Engineered Containment*

All waste will be stored and managed on impermeable concrete surfacing with sealed construction joints within the buildings or outside the buildings.

Waste storage and handling areas will drain to a sealed drainage system. Both externally & internally, the surface drains into sewer. The site will operate under a discharge consent to public sewer (Ref: 009188V).

#### *4.1.2 Containment Bunding*

Any diesel and/or oils will be contained in containers/tanks constructed to make sure that any leaks/spillages can be contained.

Tanks and bunds will be impermeable and resistant to the stored materials and constructed to the appropriate British Standard.

Tanks will be inspected visually on a daily basis by the site staff to ensure the continued integrity of the tanks and identify the requirement for any remedial action.

### **4.2 Sewer**

Most of the waste streams will be stored inside the building. Only glass and green waste will be routinely stored in external bays. Therefore there will be limited amounts of waste derived liquids to manage on site.

Clean surface water from the building roofs and the external yard area will flow to one of two soakaways via an interceptor. Drainage from the remainder of the site including waste storage areas, the vehicle washdown, storage slab and office/welfare facilities will flow to sewer via an interceptor. The site will operate under a discharge consent to public sewer (Ref: 009188V).



EMS.S8.05 will include a routine monitoring and maintenance schedule to ensure the integrity and performance of the surfacing and drains. In addition, the EMS will detail how incidents which could affect the drainage system will be managed.

The primary means of containment fire water is provided by the site perimeter kerbing, a containment wall constructed along the southern boundary of the site and a 75mm ramp at the entrance to the site. In the event of a fire, all penstock valves will be automatically closed (this is automated and valves close as soon as the fire alarm is activated) to prevent the release of firewater outside the site through the surface or foul water drainage systems.

### 4.3 Odour

An odour impact assessment has been carried out to assess any odour risk posed by the waste facility. A number of receptors have been identified:

Receptor Type	Receptor Sensitivity	UK NGR (m)		Distance from Permit Boundary (m)
		X	Y	
Farm	High	315541	294125	50
Farm	High	315928	294395	270
Farm	High	315258	293914	400
Residential dwelling	High	316069	294369	400
Residential dwelling	High	315549	294590	400
Farm	High	315220	293671	600
Farm	High	316194	293604	720
Residential dwelling	High	315250	294596	580
Residential dwelling	High	316591	294353	860
Residential dwelling	High	316652	294091	900
Residential dwelling	High	316483	293848	800

- Plus Site operational staff.

The assessment concluded that in accordance with NRW's H4 Odour Guidance there is no risk of significant pollution as a result of the bulking facility's operation at all receptors.

In order to minimise the impact of odour from the waste facility, the following measures will be implemented:

- strict waste acceptance procedures will be adhered to, to ensure only permitted wastes are accepted on site;
- the site will be monitored for odours by site operatives throughout the working day with entries noted both in the site diary and odour management spreadsheet;
- in the event that odours are detected, investigations will be undertaken to determine the cause and appropriate remedial action to be taken and the relevant EHO will be informed;
- good housekeeping methods will be undertaken on site. Building floors will be swept daily after loading up material. All bay floors and walls to be cleaned/ swept three times per week when bays are completely empty. Additionally, all operational areas of the site will be swept as and when required in line with the daily inspections and appropriate remedial and corrective action will be implemented as soon as is practicable;
- wastes with high odour risk will be stored within the building/containers preventing the potential for odour emissions (e.g. AHP; non-conforming wastes delivered to site)
- the roller shutter doors of the building will be kept closed whenever operationally practicable

Operations at the site will be undertaken in accordance with procedures which will ensure that any problems associated with odours will be identified, and appropriate remedial and corrective action will be implemented as soon as practicable, including the removal of any odorous waste where necessary within 24 hours.

Daily odour inspection will be carried out by site staff during the course of their normal working activities.

The procedure for managing complaints is included in Section 2 of the EMS. Any odour events are entered into the site diary and odour management spreadsheet.

The procedure for managing odour is included in Section 5 of the EMS.

The site will be managed in line with the Odour Management Plan EMS.S5.04.

#### 4.4 Dust

An assessment has been carried out to assess any dust emission risk posed by the waste facility. A number of receptors have been identified:

<b>Direction from Permit Boundary</b>	<b>Receptor Type</b>	<b>Receptor Sensitivity to Dust</b>	<b>Distance from Permit Boundary(m)</b>
West	Farm (with dwelling)	High	50
North-east	Farm (with dwelling)	High	270
South-west	Farm (with dwelling)	High	400
North-east	Residential dwellings	High	400
North	Residential dwelling	High	400
South-west	Farm (with dwelling)	High	590
South-east	Farm (with dwelling)	High	710
North-west	Residential dwelling	High	580
East	Residential dwelling	High	860
East	Residential dwelling	High	900
South-east	Residential dwelling	High	790

The site will be managed in line with the Dust Management Plan EMS.S5.07.

In order to minimise the emissions of dust from the operations, the following measures will be implemented:

- visual assessment is undertaken on a daily basis by Site operatives for airborne or deposited dust;
- speed limits will be implemented for vehicles using the site;
- site access & haul roads and operational areas will be maintained and repaired to minimise emissions of dust due to uneven and poor surfacing;
- good housekeeping methods will be undertaken on site. Building floors will be swept daily after loading up material. All bay floors and walls to be cleaned/ swept three times per week when bays are completely empty. Additionally, all roads and operational areas will be swept where necessary to reduce dust emissions;
- all vehicles delivering waste to the site shall be sheeted or covered to minimise emissions of dust;
- discharge heights from any loading operation will be kept as low as possible;
- the roller shutter doors of the building will be kept closed whenever operationally practicable;

- in the event that dust is observed at the boundaries of the operational areas, action will be taken to suppress the dust;
- dust suppression systems will be implemented at the site if required. This will include the use of water bowsers, and fixed spray bars on waste processing plant;
- a record of the inspection findings and remedial action taken will be made in the site diary.

Only the following waste streams will be stored in external bays:

<b>Waste Code</b>	<b>Description of Waste</b>	<b>Storage Location</b>	<b>Associated Dust Potential</b>
15 01 07 and 20 01 02	Mixed glass recycling	Bunded area located Outdoors	Moderate
20 02 01	Green (garden) waste		High to low

Dry green waste stored outside will be dampened down to reduce potential for dust emissions.

The procedure for managing complaints is included in Section 2 of the EMS.

Any dust emission events are entered into the site diary and dust management spreadsheet.

The management of dust emissions is detailed in Section 5 of the EMS.

#### 4.5 Noise

A Noise Impact Assessment has been carried out to assess the potential impact of sound (of an industrial or commercial nature) at noise-sensitive receptors within the context of the existing noise environment. The NIA has found that noise rating levels are below or equal to the background sound level at the nearest noise-sensitive receptors, which is anticipated to be a low impact.

The site is a fully functioning waste bulking station and as such there is potential for noise. However the facility is a significant distance from potentially sensitive receptors and any noise event is entered into the site diary and also on a noise monitoring spreadsheet.

The site will be operated so as to minimise noise emissions from the site. Measures that will be taken at the site include:

- waste operations will only be carried out during operational hours and only within the waste buildings;
- where possible plant will be located away from noise-sensitive receptors;
- avoidance of dropping materials from height;

- all plant will be switched off when not in use;
- the imposition of a 5 m/h speed limit for vehicles delivering waste to the site. This will reduce noise associated with high engine speeds;
- all site personnel will be trained in the need to minimise site noise, and will be responsible for monitoring and reporting excessive noise when carrying out their everyday roles;
- all plant and equipment in use at the site will be regularly maintained to minimise noise resulting from inefficient operation of pumps, generators and engines;
- in the event that reversing alarms are found to give rise to complaints, alternative alarms or technology will be investigated;
- the regular maintenance of roads to prevent the development of potholes will significantly reduce the noise generated particularly by empty vehicles exiting the site;
- consideration will be given to the fitting of noise suppression kits on items of plant and equipment; and
- all plant will be maintained in accordance with manufacturer's recommendations to minimise noise emissions;

Any complaint received will be logged in the site diary. The Site Manager will investigate the complaint and will take action to identify the source of the noise and implement remedial measures where appropriate.

The procedure for managing complaints is included in Section 2 of the EMS.

The management of noise emissions is detailed further in EMS.S5.05.

#### 4.6 Pests

All waste management operations on the site will be undertaken in a way that infestation or colonisation by pests is minimised. The facility will be inspected by both site management and operatives for infestations of pests, vermin and insects on a routine basis.

Dry recyclate is not considered to attract birds, vermin and insects. Food waste has the greatest potential to attract birds, vermin and insects. To minimise the potential for infestations, food waste will be delivered to the site in closed Recycling Recovery Vehicles (RRV) and will be stored in a bay located within the building. Food waste will then be removed offsite in secure sheeted containers.

In the event that specific waste is found to be responsible for attracting scavengers, pests or infestation, this waste can be containerised (for no more than 48 hours) and will be removed from the site to a suitably licenced facility. Site operatives will be vigilant and

report any potential infestations to the site manager, who will ensure appropriate measures are undertaken.

The following procedures will be followed to control and monitor any insect and rodent infestations:

- waste tipped will be pushed up into the storage bays and the tipping areas will be swept or washed down at least once a day to leave a tidy working area at the end of the working day;
- a minimum amount of waste will be allowed to remain on site at the end of each working day or over weekends. This is achieved through responsible management practices: PCC have yearly contracts in place with offtakers with robust haulage contracts in place; regular communication between PCC and offtakers ensure efficient haulage and early mitigation of any issues; PCC also have their own vehicles which can be utilised to haul material away from site if needed/ in an event of emergency. Additionally, the facility was designed based on current and future tonnages taking into consideration the growth of the county and other factors affecting the waste industry in the foreseeable future.
- as checks and monitoring of pests is undertaken daily, any control measures required will be implemented within the same day;
- if needed, a specialist pest control contractor will be employed to carry out inspections and baiting exercises.

The site will be managed in line with the Pest Management Plan (PMP) EMS.S5.08. The PMP outlines the methods by which PCC will systematically assess, reduce and prevent a potential infestation of pests at the facility during normal operation and during potential abnormal events.

The procedure for managing complaints is included in Section 2 of the EMS.

#### 4.7 Litter

The boundary of the site will be regularly checked and any windblown litter collected and disposed of appropriately.

It will be the responsibility of the site staff to constantly monitor the site for any signs of escaping materials either from within the site or from vehicles delivering or removing materials to and from the site.

Waste will be stored within the confines of the waste operations buildings or bays as illustrated on Figure 2:



- all materials will be stored on areas of impermeable surfacing;
- vehicles delivering waste to the site will be covered or sheeted to prevent the littering of waste;
- all waste storage will occur within the bulking shed or within the glass and green waste bays;
- inspections will be carried out on a daily basis and a record maintained within the site diary.

The management of litter is detailed further in the Environmental Risk Assessment EMS.S5.01.

#### **4.8 Mud and Debris**

The access road for the facility is accessed via the B4386. Within the site the following measures will be taken in order to prevent the deposition or tracking of mud or debris from the site onto public areas or highways:

- all operational areas will be subject to monitoring by staff throughout the working day to identify accumulations of mud requiring remedial action;
- site roads will be maintained free of mud and debris as far as practicable;
- where necessary road cleaning equipment will be deployed; and
- all vehicles leaving operational areas will, before leaving the site be cleaned as necessary and will be checked to ensure that they are clear of loose waste and that any products being exported from the site are secure.

In the event that mud, debris or waste arisings from the site is deposited onto public areas outside the site, the following remedial measures will be implemented:

- the affected public areas outside the site will be cleaned;
- traffic will be isolated from sources of mud and debris within the site to prevent further tracking of mud and debris, and measures will be taken to clear any such sources as soon as practicable; and
- provision will be made for road sweepers on the site access roads to stop any mud being carried onto public roads, and bowsers made available to damp down areas during dry periods to ensure that dust is not a problem.

The management of mud and debris is detailed further in the Environmental Risk Assessment EMS.S5.01.

## **5.0 Information**

## 5.1 Reporting and Notifications

### 5.1.1 *Changes in Technical Competent Persons*

NRW will be informed in writing of any changes in the technically competent management of the site and the name of any incoming person, together with evidence that such person has the required technical competence.

### 5.1.2 *Waste Types and Quantities*

A summary report of waste types and quantities accepted and removed from the site for each quarter, will be submitted to NRW within 1 month of the end of the quarter unless otherwise required by the permit conditions.

### 5.1.3 *Relevant Convictions*

NRW will be notified of the following events:

- PCC being convicted of any relevant offence; and
- any appeal against a conviction for a relevant offence and the results of such an appeal.

### 5.1.4 *Notification of Change of Operator's or Holder's Details*

NRW will be notified of the following:

- any change in the operator's trading name, registered name or registered office address; and
- any steps taken with a view to the company going into administration, entering into a company voluntary arrangement or being wound up.

### 5.1.5 *Adverse Effects*

NRW will be notified without delay following the detection of the following:

- any malfunction, breakdown or failure of equipment or techniques; any accident;
- fugitive emissions which have caused or may cause significant pollution; and
- any significant adverse environmental and health effect.

---

[www.wrapcymru.org.uk/CCP](http://www.wrapcymru.org.uk/CCP)

