

J H Jenkins & Sons

**Westfield Industrial Estate Soil
and Aggregate Treatment Facility**

Environmental Management System

November 2021

Environmental Management System

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1. Document Control

1.1 Document Control

Environmental Management System Document Control Matrix							
Section		Document	Document Reference	Date	Version Number	Next Review Due	Comments
1	Document Control	Document Control	1.1	Nov 2021	1		
2	Environmental Policy	Environmental Policy Statement	2.1	Nov 2021	1		
3	Environmental Risk	Environmental Impact Plan	3.1	Nov 2021	1		
		Environmental Risk Assessment	3.2	Nov 2021	1		
4	Site Operations	Site Documents	4.1				
		Environmental Permit (EPR/AB3395FG)	4.1.1	Feb 2017	1		
		Operating Procedures	4.2				
		Waste Acceptance Procedure	4.2.1				
		Waste Acceptance Procedures	4.2.1.1	Nov 2021	1		
		Rejected Load Form	4.2.1.2	Nov 2021	1		
		Volume Control Records	4.2.1.3	Nov 2021	1		
		Plant Operating Procedures	4.2.2				
		Plant Operating Procedure – 360 excavator	4.2.2.1	Nov 2021	1		
		Plant Operating Procedure – Crusher	4.2.2.2	Nov 2021	1		
		Plant Operating Procedure – Screener	4.2.2.3	Nov 2021	1		
		Waste Storage Procedure	4.2.3	Nov 2021	1		
		Waste Treatment Procedure	4.2.4	Nov 2021	1		
		Factory Production Control Manual	4.2.5	Nov 2021	1		
		Emissions Management Procedures	4.3				
		Dust Management Plan	4.3.1	Nov 2021	1		
		General House-keeping Procedure	4.3.2	Nov 2021	1		
		Pest Control Procedure	4.3.3	Nov 2021	1		
		Accident and Incident Response Procedures	4.4				
		Flood Response Procedure	4.4.1	Nov 2021	1		

		Fire Response Procedure	4.4.2	Nov 2021	1		
		Spill Response Procedure	4.4.3	Nov 2021	1		
5	Site Maintenance	Site Maintenance Procedure	5.1	Nov 2021	1		
		Maintenance Checklist	5.2				
		Maintenance Checklist	5.2.1	Nov 2021	1		
		Plant Pre-Start Checklist	5.2.2	Nov 2021	1		
		Daily Maintenance Record Sheet	5.3	Nov 2021	1		
		Weekly Maintenance Record Sheet	5.4	Nov 2021	1		
6	Accident Management	Accident Management Plan	6.1	Nov 2021	1		
		Procedure for Investigation of Accidents & Near Misses	6.2	Nov 2021	1		
		Accident Record	6.3	Nov 2021	1		
		Accident Register	6.4	Nov 2021	1		
7	Incidents and Non-Conformances	Procedure for Investigation of Incidents and Non-Conformances	7.1	Nov 2021	1		
		Record of Incidents and Non-Conformances	7.2	Nov 2021	1		
		Register of Incidents and Non-Conformances	7.3	Nov 2021	1		
8	Complaints	Procedure for the Investigation of Complaints	8.1	Nov 2021	1		
		Complaints Record	8.2	Nov 2021	1		
		Complaints Register	8.3	Nov 2021	1		
9	Staff Responsibilities, Training and Competence	Training Requirements and Checklist	9.1	Nov 2021	1		
		Delegation of Responsibilities - (John Richard Llewelyn Jenkins)	9.2a	Nov 2021	1		
		Certificate of Technical Competence	9.3	Nov 2021	1		
10	Legislation Register	Legislation Register	10.1	Nov 2021	1		

2. Environmental Policy

2.1 Environmental Policy Statement

This policy relates to our activities at the Westfield Industrial Estate Soil and Aggregate Treatment Facility located at Westfield Industrial Park, Waunarlwydd, Swansea, SA5 4SF

We are committed to fulfilling our responsibility to minimise the impact that our activities may have on the environment.

We have developed an Environmental Management System (EMS) which is the framework underpinning our commitment to the prevention of pollution and the continual improvement in the environmental performance of the site. The EMS will be used as the primary mechanism for the setting, measuring and monitoring of environmental objectives to drive continual improvement. It also provides details on the operational procedures in place at the site and instructions on the recording and reporting of accidents, incidents, non-conformances and complaints.

We are committed to operating in accordance with all applicable environmental legislation and regulations and other requirements to which we subscribe.

We are committed to the prevention of pollution from our activities and actions and will ensure that all activities carrying a risk of pollution in any form are identified and where possible eliminated, or controlled effectively through the adoption of appropriate control methods.

We will take due consideration of the concerns of interested parties such as regulators, employees and the public, and will make sure that these are recorded and dealt with promptly.

We will ensure that all people that work for us and on our behalf are aware of this policy and are adequately trained in their environmental responsibilities.

We support the adoption of similar environmental standards and commitments by our suppliers and customers.

Copies of this policy statement are freely available to the public and other interested bodies.

This policy will be internally reviewed on an annual basis, and amendments may be made as stipulated by legislation, changes in company activities or external requirements.

Signed:

Position:

Date:

3. Environmental Risk Management

3.1 Environmental Impact Plan and Controls

Site Activity: Cumberwell Park								
Processes / Activities / Equipment at your site: (insert H or M or L where applies) List all the processes / activities / equipment at your site in these columns. Then put an (H) high impact, or (M) medium impact, or (L) low impact in the box next to the process / activity / equipment if it can result in an environmental impact listed below under normal or abnormal operation. ➤ Emissions to Air (including dust) - A ➤ Emissions to Water - W ➤ Energy Usage (e.g. electricity, gas, oil) - E ➤ Waste Disposal - D ➤ Land Contamination - L ➤ Nuisance (i.e. noise or odour) - N ➤ Resource Consumption (e.g. water, chemicals, not energy) – R The potential environmental risks associated with the activities undertaken on site are addressed further in the Environmental Risk Assessment (Document Reference 3.2).								
	Process / Activity/Equipment	A	W	E	D	L	N	R
	Waste delivery and unloading	M	L	L	-	L	M	-
	The disposal of waste on site for the purpose of recovery	L	L	M	L	L	M	L
	Use of plant and machinery at site	M	L	M	L	L	M	L
	Staff welfare facilities	L	L	L	L	L	L	L

sr2010-no12-v2-generic-risk-assessment.xlsx

Generic risk assessment for draft standard rules set number SR2010No12 v 2.0

Standard Facility:

Waste Operation: Treatment of waste to produce soil, soilsubstitutes and aggregate

Location:

Applies to all potential locations.

Location of environmentally sensitive sites (km / m):

Greater than 500m (see below)

Risk assessment carried out by:

Natural Resources Wales

Date:

25-Jun-12

The scope of the permit and associated rules is defined by the following risk criteria:

- Parameter 1

Permitted activities - The storage of waste (R13) and treatment to produce soil, soil substitutes roadstone and aggregate(R3,R5).
- Parameter 2

Permitted waste types - Non Hazardous as listed in rules other than waste consisting solely or mainly of dusts, powders or loose fibres or waste in liquid form
- Parameter 3

Quantity of waste accepted at the facility: <75,000 tonnes per annum.
- Parameter 4

The activities shall not be carried out within an Air Quality Management Area (AQMA) designated for particulate matter in the form of PM10.
- Parameter 5

Specified waste shall be stored and treated on an impermeable surface with sealed drainage system when located within groundwater source protection zones 1 or 2 or on hard standing.
- Parameter 6

The only point source discharges to controlled waters or groundwater, are surface water from the roofs of buildings and from areas of the facility not used for the storage or treatment of wastes.
- Parameter 7

The activities shall not be carried out within 500m of a European Site (candidate or Special Area of Conservation, proposed or Special Protection Area or Ramsar site) or a Site of Special Scientific Interest (SSSI); 250 metres with the presence of great crested newts, where it is linked to the breeding ponds of the newts by good habitat; 50 metres of a site that has relevant species or habitats protected under the Biodiversity Action Plan that the Environment Agency considers at risk to this activity or 50 metres of a National Nature Reserve (NNR), Local Nature Reserves(LNR), Local Wildlife Site (LWS), Ancient woodland or Scheduled Ancient Monument.
- Parameter 8

The activities must also be 10 metres from any watercourse and be 50 metres from any spring or well, or of any borehole not used to supply water for domestic or food production purposes or 50m from any spring or well or any borehole used for the supply of water for human consumption. This must include private water supplies.

Abbreviations: SR - Standard Rule

Data and information				Judgement				Action (by permitting)	
Receptor	Source	Harm	Pathway	Probability of exposure	Consequence	Magnitude of risk	Justification for magnitude	Risk management	Residual risk
What is at risk? What do I wish to protect?	What is the agent or process with potential to cause harm?	What are the harmful consequences if things go wrong?	How might the receptor come into contact with the source?	How likely is this contact?	How severe will the consequences be if this occurs?	What is the overall magnitude of the risk?	On what did I base my judgement?	How can I best manage the risk to reduce the magnitude?	What is the magnitude of the risk after management? (This residual risk will be controlled by Compliance Assessment).

Data and information				Judgement				Action (by permitting)	
Receptor	Source	Harm	Pathway	Probability of exposure	Consequence	Magnitude of risk	Justification for magnitude	Risk management	Residual risk
What is at risk? What do I wish to protect?	What is the agent or process with potential to cause harm?	What are the harmful consequences if things go wrong?	How might the receptor come into contact with the source?	How likely is this contact?	How severe will the consequences be if this occurs?	What is the overall magnitude of the risk?	On what did I base my judgement?	How can I best manage the risk to reduce the magnitude?	What is the magnitude of the risk after management? (This residual risk will be controlled by Compliance Assessment).
Local human population	Releases of particulate matter (dusts) and micro-organisms (bioaerosols).	Harm to human health - respiratory irritation and illness.	Air transport then inhalation.	High	Medium	High	Permitted waste types are inert and non hazardous and do not include dusts, powders or loose fibres and have a low potential to produce bioaerosols, but the treatment activities will produce particulate matter so a high magnitude risk is estimated. The permitted level of throughput and potential size of the facility means there is potential for exposure if anyone is living or working close to the site (apart from the operator and employees). There is potential for increased dust generation from permitted activities during prolonged dry periods e.g. summer months.	SR - Emissions of substances not controlled by emission limits (excluding odour and noise) shall not cause pollution. The operator shall not be taken to have breached this rule if appropriate measures, including, but not limited to, those specified in any approved emissions management plan, have been taken to prevent or where that is not practicable, to minimise, those emissions. SR (if required) - emissions management plan.	Low
Local human population	As above	Nuisance - dust on cars, clothing etc.	Air transport then deposition	High	Low	Medium	As above. Local residents often sensitive to dust.	As above	Low
Local human population, livestock and wildlife.	Litter	Nuisance, loss of amenity and harm to animal health	Air transport then deposition	Low	Low	Low	Local residents often sensitive to litter, however permitted waste types have low litter potential.	As above. Appropriate measures could include clearing litter arising from the activities from affected areas outside the site.	Very low
Local human population	Waste, litter and mud on local roads	Nuisance, loss of amenity, road traffic accidents.	Vehicles entering and leaving site.	Medium	Medium	Medium	Road safety, local residents often sensitive to mud on roads.	As above. Appropriate measures could include clearing waste, litter and mud arising from the activities from affected areas outside the site.	Low
Local human population	Odour	Nuisance, loss of amenity	Air transport then inhalation.	Low	Low	Low	Local residents often sensitive to odour, however permitted waste types have low odour potential.	SR - emissions shall be free from odour.... SR (if required) - odour management plan.	Very low

Data and information				Judgement				Action (by permitting)	
Receptor	Source	Harm	Pathway	Probability of exposure	Consequence	Magnitude of risk	Justification for magnitude	Risk management	Residual risk
What is at risk? What do I wish to protect?	What is the agent or process with potential to cause harm?	What are the harmful consequences if things go wrong?	How might the receptor come into contact with the source?	How likely is this contact?	How severe will the consequences be if this occurs?	What is the overall magnitude of the risk?	On what did I base my judgement?	How can I best manage the risk to reduce the magnitude?	What is the magnitude of the risk after management? (This residual risk will be controlled by Compliance Assessment).
Local human population	Noise and vibration	Nuisance, loss of amenity, loss of sleep.	Noise through the air and vibration through the ground.	Medium	Medium	Medium	Local residents often sensitive to noise and vibration	SR - emissions shall be free from noise and vibration..... SR (if required) - noise and vibration management plan.	Low
Local human population	Scavenging animals and scavenging birds	Harm to human health - from waste carried off site and faeces. Nuisance and loss of amenity.	Air transport and over land	Low	Medium	Low	Permitted wastes unlikely to attract scavenging animals and birds but may become nesting / breeding sites.	SR - Emissions of substances not controlled by emission limits (excluding odour and noise) shall not cause pollution. The operator shall not be taken to have breached this rule if appropriate measures, including, but not limited to, those specified in any approved emissions management plan, have been taken to prevent or where that is not practicable, to minimise, those emissions. SR (if required) - emissions management plan.	Very low
Local human population	Pests (e.g. flies)	Harm to human health, nuisance, loss of amenity	Air transport and over land	Low	Medium	Low	Permitted waste types unlikely to attract pests.	As above	Very low
Local human population and local environment	Flooding of site	If waste is washed off site it may contaminate buildings / gardens / natural habitats downstream.	Flood waters	Low	Low	Low	Permitted waste types are inert and non hazardous so any waste washed off site will add to the volume of the local post-flood clean up workload, rather than the hazard.	SR -requires a written management system that identifies and minimises risks of pollution, including those arising from operations, maintenance, accidents, incidents, non-conformances (will include flood risk management).	Very low

Data and information				Judgement				Action (by permitting)	
Receptor	Source	Harm	Pathway	Probability of exposure	Consequence	Magnitude of risk	Justification for magnitude	Risk management	Residual risk
What is at risk? What do I wish to protect?	What is the agent or process with potential to cause harm?	What are the harmful consequences if things go wrong?	How might the receptor come into contact with the source?	How likely is this contact?	How severe will the consequences be if this occurs?	What is the overall magnitude of the risk?	On what did I base my judgement?	How can I best manage the risk to reduce the magnitude?	What is the magnitude of the risk after management? (This residual risk will be controlled by Compliance Assessment).
Local human population and / or livestock after gaining unauthorised access to the waste operation	All on-site hazards: wastes; machinery and vehicles.	Bodily injury	Direct physical contact	Medium	Low	Low	Permitted waste types are inert therefore only a low magnitude risk is estimated	SR - activities shall be managed and operated in accordance with a management system (will include site security measures to prevent unauthorised access).	Low
Local human population and local environment.	Arson and / or vandalism causing the release of polluting materials to air (smoke or fumes), water or land.	Respiratory irritation, illness and nuisance to local population. Injury to staff, fire fighters or arsonists/vandals. Pollution of water or land.	Air transport of smoke. Spillages and contaminated firewater by direct run-off from site and via surface water drains and ditches.	Medium	Low	Low	Permitted waste types do not include any flammable materials so a low magnitude risk is estimated.	SR -requires a written management system that identifies and minimises risks of pollution, including those arising from operations, maintenance, accidents, incidents, non-conformances (will include fire and spillages).	Low
Local human population and local environment	Accidental fire causing the release of polluting materials to air (smoke or fumes), water or land.	Respiratory irritation, illness and nuisance to local population. Injury to staff or fire fighters. Pollution of water or land.	As above.	Medium	Low	Low	As above.	As above (excluding comments on access to waste). Permitted activities do not include the burning of waste.	Low
All surface waters close to and downstream of site.	Spillage of liquids, leachate from waste, contaminated rainwater run-off from waste e.g. containing suspended solids.	Acute effects: oxygen depletion, fish kill and algal blooms	Direct run-off from site across ground surface, via surface water drains, ditches etc.	Low	Low	Low	Permitted waste types do not include sludges or liquids so only a medium magnitude risk is estimated. No point source emissions to water are permitted, but there is potential for contaminated rainwater run-off from wastes stored outside buildings especially during heavy rain.	SR - All liquids shall be provided with secondary containment.... (applies to non- wastes such as fuels). Run-off restricted by SR on emissions of substances , with appropriate measures. Wastes from potentially contaminated sites require analysis. Storage & spreading has distance limitations from	Very low

Data and information				Judgement				Action (by permitting)	
Receptor	Source	Harm	Pathway	Probability of exposure	Consequence	Magnitude of risk	Justification for magnitude	Risk management	Residual risk
What is at risk? What do I wish to protect?	What is the agent or process with potential to cause harm?	What are the harmful consequences if things go wrong?	How might the receptor come into contact with the source?	How likely is this contact?	How severe will the consequences be if this occurs?	What is the overall magnitude of the risk?	On what did I base my judgement?	How can I best manage the risk to reduce the magnitude?	What is the magnitude of the risk after management? (This residual risk will be controlled by Compliance Assessment).
All surface waters close to and downstream of site.	As above	Chronic effects: deterioration of water quality	As above. Indirect run-off via the soil layer	Low	Low	Low	Waste types are non-hazardous and inert so harm is likely to be temporary and reversible.	As above	Very low
Abstraction from watercourse downstream of facility (for agricultural or potable use).	As above	Acute effects, closure of abstraction intakes.	Direct run-off from site across ground surface, via surface water drains, ditches etc. then abstraction.	Low	Low	Low	Watercourse must have medium / high flow for abstraction to be permitted, which will dilute contaminated run-off.	As above. Also activities must be 50 metres from any spring or well, or from any borehole not used to supply water for domestic or food production purposes or 50m from any spring or well or any borehole used for the supply of water for human consumption. This must include private water supplies	Very low

Data and information				Judgement				Action (by permitting)	
Receptor	Source	Harm	Pathway	Probability of exposure	Consequence	Magnitude of risk	Justification for magnitude	Risk management	Residual risk
What is at risk? What do I wish to protect?	What is the agent or process with potential to cause harm?	What are the harmful consequences if things go wrong?	How might the receptor come into contact with the source?	How likely is this contact?	How severe will the consequences be if this occurs?	What is the overall magnitude of the risk?	On what did I base my judgement?	How can I best manage the risk to reduce the magnitude?	What is the magnitude of the risk after management? (This residual risk will be controlled by Compliance Assessment).
Groundwater	As above	Chronic effects: contamination of groundwater, requiring treatment of water or closure of borehole.	Transport through soil/groundwater then extraction at borehole.	Low	Low	Low	Permitted wastes unlikely to contaminate groundwater.	As above	Very low
Local human population	Contaminated waters used for recreational purposes	Harm to human health - skin damage or gastro-intestinal illness.	Direct contact or ingestion	Low	Medium	Low	Unlikely to occur, but might restrict recreational use.	SR - Emissions of substances not controlled by emission limits (excluding odour and noise) shall not cause pollution. The operator shall not be taken to have breached this rule if appropriate measures, including, but not limited to, those specified in any approved emissions management plan, have been taken to prevent or where that is not practicable, to minimise, those emissions. SR (if required) - emissions management plan.	Very low

Data and information				Judgement				Action (by permitting)	
Receptor	Source	Harm	Pathway	Probability of exposure	Consequence	Magnitude of risk	Justification for magnitude	Risk management	Residual risk
What is at risk? What do I wish to protect?	What is the agent or process with potential to cause harm?	What are the harmful consequences if things go wrong?	How might the receptor come into contact with the source?	How likely is this contact?	How severe will the consequences be if this occurs?	What is the overall magnitude of the risk?	On what did I base my judgement?	How can I best manage the risk to reduce the magnitude?	What is the magnitude of the risk after management? (This residual risk will be controlled by Compliance Assessment).
Protected sites - European sites and SSSIs	Any	Harm to protected site through toxic contamination, nutrient enrichment, smothering, disturbance, predation etc.	Any	Medium	Medium	Medium	Waste operations may cause harm to and deterioration of nature conservation sites.	SR - Emissions of substances not controlled by emission limits (excluding odour and noise) shall not cause pollution. The operator shall not be taken to have breached this rule if appropriate measures, including, but not limited to, those specified in any approved emissions management plan, have been taken to prevent or where that is not practicable, to minimise, those emissions. At 500 metres or above, the potential hazards from the permitted activities pose a low risk to the broad sensitivity of species and habitats groups. The standard permit only applies at this distance or more. It is also a requirement of SR. Also activities should not be within 250 metres with the presence of great crested newts, where it is linked to the breeding ponds of the newts by good habitat;. or 50 metres of a site that has	Low

Notes: Red triangle indicates comment containing supporting information

Yellow columns contain drop down menus that allow automatic evaluation of risk in green column

4. Site Operations

Section 4.1 – Site Documents

**Mr John Richard Llewellyn Jenkins and
Mrs Rosemarie Celia Jenkins
Pencefnarda Farm
37 Pencefnarda Road
Gorseinon
Swansea
SA4 4FY**

Our ref: EPR/AB3395FG

Date: 09/02/2017

Dear Mr and Mrs Jenkins,

Your new environmental permit

Permit reference: EPR/AB3395FG

Waste returns reference: EPR/AB3395FG

Operator: Mr John Richard Llewellyn Jenkins and Mrs Rosemarie Celia Jenkins

Facility: Westfield Industrial Estate Soil and Aggregate Treatment Facility, Westfield Industrial Park, Waunarlwydd, Swansea, SA5 4SF

Our determination of your application for a permit is complete. We're satisfied that you can carry out your activities in accordance with the enclosed permit, without harm to the environment or human health. I enclose your new permit. Please keep it in a safe place.

This letter contains web links to other documents. If you aren't able to access these phone our Customer Services Centre on 0300 065 3000 for help.

You need to read our document 'How to comply with your environmental permit'. This will help you understand what you need to do to meet the conditions of your permit. You can find this on our web page at:

<http://naturalresources.wales/media/2110/how-to-comply-with-your-environmental-permit.pdf>

Please look at the table below and note any of the things that apply to your permit.

If...	then...
you plan to keep your records at a site other than where the activity takes place	you need to let us know within 20 working days of receiving this letter.
your permit includes pre-operational or improvement conditions	check the deadlines for completing measures and make sure you carry them out by the times stated
you are carrying out a waste operation or activity and need to submit quarterly or annual waste returns on waste movements	Please request the latest version of our waste return template from waste.returns@cyfoethnaturiolcymru.gov.uk prior to completing your first return. Information on deadlines and guidance to assist with completing waste returns is available on our website:

Ffôn/Tel 0300 065 3433

Ffacs/Fax 0300 065 3001

Ebost/Email magda.leonowicz@cyfoethnaturiolcymru.gov.uk
magda.leonowicz@naturalresourceswales.gov.uk

Gwasanaeth Trwyddedu, Cyfoeth Naturiol Cymru, Tŷ Cambria, 29 Heol Casnewydd, Caerdydd. CF24 0TP
 Permitting Service, Natural Resources Wales, Cambria House, 29 Newport Road, Cardiff. CF24 0TP

Gwefan/Website www.cyfoethnaturiolcymru.gov.uk
www.naturalresourceswales.gov.uk

Croesewir gohebiaeth yn y Gymraeg a'r Saesneg
 Correspondence welcomed in Welsh and English

	https://naturalresources.wales/waste/new-wales-operator-waste-return-and-deadlines-for-returns/?lang=en When you complete your return use the waste returns reference above and submit to: waste.returns@cyfoethnaturiolcymru.gov.uk
you need to submit other returns	send these to your area office. Speak to your area officer to check local arrangements.

There is an annual subsistence charge for your permit unless your permit is only for mobile plant, where instead we will charge for each deployment.

The annual charge is due on demand in the year that we issue the permit and then on 1 April each year. The charge starts from the date we authorise the permit. If you need to know more about the subsistence charge please look at the charging guidance on our website at <http://naturalresources.wales/media/678821/environmentalpermittingchargingguidance2016-17.pdf>

Rights of appeal

If you're not happy with any permit condition that has been imposed by the permit you may appeal to Welsh Ministers. You must make your appeal no later than six months after the permit issue date. Further information about making an appeal and the forms you will need are available from the Planning Inspectorate website or from the contact details below.

The Planning Inspectorate, Crown Buildings, Cathays Park, Cardiff, CF10 3NQ.

Phone: 029 2082 3866 / 389, **Fax:** 029 2082 5150 **Email:** wales@pins.gsi.gov.uk

You must send written notice of the appeal and the documents listed below to the Welsh Ministers to the respective Planning Inspectorate address above. At the same time you must send us a copy of the notice and documents to

Centre Manager, Permitting Service (Cardiff), Natural Resources Wales, Cambria House, 29 Newport Road, Cardiff. CF24 0TP
Phone: 0300 065 3000

The documents are:

- a statement of the grounds of appeal;
- a copy of any relevant application;
- a copy of any relevant environmental permit;
- a copy of any relevant correspondence between the appellant and the regulator;
- a copy of any decision or notice which is the subject matter of the appeal; and
- a statement indicating whether you wish the appeal to be in the form of a hearing or dealt with by way of written representations.

You may withdraw an appeal by notifying the Welsh Ministers in writing and sending a copy of that notification to us.

If you have any questions about this permit please phone our Customer Services Centre on 0300 065 3000. They will put you in touch with a local area officer.

We'd really like to hear about your experience of dealing with us in relation to your Natural Resources Wales permit application. Please give us 5 minutes of your time to complete our online survey using the following link:

<https://naturalresources.wales/apply-for-a-permit/permitting-service-customer-survey/?lang=en>

Yours sincerely

Magda Leonowicz

Swyddog Trwyddedu/Permitting Officer

Waste Returns 2017 Notification

We are writing to inform you that the waste return template has been updated for the submission of waste returns in 2017.

Please note we can only accept the spreadsheet attached to this email for submission of returns for the reporting period 1st January – 31 March 2017 onwards (i.e. submission deadline 30 April 2017 onwards). All return deadlines for the 2017 reporting year are listed in the table below for your convenience.

Please also be reminded that your quarter 4/annual 2016 return is due for submission to us by the 31st January 2017. It is possible for you to use the new attached 2017 return template for submission of this return as well as any outstanding returns for other historic periods.

Deadlines for submitting waste returns for the 2017 reporting year

Reporting Quarters	Deadline for return
1 January to 31 March 2017	30 April 2017
1 April to 30 June 2017	31 July 2017
1 July to 30 September 2017	31 October 2017
1 October to 31 December 2017	31 January 2018

Annual return period	Deadline for return
1 January to 31 December 2017	31 January 2018

Information copied and pasted from earlier returns' forms is not compatible, therefore cannot be accepted and will be returned.

Information and guidance to help you complete your return can be found at:

<http://naturalresourceswales.gov.uk/policy-and-guidance/waste-policy/new-wales-operator-waste-return-and-deadlines-for-returns/?lang=en>

To ensure compliance with your permit, you must send us completed, accurate waste returns by the deadlines above. Late waste returns are recorded as a permit breach and therefore attract a compliance score. Scoring non-compliances could mean a higher annual subsistence charge for you. Repeated late returns will increase the score you receive and may lead to further escalation.

Please see the checklist below to help you complete your return:

Checklist for completing your return

- 1) Check the version of the form you are using, we can **only** accept version 7.3 of the Excel spread-sheet for 2017 returns.
- 2) Select correct quarter and year from drop down options
- 3) Use EPR reference number for your permit, we **won't** accept EAWML or other reference numbers-check your permit/public register if unsure:
<http://epr.environment-agency.gov.uk/ePRInternet/searchregisters.aspx>
Please use original EPR, not variations unless transferred and advised accordingly
- 4) Complete **all** light blue boxes, that information is mandatory-check to see if there is a drop-down option. (You can only enter data if there isn't one)
- 5) Complete from the first available cell-don't leave gaps.
- 6) Local authority area-**must select local authority** from drop down options **NOT** country
- 7) Disposal & Recovery code-unsure? Check [pick-list document](#) (available as downloadable document from our Waste Returns web page)
- 8) Waste collection authority source & biodegradable columns: select 'Yes' from drop down option or **leave blank**

9) Check accuracy of info and save as xls file

10) **MF facilities/landfills:** have you entered any extra data required?

If you have any other difficulties/queries regarding completing your return please contact your local Environment Officer.

Please be aware that if:

- Your site became operational during this period you should submit a waste return, or;
- No waste was received at your site during this period you must report a nil waste return.

If you operate a landfill please include the remaining capacity on your return form. You should report the capacity in the January return*, however if you are unable to provide the required information at that point in time you must provide it in the following quarter's return in April.

*(To report landfill capacity you need to give the current capacity from a survey taken during that month and provide the remaining capacity at the start of that calendar year)

Please send your completed returns to:

Email – waste.returns@naturalresourceswales.gov.uk

Post – Natural Resources Wales, Tŷ Cambria, 29 Newport Road, Cardiff, CF24 0TP

If you have any questions, please contact us via email at waste.returns@naturalresourceswales.gov.uk or by telephone on 0300 0653000

Yours faithfully

Waste Returns Team
Natural Resources Wales

Permit

The Environmental Permitting (England & Wales) Regulations 2016

Mr John Richard Llewellyn Jenkins and
Mrs Rosemarie Celia Jenkins

Westfield Industrial Estate Soil and
Aggregate Treatment Facility

Westfield Industrial Park

Waunarlwydd

Swansea

SA5 4SF

Permit number

EPR/AB3395FG

Permit

The Environmental Permitting (England and Wales) Regulations 2016

Permit number

EPR/AB3395FG

The Natural Resources Body for Wales (“Natural Resources Wales”) authorises, under regulation 13 of the Environmental Permitting (England and Wales) Regulations 2016

Mr John Richard Llewellyn Jenkins and Mrs Rosemarie Celia Jenkins
 (“the operator”),

whose principal office is

Pencefnarda Farm
37 Pencefnarda Road
Gorseinon
Swansea
SA4 4FY

to operate waste operations at

Westfield Industrial Estate Soil and Aggregate Treatment Facility
Westfield Industrial Park
Waunarlwydd
Swansea
SA5 4SF

to the extent authorised by and subject to the conditions of this permit.

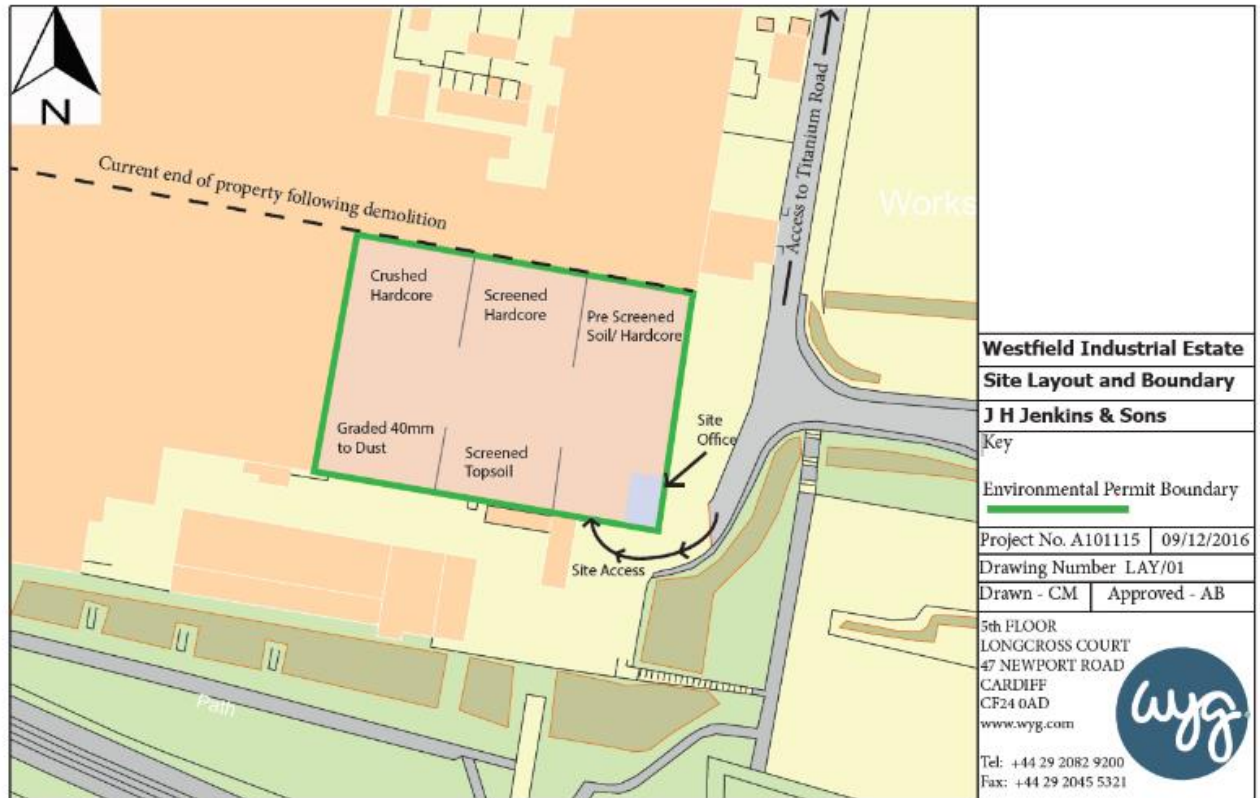
Under regulation 27(2) of the Regulations, standard rules **SR2010 No12** are conditions of this permit.

Name	Date
Holly Noble	09/02/2017

Authorised on behalf of Natural Resources Wales

Schedule 1 - Site plan

This is the plan referred to in the standard rules SR2010 No12



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END OF PERMIT

Standard rules SR2010No12

Treatment of waste to produce soil, soil substitutes and aggregate

Introductory note

This introductory note does not form part of these standard rules.

When referred to in an environmental permit, these standard rules will allow the operator to store waste at a specified location and treat it to produce soil, soil substitutes and aggregate. Permitted wastes do not include hazardous wastes. The total quantity of waste that can be stored and subsequently treated at the site under these standard rules shall be no more than 75,000 tonnes per year. These standard rules do not permit the burning of any wastes, either in the open, inside buildings or in any form of incinerator.

The permitted activities shall not be carried out within 500 metres of a European Site¹, Ramsar site or a Site of Special Scientific Interest (SSSI) nor within a specified Air Quality Management Area (AQMA)². The permitted activities shall not be within:

- 10 metres of any watercourse;
- 50 metres from any spring or well, or from any borehole not used to supply water for domestic or food production purposes; and
- 50 metres from any well, spring or from any borehole used for the supply of water for human consumption. This must include private water supplies.
- 250 metres within the presence of Great Crested Newts, where it is linked to the breeding ponds of the newts by good habitat
- 50 metres of a site that has relevant species or habitats protected under the Biodiversity Action Plan that Natural Resources Wales considers at risk to this activity.
- 50 metres of a National Nature Reserve (NNR), Local Nature Reserves (LNR), Local Wildlife Site (LWS), Ancient woodland or Scheduled Ancient Monument.

¹ A candidate or Special Area of Conservation (cSAC or SAC) and proposed or Special Protection Area (pSPA or SPA) in England and Wales.

² An Air Quality Management Area within the meaning of the Environment Act 1995 which has been designated due to concerns about particulate matter in the form of PM10.

These standard rules do not allow any point source emission into surface waters or groundwater. However, under the emissions of substances not controlled by emission limits rule:

- Liquids may be discharged into a foul sewer subject to a consent issued by the local water company.
- Liquids may be taken off-site in a tanker for disposal or recovery.
- Clean surface water from roofs, or from areas of the site that are not being used in connection with storing and treating waste, may be discharged directly to surface waters, or to groundwater by seepage through the soil via a soakaway.

End of introductory note

Rules

1 – Management

1.1 General management

- 1.1.1 The operator shall manage and operate the activities:
- (a) in accordance with a written management system that identifies and minimises risks of pollution, including those arising from operations, maintenance, accidents, incidents, non-conformances, closure and those drawn to the attention of the operator as a result of complaints; and
 - (b) using sufficient competent persons and resources.
- 1.1.2 Records demonstrating compliance with rule 1.1.1 shall be maintained.
- 1.1.3 Any person having duties that are or may be affected by the matters set out in these standard rules shall have convenient access to a copy of them kept at or near the place where those duties are carried out.
- 1.1.4 The operator shall comply with the requirements of an approved competence scheme.

1.2 Avoidance, recovery and disposal of wastes produced by the activities

- 1.2.1 The operator shall take appropriate measures to ensure that:
- (a) the waste hierarchy referred to in Article 4 of the Waste Framework Directive is applied to the generation of waste by the activities; and
 - (b) any waste generated by the activities is treated in accordance with the waste hierarchy referred to in Article 4 of the Waste Framework Directive; and
 - (c) where disposal is necessary, this is undertaken in a manner which minimises its impact on the environment.
- 1.2.2 The operator shall review and record at least every four years whether changes to those measures should be made and take any further appropriate measures identified by a review.

2 – Operations

2.1 Permitted activities

- 2.1.1 The operator is only authorised to carry out the operations specified in table 2.1 below (“the activities”).

Table 2.1 Activities	
Description of activities	Limits of activities
R13: Storage of wastes pending the operations numbered R3 and R5. R3: recycling or reclamation of organic substances which are not used as solvents. R5: Recycling or reclamation of other inorganic materials.	Treatment of wastes listed in table 2.3 consisting only of sorting, separation, screening, crushing and blending of waste for recovery as a soil, soil substitute or aggregate. Secure storage of wastes listed in table 2.3 pending treatment. Storage of wastes listed in table 2.4 shall not exceed 10,000 tonnes in total at any one time. All other wastes stored shall not exceed 40,000 tonnes in total at any one time. No more than 75,000 tonnes of waste shall be treated per year. Treatment of slags and ashes for disposal shall not exceed 50 tonnes per day, or if for a mix of recovery and disposal shall not exceed 75 tonnes per day.

2.2 The site

- 2.2.1 The activities shall not extend beyond the site, being the land shown edged in green on the site plan attached to the permit.
- 2.2.2 The activities shall not be carried out within:
- (a) 500 metres of a European Site or Site of Special Scientific Interest (SSSI);
 - (b) 10 metres of any watercourse;
 - (c) 50 metres of any spring or well, or any borehole not used to supply water for domestic or food production purposes;
 - (d) a specified AQMA;
 - (e) 50 metres from any well, spring or from any borehole used for the supply of water for human consumption. This must include private water supplies.
 - (f) 250metres within the presence of Great Crested Newts where it is linked to the breeding ponds of the newts by good habitat;
 - (g) 50 metres of a site that has species or habitats protected under the Biodiversity Action Plan that Natural Resources Wales considers at risk to this activity;
 - (h) 50 metres of a National Nature Reserve (NNR), Local Nature Reserves (LNR), Local Wildlife Site (LWS), Ancient woodland or Scheduled Ancient Monument.

2.3 Waste acceptance

- 2.3.1 Waste shall only be accepted if:
- (a) it is of a type listed in table 2.3 of these standard rules;
 - (b) it conforms to the description in the documentation supplied by the producer and holder;

- (c) its chemical, physical and biological characteristics make it suitable for its intended treatment;
- (d) any excavated soil from potentially contaminated sites has been shown by prior chemical analysis and assessment to be suitable for the intended use without significant risk of pollution; and
- (e) it is visually inspected on arrival and before it enters the treatment process to ensure that it complies with these standard rules.

2.3.2. Any waste that does not comply with 2.3.1 shall be rejected and shall be;

- (a) removed from the site; or
- (b) moved to a designated quarantine area pending removal.

2.3.3 Records demonstrating compliance with rule 2.3 (including analysis and assessment of any excavated soil from potentially contaminated sites) shall be maintained.

Table 2.3 Waste types

Exclusions

Wastes having any of the following characteristics shall not be accepted:

- Consisting solely or mainly of dusts, powders or loose fibres
- Hazardous wastes
- Wastes in liquid form

Waste Code	Description
01	WASTES RESULTING FROM EXPLORATION, MINING, QUARRYING AND PHYSICAL AND CHEMICAL TREATMENT OF MINERALS
01 04	wastes from physical and chemical processing of non-metalliferous minerals
01 04 08	waste gravel and crushed rocks other than those mentioned in 01 04 07
01 04 09	waste sand and clays
02 02	waste from preparation and processing of meat, fish and other foods of animal origin
02 02 02	shellfish shells from which the soft tissue or flesh has been removed only
03	WASTES FROM WOOD PROCESSING AND THE PRODUCTION OF PANELS AND FURNITURE, PULP, PAPER AND CARDBOARD
03 01	wastes from wood processing and the production of panels and furniture
03 01 01	waste bark and cork
03 03	wastes from pulp, paper and cardboard production and processing
03 03 01	waste bark and wood
10	WASTES FROM THERMAL PROCESSES
10 01	waste from power stations and other combustion plants
10 01 01	bottom ash and slag only
10 01 02	pulverised fuel ash only
10 01 05	gypsum (solid) only
10 01 07	gypsum (sludge) only
10 01 15	bottom ash and slag only from co-incineration other than those mentioned in 10 01 14
10 11	wastes from manufacture of glass and glass products
10 11 12	clean glass other than those mentioned in 10 11 11
10 12	wastes from manufacture of ceramic goods, brick, stiles and construction products
10 12 08	waste ceramics, bricks, tiles and construction products(after thermal processing)
10 13	wastes from manufacture of cement, lime and plaster products and articles and products made from them
10 13 14	waste concrete only
15	WASTE PACKAGING

15 01	packaging
15 01 07	clean glass only
17	CONSTRUCTION AND DEMOLITION WASTES (INCLUDING EXCAVATED SOIL FROM CONTAMINATED SITES)
17 01	concrete, bricks, tiles and ceramics
17 01 01	concrete
17 01 02	bricks
17 01 03	tiles and ceramics
17 01 07	mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06
17 02	wood, glass and plastic
17 02 02	clean glass only
17 03	bituminous mixtures, coal tar and tarred products
17 03 02	road base and road planings (other than those containing coal tar) only
17 05	soil (including excavated soil from contaminated sites) stones and dredging spoil
17 05 04	soil and stones other than those mentioned in 17 05 03
17 05 06	dredging spoil other than those mentioned in 17 05 05
17 05 08	track ballast other than those mentioned in 17 05 07
17 08	gypsum based construction material
17 08 02	gypsum only other than that mentioned in 17 08 01
19	WASTES FROM WASTE MANAGEMENT FACILITIES, OFF SITE WASTE WATER TREATMENT PLANTS AND PREPARATION OF WATER INTENDED FOR HUMAN CONSUMPTION / INDUSTRIAL WASTE
19 05	wastes from aerobic treatment of solid waste
19 05 03	compost from source segregated biodegradable waste only
19 08	wastes from waste water treatment plants not otherwise specified
19 08 02	washed sewage grit (waste from desanding) free from sewage contamination only
19 08 99	stone filter media if free from sewage contamination only
19 09	wastes from the preparation of water intended for human consumption or water for industrial use
19 09 02	sludges from water clarification
19 12	wastes from the mechanical treatment of wastes
19 12 05	clean glass only
19 12 09	minerals (for example sand, stones)
19 12 12	treated bottom ash including IBA and slag other than that containing hazardous substances only
19 13	wastes from soil and groundwater remediation
19 13 02	solid wastes from soil remediation other than those mentioned in 19 13 01
19 13 04	sludges from soil remediation other than those mentioned in 19 13 03
20	MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPARATELY COLLECTED FRACTIONS
20 01	separately collected fractions
20 01 02	clean glass only
20 02	garden and park wastes
20 02 02	soil and stones

2.4 Operating techniques

2.4.1 The activities shall be operated using the techniques and in the manner described in Table 2.4 below.

Table 2.4 Operating techniques

When located within groundwater Source Protection Zones 1 or 2 the specified wastes below shall be stored and treated on an impermeable surface with a sealed drainage system.

When located outside groundwater Source Protection Zones 1 or 2 all permitted wastes shall be stored and treated on hard-standing or on an impermeable surface with sealed drainage system.

Waste Code	Description
03 01 01	waste bark and cork
03 03 01	waste bark and wood
10 01 01	bottom ash and slag only
10 01 05	gypsum (solid) only
10 01 07	gypsum (sludge) only
10 01 15	bottom ash and slag only from co-incineration other than those mentioned in 10 01 14
17 05 06	dredging spoil other than those mentioned in 17 05 05
17 08 02	gypsum only other than that mentioned in 17 08 01
19 05 03	compost from source segregated biodegradable waste only
19 09 02	sludges from water clarification
19 12 12	treated bottom ash including IBA and slag other than that containing hazardous substances only
19 13 02	solid wastes from soil remediation other than those mentioned in 19 13 01
19 13 04	sludges from soil remediation other than those mentioned in 19 13 03

3 – Emissions and monitoring

3.1 Emissions of substances not controlled by emission limits

- 3.1.1 Emissions of substances not controlled by emission limits (excluding odour) shall not cause pollution. The operator shall not be taken to have breached this rule if appropriate measures, including, but not limited to, those specified in any approved emissions management plan, have been taken to prevent or where that is not practicable, to minimise, those emissions.
- 3.1.2 The operator shall:
- (a) if notified by Natural Resources Wales that the activities are giving rise to pollution, submit to Natural Resources Wales for approval within the period specified, an emissions management plan;
 - (b) implement the approved emissions management plan, from the date of approval, unless otherwise agreed in writing by Natural Resources Wales.
- 3.1.3 All liquids in containers, whose emission to water or land could cause pollution, shall be provided with secondary containment, unless the operator has used other appropriate measures to prevent or where that is not practicable, to minimise, leakage and spillage from the primary container

3.2 Odour

- 3.2.1 Emissions from the activities shall be free from odour at levels likely to cause pollution outside the site, as perceived by an authorised officer of Natural Resources Wales, unless the operator has used appropriate measures, including, but not limited to, those specified in any approved odour management plan, to prevent or where that is not practicable, to minimise, the odour.

- 3.2.2 The operator shall:
- (a) if notified by Natural Resources Wales that the activities are giving rise to pollution outside the site due to odour, submit to Natural Resources Wales for approval within the period specified, an odour management plan;
 - (b) implement the approved odour management plan, from the date of approval, unless otherwise agreed in writing by Natural Resources Wales.

3.3 Noise and vibration

- 3.3.1 Emissions from the activities shall be free from noise and vibration at levels likely to cause pollution outside the site, as perceived by an authorised officer of Natural Resources Wales, unless the operator has used appropriate measures, including, but not limited to, those specified in any approved noise and vibration management plan, to prevent or where that is not practicable, to minimise, the noise and vibration.
- 3.3.2 The operator shall:
- (a) if notified by Natural Resources Wales that the activities are giving rise to pollution outside the site due to noise and vibration, submit to Natural Resources Wales for approval within the period specified, a noise and vibration management plan;
 - (b) implement the approved noise and vibration management plan, from the date of approval, unless otherwise agreed in writing by Natural Resources Wales.

4 – Information

4.1 Records

- 4.1.1 All records required to be made by these standard rules shall:
- (a) be legible;
 - (b) be made as soon as reasonably practicable;
 - (c) if amended, be amended in such a way that the original and any subsequent amendments remain legible or are capable of retrieval; and
 - (d) be retained, unless otherwise agreed by Natural Resources Wales, for at least 6 years from the date when the records were made, or in the case of the following records until permit surrender:
 - (i) off-site environmental effects; and
 - (ii) matters which affect the condition of land and groundwater.
- 4.1.2 The operator shall keep on site all records, plans and the management system required to be maintained by these standard rules, unless otherwise agreed in writing by Natural Resources Wales

4.2 Reporting

- 4.2.1 The operator shall send all reports and notifications required by these standard rules to Natural Resources Wales using the contact details supplied in writing by Natural Resources Wales.
- 4.2.2 Within one month of the end of each quarter, the operator shall submit to Natural Resources Wales using the form made available for the purpose, the information specified on the form relating to the site and the waste accepted and removed from it during the previous quarter.

4.3 Notifications

- 4.3.1 Natural Resources Wales shall be notified without delay following the detection of:
- (a) any malfunction, breakdown or failure of equipment or techniques, accident or emission of a substance not controlled by an emission limit which has caused, is causing or may cause significant pollution;
 - (b) the breach of a limit specified in these standard rules; or
 - (c) any significant adverse environmental effects.
- 4.3.2 Written confirmation of actual or potential pollution incidents and breaches of emission limits shall be submitted within 24 hours.
- 4.3.3 Where Natural Resources Wales has requested in writing that it shall be notified when the operator is to undertake monitoring and/or spot sampling, the operator shall inform Natural Resources Wales when the relevant monitoring and/or spot sampling is to take place. The operator shall provide this information to Natural Resources Wales at least 14 days before the date the monitoring is to be undertaken.
- 4.3.4 Natural Resources Wales shall be notified within 14 days of the occurrence of the following matters except where such disclosure is prohibited by Stock Exchange rules:
- a) Where the operator is a registered company:
 - any change in the operator's trading name, registered name or registered office address; and
 - any steps taken with a view to the operator going into administration, entering into a company voluntary arrangement or being wound up.
 - b) Where the operator is a corporate body other than a registered company:
 - any change in the operator's name or address; and
 - any steps taken with a view to the dissolution of the operator.
 - c) In any other case:
 - the death of any of the named operators (where the operator consists of more than one named individual);
 - any change in the operator's name(s) or address(es); and
 - any steps taken with a view to the operator, or any one of them, going into bankruptcy, entering into a composition or arrangement with creditors, or, in the case them being in a partnership, dissolving the partnership.

4.4 Interpretation

- 4.4.1 In these standard rules the expressions listed below shall have the meaning given.
- 4.4.2 In these standard rules references to reports and notifications mean written reports and notifications, except when reference is being made to notification being made "without delay", in which case it may be provided by telephone.

“accident” means an accident that may result in pollution.

“Annex II” means Annex II to Directive 2008/98/EC of the European Parliament and of the Council on waste.

“AQMA” means an air quality management area within the meaning of the Environment Act 1995 which has been designated due to concerns about particulate matter in the form of PM10.

“authorised officer” means any person authorised by Natural Resources Wales under section 108(1) of The Environment Act 1995 to exercise, in accordance with the terms of any such authorisation, any power specified in Section 108(4) of that Act.

“domestic purposes” has the same meaning as in section 218 of the Water Industry Act 1991.

“emissions of substances not controlled by emission limits” means emissions of substances to air, water or land from the activities, either from emission points specified in these standard rules or from other localised or diffuse sources, which are not controlled by an emission limit.

“European Site” means Special Area of Conservation or candidate Special Area of Conservation or Special Protection Area or proposed Special Protection Area in England and Wales, within the meaning of Council Directives 79/409/EEC on the conservation of wild birds and 92/43/EEC on the conservation of natural habitats and of wild flora and fauna and the Conservation (Natural Habitats &c) Regulations 1994. Internationally designated Ramsar sites are dealt with in the same way as European sites as a matter of government policy and for the purpose of these rules will be considered as a European Site.

“food production purposes” means the manufacturing, processing, preserving or marketing purposes with respect to food or drink for which water supplied to food production premises may be used, and for the purposes of this definition *“food production purposes”* means premises used for the purposes of a business of preparing food or drink for consumption otherwise than on the premises.

“good habitat” means rough (especially tussocky) grassland, scrub and woodland

“groundwater” means all water, which is below the surface of the ground in the saturation zone and in direct contact with the ground or subsoil.

“hardstanding” is a compacted solid surface capable of withstanding the operation and the loading / unloading of wastes.

“hazardous property” has the meaning in Annex III of the Waste Framework Directive.

“hazardous substance” means a substance classified as hazardous as a consequence of fulfilling the criteria laid down in parts 2 to 5 of Annex I to Regulation (EC) No 1272/2008.

“hazardous waste” has the meaning given in the Hazardous Waste (Wales) Regulations 2005 (as amended).

“IBA” means incinerator bottom ash derived from the incineration or pyrolysis of waste.

“impermeable surface” means a surface or pavement constructed and maintained to a standard sufficient to prevent the transmission of liquids beyond the pavement surface, and should be read in conjunction with the term *“sealed drainage system”* (below).

“Natural Resources Wales” means the Natural Resources Body for Wales established by article 3 of the Natural Resources Body for Wales (Establishment) Order 2012. The Natural Resources Body for Wales (Functions) Order 2013 transferred the relevant functions of the Countryside Council for Wales, and functions of the Environment Agency and the Forestry Commission in Wales to the Natural Resources Body for Wales.

“pollution” means emissions as a result of human activity which may—

- (a) be harmful to human health or the quality of the environment,
- (b) cause offence to a human sense,
- (c) result in damage to material property, or

(d) impair or interfere with amenities and other legitimate uses of the environment.

“quarter” means a calendar year quarter commencing on 1 January, 1 April, 1 July or 1 October.

“R” means a recovery operation provided for in Annex II to Directive 2008/98/EC of the European Parliament and of the Council on waste.

“sealed drainage system” in relation to an impermeable surface, means a drainage system with impermeable components which does not leak and which will ensure that:

- (a) no liquid will run off the surface otherwise than via the system;
- (b) except where they may lawfully be discharged to foul sewer, all liquids entering the system are collected in a sealed sump.

“secure storage” means storage where waste cannot escape and members of the public do not have access to it.

“SSSI” means Site of Special Scientific Interest within the meaning of the Wildlife and Countryside Act 1981 (as amended by the Countryside and Rights of Way Act 2000).

“Waste code” means the six digit code referable to a type of waste in accordance with the list of wastes established by Commission Decision 2000/532/EC as amended from time to time (the ‘List of Wastes Decision’) and in relation to hazardous waste, includes the asterisk.

“year” means calendar year commencing on 1st January.

End of standard rules

Section 4.2 – Operating Procedures

4.2.1.1 Waste Acceptance Procedures

4.2.1.1.1 In order to demonstrate the acceptability of waste at the regulated facility, the three stages of waste acceptance in the Council Decision 2003/33/EC will be followed:-

- Basic Characterisation;
- Compliance Testing; and
- On site verification.

Basic Characterisation (Level 1)

4.2.1.1.2 Basic characterisation will ensure that the waste is suitable for acceptance at the regulated facility. The information to be supplied at this stage includes:-

- Source and origin of the waste;
- Information on the process producing the waste;
- Appearance of the waste, e.g. physical form; and
- The List of Wastes (England) Regulations 2005 code.

4.2.1.1.3 The wastes detailed in Table 1 are wastes that are permitted under the standard rules permit (EPR/AB3395FG) and may be accepted without testing, provided that there is confirmation that they are single stream loads from known and reliable sources and that they are accompanied by the required information. Different wastes contained in the list will be accepted together provided they are from the same source and are accompanied by the required information.

Table 1: Waste Types That May Not Require Testing

EWG Code	Description	Restriction
15	WASTE PACKAGING	
15 01	Packaging	
15 01 07	Glass packaging	
17	CONSTRUCTION AND DEMOLITION WASTES (INCLUDING EXCAVATED SOIL FROM CONTAMINATED SITES)	
17 01	Concrete, bricks, tiles and ceramics	
17 01 01	Concrete	Must not include concrete slurry
17 01 02	Bricks	
17 01 03	Tiles and Ceramics	
17 01 07	Mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06	

EWG Code	Description	Restriction
17 02	Wood, glass and plastic	
17 02 02	Glass	Must not include fibreglass or glass fibre
17 05	Soil (including excavated soil from contaminated sites) stones and dredging spoil	
17 05 04	Soil and stones other than those mentioned in 17 05 03	Excluding soil and stones from contaminated sites. Excluding topsoil and peat.
19	WASTES FROM WASTE MANAGEMENT FACILITIES, OFF SITE WASTE WATER TREATMENT PLANTS AND PREPARATION OF WATER INTENDED FOR HUMAN CONSUMPTION/INDUSTRIAL WASTE	
19 12	Wastes from the mechanical treatment of waste	
19 12 05	Clean glass only	Excluding glass from cathode ray tubes
20	MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPERATELY COLLECTED FRACTIONS	
20 01	Separately collected fractions	
20 01 02	Glass	Excluding fibreglass
20 02	Garden and park wastes	
20 02 02	Soils and stones	Excluding contaminated stones from garden and parks waste.

Compliance Testing

- 4.2.1.1.4 The waste types that are not listed in Table 1 but listed in Table 2.3 of the Standard Rules SR2010 No12 will be subject to testing in accordance with the WAC limits for inert waste as detailed in Table 2. The testing will be undertaken in accordance with the latest CEN standard two part batch test for inorganic constituents PrEN12457-3.

Table 2: Waste Acceptance Criteria Thresholds for Inert Wastes That Require Testing

Determinand	Symbol	L/S = 10l/kg Mg/kg dry substance
Arsenic	As	0.5
Barium	Ba	20
Cadmium	Cd	0.04
Total Chromium	Cr total	0.5
Copper	Cu	2
Mercury	Hg	0.01
Molybdenum	Mo	0.5
Nickel	Ni	0.4
Lead	Pb	0.5
Antimony	Sb	0.06
Selenium	Se	0.1
Zinc	Zn	4
Chloride	Cl-	800
Fluoride	F-	10
Sulphate(a)	SO42-	1,000
Phenol index	PI	1

Dissolved Organic Carbon(b)	DO	500
Total Dissolved Solids	TDS	12,000
(a) The limit value for sulphate may be increased to 6,000 mg/kg, provided that the value of C0 (the first eluate of a percolation test at L/S = 0.1 l/kg) does not exceed 1,500 mg/l. It will be necessary to use a percolation test to determine the limit value at L/S = 0.1 l/kg under initial equilibrium conditions. (b) If the waste does not meet this value for Dissolved Organic Carbon (DOC) at its own pH value, it may alternatively be tested at L/S = 10 l/kg and a pH between 7.5 and 8.0. The waste may be considered as complying with the acceptance criteria for DOC, if the result of this determination does not exceed 500 mg/kg. (c) The value for Total Dissolved Solids can be used alternatively to the values for Sulphate and Chloride.		

On Site Verification

- 4.2.1.1.5 All vehicles delivering waste will be licensed waste carriers and each delivery must be accompanied by a relevant Waste Transfer Note, consistent with fulfilling the company's responsibilities under the provisions of the Duty of Care.
- 4.2.1.1.6 The following details will be recorded by the on-site checker:-
- Time, date and place of transfer;
 - Description of the waste;
 - Quantity of waste;
 - Type of containment;
 - Details of transferor and transferee;
 - Details of registered waste carriers – certificate number and issuing authority;
 - Type and registration number of delivery vehicle; and
 - Details of waste broker, if relevant.
- 4.2.1.1.7 Each load of waste delivered to the site shall be, where possible, visually inspected before unloading. Each load will be inspected after unloading. These inspections will ensure that the wastes comply with the permit and conform to the description provided in the Waste Transfer Note.
- 4.2.1.1.8 In the event of the information supplied being inconsistent with the basic characterisation, or if there is uncertainty as to whether the waste is permitted, the vehicle will not be allowed to

proceed to the active area until further information is supplied. The site management will be informed of such incidents. Once the site management is satisfied that the waste is permitted at the site, by way of compliance testing, the waste will be allowed to proceed to the waste soil and aggregate treatment area.

- 4.2.1.1.9 If the site management decides that the waste cannot be accepted at the site, the driver will be asked to leave the site and the incident will be reported in the Site Diary and to the Natural Resources Wales. A note of the vehicle registration number will be recorded.
- 4.2.1.1.10 As waste is unloaded in the waste soil and aggregate treatment area, it will be visually inspected. If any wastes are considered abnormal or suspect, the machine operator will contact the on site checker for clarification of the description of the waste. Any such wastes will be moved to a designated area for further investigation. The Natural Resources Wales will be informed of these actions.
- 4.2.1.1.11 All site staff will be made aware of the waste acceptance procedures in place at the site and will be trained in the procedures with dealing with non-conformances. The Site Manager will be responsible for ensuring that the procedures are implemented appropriately.

Unauthorised and Rejected Wastes

- 4.2.1.1.12 In the event that a load is identified as unacceptable prior to unloading, the driver will report back to the site office where a Rejected Load Form will be completed for the site records in addition to being recorded in the site diary. The waste load will then be removed from the site by the driver to an appropriate facility.
- 4.2.1.1.13 In the event that any load is identified as unacceptable upon discharge of the load when the haulier has exited the site, the waste shall be isolated or quarantined on the site until such time it can be removed from site. During this time a Rejection Load Form will be completed and recorded in the site diary.

Volume Calculation

- 4.2.1.1.14 The facility will not benefit from a weighbridge for the purpose of detailed assessment of loads. As such, the volume of materials being imported to the site will be monitored on an assumed load basis. An exercise has been undertaken to determine the volume of material contained

within the vehicles which will be used to transport materials to site and is described further below.

4.2.1.1.15 To ensure that the above calculations remain valid random loads will be measured by:

- Measuring void capacity of the vehicle
- Levelling the load by machine
- Calculating the void space
- Subtracting the void space from the vehicle capacity.

4.2.1.1.16 To monitor these calculations random loads will be checked and recorded on the Load Volume Control Records (Document Reference 4.2.1.3).

4.2.1.4 Rejected Load Form

Rejected Load Form	
Date:	
Haulier:	
Origin of Material:	
Waste Information Form (WIF):	
Conveyance Ticket:	
Recorded in Site Diary:	
Reason for Rejection:	
Action Taken:	
Reported to:	

4.2.1.3 Load Volume Control Records

Date	Vehicle	Conveyance Ticket Number	Container Dimensions (H x W x L)	Volume	Load Dimensions (struck level load)	Volume	Capacity Difference

4.2.2.1 Plant Operating Procedure – 360 Excavator

Responsible Manager(s)	Site Supervisor
Authorised Person(s)	Plant operator
Use	Laying and spreading of material on site.
Hazards and Risks	Slips, trips and falls; exposure to hot oils; damage to machine, other vehicles and plant; risk of injury to site workers and operator; falling from height.
Mandatory Safety Equipment and Personal Protective Equipment (PPE)	Safety Helmet, High Vis, Gloves, Safety Boots, Safety Goggles/Glasses

Daily Checks

- Carry out daily checks and complete the appropriate record sheet contained in the Maintenance Folder for that item of plant. The Site Supervisor will set and agree with the plant operators what time of the day this activity will be carried out.

Start up:

- If different operator from the previous day, check the record for reported defects and to ensure the plant is safe to operate. If in any doubt check with the Site Supervisor.
- Collect the key for the item of plant from the site office and unlock machine.
- Once the operator is satisfied all necessary checks have been completed, and the machine is safe to use, they can then proceed to operate the machine.

Operation:

- The operator will immediately advise the Site Supervisor if any person is observed on site not wearing the mandatory PPE and cease work if that person is in the same work area.
- The operator must always be aware of any persons around (e.g. other site operatives).
- If the operator leaves the machine, they must turn it off and remove the key and take it with them (unless someone else is taking over).
- If a fault occurs, the operator must notify the Site Supervisor immediately.
- When moving the machine, the operator must move it safely and within the designated speed limit.
- Do not use the machine to carry passengers.

Shut Down:

- Switch off the item of plant.
- Keep the plant in a safe area.
- Lock machine and return key to the site office.

A copy of this procedure must be issued to each person when briefed on its content

Compliance with safe working procedures is mandatory and is designed to ensure your safety and that of others. If in doubt, ask your manager for guidance - do not take risks.

4.2.2.2 Plant Operating Procedure – Crusher

Responsible Manager(s)	Site Supervisor
Authorised Person(s)	Plant operator
Use	Laying and spreading of material on site.
Hazards and Risks	Slips, trips and falls; exposure to hot oils; damage to machine, other vehicles and plant; risk of injury to site workers and operator; falling from height.
Mandatory Safety Equipment and Personal Protective Equipment (PPE)	Safety Helmet, High Vis, Gloves, Safety Boots, Safety Goggles/Glasses

Daily Checks

- Carry out daily checks and complete the appropriate record sheet contained in the Maintenance Folder for that item of plant. The Site Supervisor will set and agree with the plant operators what time of the day this activity will be carried out.

Start up:

- If different operator from the previous day, check the record for reported defects and to ensure the plant is safe to operate. If in any doubt check with the Site Supervisor.
- Collect the key for the item of plant from the site office and unlock machine.
- Once the operator is satisfied all necessary checks have been completed, and the machine is safe to use, they can then proceed to operate the machine.

Operation:

- The operator will immediately advise the Site Supervisor if they observe any person on site not wearing the mandatory PPE and cease work if that person is in their work area.
- The operator must always be aware of any persons around them (e.g. other site operatives).
- If the operator leaves the machine, they must turn it off and remove the key and take it with them (unless someone else is taking over).
- If a fault occurs, the operator must notify the Site Supervisor immediately.
- When moving the machine, the operator must move it safely and within the designated speed limit.
- Do not use the machine to carry passengers.

Shut Down:

- Switch off the item of plant.
- Keep the plant in a safe area.
- Lock machine and return key to the site office.

A copy of this procedure must be issued to each person when briefed on its content

Compliance with safe working procedures is mandatory and is designed to ensure your safety and that of others. If in doubt, ask your manager for guidance - do not take risks.

4.2.2.2 Plant Operating Procedure - Screener

Responsible Manager(s)	Site Supervisor
Authorised Person(s)	Plant operator
Use	Inert and non-hazardous waste material is fed into the machine to produce aggregates, soils and soil-like materials of various grades.
Hazards and Risks	Slips, trips and falls; exposure to hot oils; damage to machine, other vehicles and plant; risk of injury to site workers and operator; falling from height.
Mandatory Safety Equipment and Personal Protective Equipment	Safety Helmet, High Vis, Gloves, Safety Boots, Masks (when in close proximity to compost or dusty areas), Safety Goggles (when in close proximity to the shredding or screening activities)

Daily Checks

- Carry out daily checks and complete the appropriate record sheet contained in the Maintenance Folder for that item of plant. The Site Supervisor will set and agree with the plant operators what time of the day this activity will be carried out.

Start up:

- If different operator from the previous day, check the record for reported defects and to ensure the plant is safe to operate. If in any doubt check with the Site Supervisor.
- Collect the key for the item of plant from the site office and unlock machine.
- Once the operator is satisfied all necessary checks have been completed, and the machine is safe to use, he can then proceed to operate the machine.

Operation:

- The operator will immediately advise the Site Supervisor if he observes any person in the yard not wearing a High Vis and cease work if that person is in his work area.
- The operator must always be aware of any persons around him (e.g. other site operatives).
- If the operator leaves the machine, he must turn it off and remove the key and take it with him (unless someone else is taking over).
- If a fault occurs, the operator must notify the Site Supervisor immediately.
- When moving the machine, the operator must move it safely and within the designated speed limit.
- Do not use the machine to carry passengers.
- Crushed materials are loaded into the machine using a loading shovel or similar plant.

Shut Down:

- Switch off the item of plant.
- Keep the plant in a safe area.
- Lock machine and return key to the weighbridge office.

A copy of this procedure must be issued to each person when briefed on its content

Compliance with safe working procedures is mandatory and is designed to ensure your safety and that of others. If in doubt, ask your manager for guidance - do not take risks.

4.2.3 Waste Storage Procedure

4.2.3.1 In order to ensure that the storage of wastes is undertaken in accordance with the conditions of the Environmental Permit, the following procedure will be implemented

Waste Storage Procedure		
Action		Responsible Person
1.	In accordance with the conditions of the Standard Rules permit (SR2010No12), if a site is located within Protection Zones I or II, the following waste codes are required to be stored on an impermeable surface with a sealed drainage. • 03 01 01 - Waste bark and cork • 03 03 01 - Waste bark and wood • 10 01 01 - Bottom ash and slag only • 10 01 05 - Gypsum (solid) only • 10 01 07 - Gypsum (sludge) only • 10 01 15 - Bottom ash and slag only from co-incineration other than those mentioned in 10 01 04 • 17 05 06 - Dredging spoil other than those mentioned in 17 05 05 • 17 08 02 - Gypsum only other than those mentioned in 17 08 01 • 19 05 03 - Compost from source segregated biodegradable waste only • 19 09 02 - Sludges from water clarification • 19 12 12 - Treated bottom ash including IBA and slag other than that containing dangerous substances only • 19 13 02 - Solid wastes from soil remediation other than those mentioned in 19 13 01 • 19 13 04 - Sludges from soil remediation other than those mentioned 19 13 03. These waste types will not be accepted at the site. As such in accordance with the conditions of the Standard Rules permit, and other waste stream that's accepted at the site will be stored on a hardstanding surface.	Site Supervisor
2.	There will be a designated storage area for non-conforming waste and all site operatives will be made aware of this.	Site Supervisor
3.	In accordance with the Waste Treatment Procedures (Document Reference 4.2.4), waste aggregates that are treated at the site will be tested in accordance with the Factory Production Control Manual (Document Reference 4.2.5) to demonstrate that the materials comply with the WRAP Quality Protocol 'Aggregates from Inert Waste'. The Quality Protocol only applies to aggregates of a granular nature used in construction. Clays and soils are not considered to be aggregates for the purpose of this FPC and are not permitted to meet end of waste status. As such, any waste soils	Site Supervisor

	that are recovered from the treatment process will be stored separately from any waste material that's accepted at the site and aggregate product that meets the relevant end of waste criteria. This will minimise the risk of cross contamination.	
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4.2.4 Waste Treatment Procedure

4.2.4.1 In accordance with the conditions of the Standard Rules permit (SR2010No12) waste treatment is limited to sorting, separation, screening, crushing and blending of waste for recovery as a soil, soil substitute or aggregate.

4.2.4.2 The following waste treatment procedure will be undertaken on site.

Waste Treatment Procedure		
Action		Person Responsible
1.	Wastes that are accepted at the site will be loaded into the crusher where the material will be crushed and screened into various sizes. The operation of the crusher and screener is included in Document References 4.2.2.2 and 4.2.2.3.	Site Supervisor
2.	Following treatment, the resultant materials will be tested in accordance with the Factory Production Control Manual (Document Reference 4.2.5) to demonstrate that the materials comply with the WRAP Quality Protocol 'Aggregates from Inert Waste'.	Site Supervisor
3.	Where the results of the testing meet the specifications of the relevant standards, specifications and Waste Protocol, aggregate product will be temporarily stored pending either use within a designated sector or resale.	Site Supervisor
4.	The Quality Protocol only applies to aggregates of a granular nature used in construction. Clays and soils are not considered to be aggregates for the purpose of this FPC and are not permitted to meet end of waste status. As such, any waste soil that's recovered from the process will be classified appropriately and arrangements will be made to transfer the waste soil to a suitable permitted facility for appropriate disposal and/or recovery.	Site Supervisor

Westfield Industrial Estate Soil and Aggregate Treatment Facility

Factory Production Control

J H Jenkins and Sons

November 2021

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APPENDICES

Appendix A - Product Dispatch Note

1.0 INTRODUCTION

1.1 REPORT CONTEXT

- 1.1.1 This document has been prepared by Tetra Tech behalf of the operator, J H Jenkins and Sons, in connection with their soil and aggregate treatment facility at Westfield Industrial Park (the site).
- 1.1.2 J H Jenkins currently undertake the treatment of waste arising from land remediation, construction and demolition works to produce aggregates in accordance with the conditions provided under NRW's Standard Rules SR2010 No12 'Treatment of waste to produce soil, soil substitutes and aggregates'. The site accepts, treats and stores inert wastes in order to produce a high quality aggregate for resale and reuse within their construction activities.
- 1.1.3 The Factory Production Control (FPC) document details the measures and procedures put in place by J H Jenkins and Sons to control the production of aggregates from inert waste in accordance with the WRAP Quality Protocol (QP) 'Aggregates from Inert Waste' dated October 2013.
- 1.1.4 The Quality Protocol 'Aggregates from Inert Waste' sets out the end of waste criteria for the production and use of recycled aggregates from inert waste. Recycled aggregates which have been produced to this Quality Protocol are no longer considered waste and therefore are no longer subject to waste management controls.
- 1.1.5 This document has been produced to reflect J H Jenkins and Sons' commitment to producing high quality aggregates for end users, and reducing the volume of waste produced by the main business activity through recovery and reintroduction into their construction activities. This document will also give confidence that recycled aggregates have been produced in accordance with the Quality Protocol, to a recognised approved industry specification, have been fully recovered and are suitable for use in the designated market sectors.

2.0 PRODUCTION PROCEDURE

2.1 PERMITTED ACTIVITIES

- 2.1.1 Operations comprise the treatment of waste arising from land remediation, construction and demolition works to produce aggregates in accordance with the standard rules set SR2010 No12 'Treatment of waste to produce soil, soil substitutes and aggregates'. This is currently regulated under permit reference EPR/AB3395FG.

2.2 WASTE TYPES

- 2.2.1 Wastes that will be accepted as part of this FPC will be strictly inert as classified under the Landfill Directive (1999/31/EC) and Council Decision (2003/33/EC) of 19th December 2002 '*establishing criteria and procedures for the acceptance of waste landfills*'.

- 2.2.2 Inert waste is defined in Article 2 of the Landfill Directive 1999/31/EC as follows:-

'Inert waste' means waste that does not undergo any significant physical, chemical or biological transformations. Inert waste will not dissolve, burn or otherwise physically or chemically react, biodegrade or adversely affect other matter with which it comes into contact in a way likely to give rise to environmental pollution or harm to human health. The total leachability and pollutant content and the ecotoxicity of its leachate are insignificant and, in particular, do not endanger the quality of any surface water and/or groundwater. Table 2 lists those wastes that may be accepted at the site which do not require Waste Acceptance Criteria (WAC) testing under Council Decision (2003/33/EC), provided that they are inert and from a single source only (mixed loads from more than one site cannot be accepted without testing).'

- 2.2.3 Table 1 lists those wastes that may be accepted at the site which do not require Waste Acceptance Criteria (WAC) testing under Council Decision (2003/33/EC), provided that they are inert and from a single source only (mixed loads from more than one site cannot be accepted without testing).'

- 2.2.4 Table 2 lists wastes that are acceptable under the standard rules set SR2010 No12 and the WRAP Quality Protocol 'Aggregates from Inert Waste' however, they are not identified as inert in accordance with the Council Decision (2003/33/EC). As such, these wastes will be subject to WAC testing.

Table 1: Permitted Waste Types

EWG Code	Description	Restriction
15	WASTE PACKAGING	
15 01	Packaging	

EWC Code	Description	Restriction
15 01 07	Glass packaging	
17	CONSTRUCTION AND DEMOLITION WASTES (INCLUDING EXCAVATED SOIL FROM CONTAMINATED SITES)	
17 01	Concrete, bricks, tiles and ceramics	
17 01 01	Concrete	Must not include concrete slurry
17 01 02	Bricks	
17 01 03	Tiles and Ceramics	
17 01 07	Mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06	
17 02	Wood, glass and plastic	
17 02 02	Glass	Must not include fibreglass or glass fibre
17 05	Soil (including excavated soil from contaminated sites) stones and dredging spoil	
17 05 04	Soil and stones other than those mentioned in 17 05 03	Excluding soil and stones from contaminated sites. Excluding topsoil and peat.
19	WASTES FROM WASTE MANAGEMENT FACILITIES, OFF SITE WASTE WATER TREATMENT PLANTS AND PREPARATION OF WATER INTENDED FOR HUMAN CONSUMPTION/INDUSTRIAL WASTE	
19 12	Wastes from the mechanical treatment of waste	
19 12 05	Clean glass only	Excluding glass from cathode ray tubes
20	MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPERATELY COLLECTED FRACTIONS	
20 01	Separately collected fractions	
20 01 02	Glass	Excluding fibreglass
20 02	Garden and park wastes	
20 02 02	Soils and stones	Excluding contaminated stones from garden and parks waste.

Table 2: Permitted Waste Types that may require WAC Testing

EWC Code	Description	Restriction
01	WASTES RESULTING FROM EXPLORATION, MINING, QUARRYING AND PHYSICAL AND CHEMICAL TREATMENT OF MINERALS	
01 04	Wastes from physical and chemical processing of non-metalliferous minerals	
01 04 08	Waste gravel and crushed rocks other than those mentioned in 01 04 07	May include excavation from mineral workings.
01 04 09	Waste sand and clays	Waste sand only. Must not include contaminated sand.
17	CONSTRUCTION AND DEMOLITION WASTES (INCLUDING EXCAVATED SOIL FROM CONTAMINATED SITES)	
17 03	Bituminous mixtures, coal tar and tarred products	
17 03 02	Road base and road planings (other than those containing coal tar) only	Allowed only if: Bituminous mixtures from the repair and

		refurbishment of the asphalt layers of roads and other paved areas (excluding bituminous mixtures containing coal tar and classified as waste code 17 03 01) Must not include coal tar or tarred products. Must not include freshly mixed bituminous mixtures.
17 05	Soil (including excavated soil from contaminated sites) stones and dredging spoil	
17 05 08	Track ballast other than those mentioned in 17 05 07	Allowed only if: Does not contain soil and stones from contaminated sites.
19	WASTES FROM WASTE MANAGEMENT FACILITIES, OFF SITE WASTE WATER TREATMENT PLANTS AND PREPARATION OF WATER INTENDED FOR HUMAN CONSUMPTION/INDUSTRIAL WASTE	
19 12	Wastes from the mechanical treatment of waste	
19 12 09	Minerals (for example sand, stones)	Must not contain contaminated concrete, bricks, tiles, sand, stone or gypsum from recovered plasterboard.

2.2.5 In addition to the permitted waste types listed in Table 1, the site is also permitted to accept the waste types listed in Table 2.3 of the Standard Rules SR2010 No12. However, for the purposes of this FPC, only the materials listed in Tables 1 and 2 will be accepted for treatment and subsequent use as a non-waste material.

2.2.6 The Quality Protocol only applies to aggregates of a granular nature used in construction. Clays and soils are not considered to be aggregates for the purpose of this FPC and are not permitted to meet end of waste status.

2.3 WASTE ACCEPTANCE PROCEDURES

2.3.1 In order to demonstrate the acceptability of waste at the regulated facility, the three stages of waste acceptance in the Council Decision 2003/33/EC will be followed:-

- Basic Characterisation;
- Compliance Testing; and
- On site verification.

Basic Characterisation (Level 1)

2.3.2 Basic characterisation will ensure that the waste is suitable for acceptance at the regulated facility. The information to be supplied at this stage includes:-

- Source and origin of the waste;
- Information on the process producing the waste;
- Appearance of the waste, e.g. physical form; and
- The List of Wastes (England) Regulations 2005 code.

2.3.3 The wastes detailed in Table 1 will be accepted at the site without testing, provided that there is confirmation that they are single stream loads from known and reliable sources and that they are accompanied by the required information. Different wastes contained in the list will be accepted together provided they are from the same source and are accompanied by the required information.

Compliance Testing

2.3.4 The waste types listed in Table 2 will be subject to testing in accordance with the WAC limits for inert waste as detailed in Table 3. The testing will be undertaken in accordance with the latest CEN standard two part batch test for inorganic constituents PrEN12457-3.

Table 3: Waste Acceptance Criteria Thresholds for Inert Wastes That Require Testing

Determinand	Symbol	L/S = 10l/kg Mg/kg dry substance
Arsenic	As	0.5
Barium	Ba	20
Cadmium	Cd	0.04
Total Chromium	Cr total	0.5
Copper	Cu	2
Mercury	Hg	0.01
Molybdenum	Mo	0.5
Nickel	Ni	0.4
Lead	Pb	0.5
Antimony	Sb	0.06
Selenium	Se	0.1
Zinc	Zn	4
Chloride	Cl-	800
Fluoride	F-	10
Sulphate(a)	SO42-	1,000
Phenol index	PI	1
Dissolved Organic Carbon(b)	DO	500
Total Dissolved Solids	TDS	12,000
(a) The limit value for sulphate may be increased to 6,000 mg/kg, provided that the value of CO (the first eluate of a percolation test at L/S = 0.1 l/kg) does not exceed 1,500 mg/l. It will be necessary to use a percolation test to determine the limit value at L/S = 0.1 l/kg under initial equilibrium conditions.		

- (b) If the waste does not meet this value for Dissolved Organic Carbon (DOC) at its own pH value, it may alternatively be tested at L/S = 10 l/kg and a pH between 7.5 and 8.0. The waste may be considered as complying with the acceptance criteria for DOC, if the result of this determination does not exceed 500 mg/kg.
- (c) The value for Total Dissolved Solids can be used alternatively to the values for Sulphate and Chloride.

On Site Verification

- 2.3.5 All vehicles delivering waste will be licensed waste carriers and each delivery must be accompanied by a relevant Waste Transfer Note, consistent with fulfilling the company's responsibilities under the provisions of the Duty of Care.
- 2.3.6 The following details will be recorded by the on-site checker:-
- Time, date and place of transfer;
 - Description of the waste;
 - Quantity of waste;
 - Type of containment;
 - Details of transferor and transferee;
 - Details of registered waste carriers – certificate number and issuing authority;
 - Type and registration number of delivery vehicle; and
 - Details of waste broker, if relevant.
- 2.3.7 Each load of waste delivered to the site shall be, where possible, visually inspected before unloading. Each load will be inspected after unloading. These inspections will ensure that the wastes comply with the permit and conform to the description provided in the Waste Transfer Note.
- 2.3.8 In the event of the information supplied being inconsistent with the basic characterisation, or if there is uncertainty as to whether the waste is permitted, the vehicle will not be allowed to proceed to the active area until further information is supplied. The site management will be informed of such incidents. Once the site management is satisfied that the waste is permitted at the site, by way of compliance testing, the waste will be allowed to proceed to the waste soil and aggregate treatment area.

- 2.3.9 If the site management decides that the waste cannot be accepted at the site, the driver will be asked to leave the site and the incident will be reported in the Site Diary and to Natural Resources Wales. A note of the vehicle registration number will be recorded.
- 2.3.10 As waste is unloaded in the waste soil and aggregate treatment area, it will be visually inspected. If any wastes are considered abnormal or suspect, the machine operator will contact the on site checker for clarification of the description of the waste. Any such wastes will be moved to a designated area for further investigation. Natural Resources Wales will be informed of these actions.
- 2.3.11 All site staff will be made aware of the waste acceptance procedures in place at the site and will be trained in the procedures with dealing with non-conformances. The Site Manager will be responsible for ensuring that the procedures are implemented appropriately.

2.4 UNAUTHORISED AND REJECTED WASTES

- 2.4.1 In the event that a load is identified as unacceptable upon discharge of the load, the waste shall be reloaded into the container if possible and isolated.
- 2.4.2 In the event that any load is identified as unacceptable upon discharge of the load when the haulier has exited the site, the waste shall be isolated or quarantined on the site.
- 2.4.3 If necessary, Natural Resources Wales will be contacted to agree the most appropriate course of action.
- 2.4.4 If a load is rejected, the following information shall be recorded;
- Time and date of incident;
 - Haulier and the vehicle registration number;
 - Producer of the waste;
 - Waste type; and
 - Reason for rejection.
- 2.4.5 Records will be kept of all rejected loads and these will be made available to Natural Resources Wales.

2.5 SITE EQUIPMENT AND MAINTENANCE

- 2.5.1 The following equipment will be used on site as part of the proposed waste recovery operation:-
- Loading shovel;

- Crusher; and
- Screener

- 2.5.2 Only personnel who are trained and licensed to operate equipment and carry out maintenance will do so.
- 2.5.3 All plant and equipment will be maintained in accordance with a preventative maintenance programme which will be defined by the manufacturer's requirements. This will ensure that the integrity and operational efficiency of all plant and equipment is maintained and therefore minimise the risk of mechanical failure which may result in increased dust emissions.
- 2.5.4 All plant and equipment will be inspected on a daily basis by a site manager prior to use. The purpose of this inspection is to identify any signs of defects that may affect the integrity and operational efficiency of the plant.
- 2.5.5 In the event that a defect is identified on any item of plant or equipment, the use of the plant/equipment will be suspended until the necessary remedial works have been undertaken. In order to facilitate this, mobile plant will be isolated and the site diary will be updated to outline the operational conditions and availability of all plant and equipment.
- 2.5.6 Once the necessary remedial works have been undertaken, the daily log will be updated to provide details of the defects and the remedial actions that were undertaken.

2.6 WASTE TREATMENT

- 2.6.1 A variety of waste treatment methods will be applied on site and will be subject to the nature of the waste. For bulky materials, the waste will initially be processed via a screener to segregate the waste into a variety of sizes. Depending on the particle size of the resultant material, a crusher may be employed to crush the waste and processed via a screener a second time to reduce the particle size of the material. Alternatively, wastes that originally comprise finer particles will not require crushing and therefore will only be processed via a screener.

2.7 STANDARDS AND SPECIFICATIONS

- 2.7.1 Following treatment, testing will be undertaken to ensure the resultant material complies with the standards and specifications listed in Tables 4 and 5.
- 2.7.2 Samples of the processed material will be collected by the Site Manager or a nominated individual and sent for testing at a predetermined UKAS accredited laboratory.

2.7.3 J H Jenkins and Sons will continually review the standards and specifications in Table 4 to assess their suitability in accordance with the WRAP Quality protocol. If there are any changes made to the standards and specifications, then the Factory Production Control manual will be reviewed and updated accordingly.

Table 4: Standards, specification and quality control for the use of aggregates

Product and Use	Standard	Specification	Quality Control
Unbound recycled aggregate: Granular fill General fill Capping	BS EN 13242: Aggregates for unbound and hydraulically bound materials	Highways Agency Specification for Highway Works: Series 600 HAUC: Specification for the reinstatement of openings in highways BS EN 13285: Unbound mixtures: Specifications	BS EN 13242: Level 4 Attestation Evaluation of Conformity to BS EN 16236* SHW: Quality Control procedures in accordance with the Quality Protocol for the production of aggregates from inert waste SROH: Compliance with SHW
Unbound: Fills Capping Sub Base		Highways Agency Specification for Highway Works: Series 800 HAUC: Specification for the reinstatement of openings in highways BS EN 13285: Unbound mixtures: Specifications	
Unbound recycled aggregate: Pipe bedding Drainage		Highways Agency Specification for Highway Works (SHW): Series 500 Highway Authorities and Utilities Committee (HAUC): Specification for the reinstatement of openings in highways (SROH)	

Table 5: Testing requirements

End Use	Standard and Specification	Test	BS Test reference	Minimum Test Frequency
Unbound recycled aggregate: Granular fill General fill Capping	BS EN 13242: Aggregates for unbound and hydraulically bound materials for use in civil engineering work and road construction	Particle size distribution	EN 933-1	1 per week
		Particle density	EN 1097-6	1 per month
		Resistance to fragmentation	EN 1097-2	2 per year

		Classification of constituents	EN 933-11	1 per month
		Water soluble sulphate	EN 1744-1	1 per month
Unbound: Fills Capping Sub Base	SHW Series 600	California Bearing Ratio	1377: part 4	1 per month
		Plasticity of Fines	1377: part 2	1 per week
		Frost Heave	812: Part 124	1 per year

2.8 STORAGE OF AGGREGATE

- 2.8.1 Where the results of the testing meet the specifications of the relevant standards, specifications and Waste Protocol, aggregate product will be temporarily stored pending either use within a designated sector or resale.
- 2.8.2 Any non-waste material that's produced as a result of this FPC will be segregated from any waste material that's accepted at the site and waste material that does not meet the end of waste criteria. Site operatives will also be informed of the relevant storage area to avoid cross contamination between waste and non-waste material.
- 2.8.3 Where a material does not meet the relevant standards, it will be reprocessed and retested.
- 2.8.4 To reduce the risk of dust, the following operational procedures will be implemented;
- Enforcement of a speed limit on site to prevent re-suspension and entrainment;
 - Use of water to dampen site roads and operational area as necessary;
 - Utilisation of a road sweeper to maintain site roads as necessary; and
 - Operations will be halted if necessary.

2.9 RESPONSIBILITY FOR THE IMPLEMENTATION OF THE FPC

- 2.9.1 The implementation and dissemination of the FPC document will be the responsibility of the Site Manager, supported by other staff. The Site Manager can delegate certain tasks as required, although ultimate responsibility will remain with them.
- 2.9.2 A nominated deputy will be appointed for all times when the Site Manager is not on site. In such circumstances, it will be the nominated deputy's responsibility to ensure that the requirements of the FPC

document are adhered to.

2.10 TRAINING

- 2.10.1 All site and operational staff will be trained to ensure that they have the competency to undertake the procedures and measures that are contained within the FPC. This will comprise ongoing training, including toolbox talks undertaken to ensure that all staff are up to date with the most recent procedures and measures.
- 2.10.2 All new starters will also be required to undertake an induction where they will be trained in the procedures and measures that are contained within the FPC.
- 2.10.3 All training of staff will be recorded and these records will be monitored to ensure that all staff are trained in the latest measures and procedures.

2.11 SUB-CONTRACTORS

- 2.11.1 Any sub-contractor operations undertaken on site relating to the processing operations are the responsibility, and where applicable, will be under the supervision of the Site Manager or a nominated deputy.

2.12 REVIEW OF THE FPC

- 2.12.1 This document forms part of the site's Environmental Management System (EMS) and will be reviewed on an annual basis to ensure that it is fit for purpose and meets the requirements of current guidance which includes the WRAP Quality Protocol for Aggregates from Inert Waste Materials.
- 2.12.2 The FPC will also be reviewed under the following circumstances and amended if necessary:-
- Pollution incidents;
 - Development in scientific understanding;
 - A change in the market;
 - A change in legislation or case law; and
 - A change to the agreed European standard.

2.12.3 Any changes that are made to the site's EMS will be documented and a record will be maintained. This includes any changes that are made to the FPC manual.

3.0 MANAGEMENT OF DOCUMENTATION

3.1 RECORD KEEPING

- 3.1.1 The site operates in accordance with an Environmental Management System which has been produced in line with Natural Resources Wales' Guidance "How to Develop and Environmental Management System for your Environmental Permit".
- 3.1.2 Product delivery documentation such as a Product Dispatch Note (Appendix #) will be maintained for each load of recycled aggregates dispatched and will include the following:-
- Date of supply;
 - Customer's name and contact details;
 - Product description to aggregates standard and customer specification;
 - The name and contact details of the producer, including the address of the site of production;
 - Quantity supplied by weight/volume; and
 - A statement that the product was produced in compliance with this quality protocol.
- 3.1.3 In addition, and where requested by the purchaser, the following should also be included:
- Test results and procedures in accordance with the relevant standard and specification and additional test that may be required to assess the suitability for a particular end use;
 - Details of the Factory Production Manual; and
 - Information on good practice relating to the storage, transportation and handling of aggregate.
- 3.1.4 Documents will be maintained on site in a convenient location, allowing access for any person that may be working at or visiting the site. For the purposes of the Quality Protocol, documents will be retained on site for a minimum of two years. All documents relating to this FPC will be made available for inspection by the regulator where requested.

APPENDICES

APPENDIX A – PRODUCT DISPATCH NOTE

Product Dispatch Note

Customer Name	
Delivery/Site Address	

Description	No. of Loads	M3	Gross Weight (t)	Tare (t)	Net Weight (t)

I declare that the aggregate products described above fulfil the requirements as specified by the customer and have been produced in compliance with the Quality Protocol: Aggregates from inert waste (WRAP, October 2013).

Customer (Collected / Received / Delivered By)			
Signature	Print Name	Vehicle Registration	Date

J H Jenkins & Sons (Collected / Received / Delivered By)			
Signature	Print Name	Vehicle Registration	Date

Section 4.3 – Emissions Management Procedures

4.3.1 Dust Management Plan

4.3.1.1 This Dust Management Plan has been prepared in relation to the site activities at Westfield Industrial Estate Soil and Aggregate Treatment Facility, specifically the treatment of waste to produce soil, soil substitutes and aggregates. This is authorised under the environmental permit (EPR/AB3395FG).

Sources

4.3.1.2 The site and its activities have the potential to generate dust. Dust may be released during the following activities:

- Unloading of waste from vehicles in the waste reception area;
- Vehicle movements to and from the site, particularly HGVs if they have mud on their wheels;
- Debris falling from vehicles which arrive uncovered;
- Mobile plant manoeuvring on site; and
- Storage of waste material prior to disposal

Receptors

4.3.1.3 Sensitive receptors within 1km of the facility have been identified in Table 2 below. As the Dust Management Plan looks at the 'worst case' scenario, any receptors at a distance greater than 1km have not been assessed unless that have the potential to be impacted.

Table 1: Potentially sensitive receptors within 1km of the site

Receptor	Direction from Operational Area	Minimum Distance from Proposed Site Boundary (approx.) (m)
Designated ecological habitats/sites of geological importance e.g. Ramsar, SAC, SPA, SSSI, LNR, NNR		
N/A		
Domestic Dwellings		
Residential properties in Waunarlwydd	S, W, SE	308
Residential properties on Roseland Road	E	500
Residential properties on Mynydd Bach Y Glo	E	805
Dobes Acres	NW	605

Ystrad Fach Farm	NW	685
Keeper's Lodge Farm	NW	950
Recreational		
Wanarlwydd Rugby Football Club	E	525
Commercial and Industrial Premises		
Industrial units on Westfield Industrial Park	N, E, W	Adjacent
Schools / Hospitals / Shops		
Ysgol Gynradd Gymraeg Y Login Fach	SE	680
Wanarlwydd Primary School	SW	480
Highways or Railway Infrastructure		
Railway Line	S	90
Woodland		
Ancient woodland	NE	660
Ancient woodland	NE	740
Ancient woodland	N	840
Ancient woodland	NW	770
Sensitive land uses e.g. farmland, allotments, commercial fish farms		
Agricultural land	N, NE, E	500
Nearest Surface Water e.g. rivers and streams		
Gors-fawr Brook	NW	655
Afon Lian	N	730
Groundwater (sensitivity)		
According to the 'Lle A Geo-Poral for Wales' website, the site is not situated within a groundwater source protection zone.		

Pathways

- 4.3.1.4 The pathway for the majority of dust emissions will be the atmosphere, either directly e.g. wind whipping of material stockpiles or site surfaces or indirectly e.g. after tracking dust or mud onto the public highway from vehicle wheels.

Control Measures

- 4.3.1.5 Managing dust requires a thorough understanding of the site activities and operations and how each activity may be contributing towards the generation of dust. The management and physical control measures will be used to control dust emissions from the site and these are set out below.

Management Control Measures

- 4.3.1.6 A comprehensive range of management control measures will be implemented at the site, as follows:
- The Site Supervisor or other designated responsible person will ensure that regular visual assessments are undertaken with respect to both dust and mud deposits. These assessments

will be taken across the site boundary as part of routine site walkover inspections. However, all operational staff will be responsible for reporting any dust and mud problems immediately to the Site Supervisor or other designated responsible person.

- During extreme weather conditions (i.e. particularly windy or dry conditions) the likelihood of dust increases. As such, the frequency of the visual assessments will increase during periods of extreme weather conditions to monitor dust and ensure effective control measures are employed. If necessary, the Site Supervisor or other designated responsible person will cease operations.
- If operational staff or routine inspections identify that mud is being tracked onto the public highway, the Site Supervisor or other designated responsible person, will arrange for a road sweeper to clean the road (and any affected internal site roads).
- All plant and equipment will be subject to regular maintenance in accordance with the manufacturer's requirements to minimise the generation of dust emissions. Details of the maintenance procedures are provided in Document References 5.1 – 5.4.
- All equipment and vehicles will be switched off when they're not in regular use to minimise dust emissions from idling.
- Drop heights from all handling equipment will be minimised to prevent the re-suspension and entrainment of dust.
- All site operatives will be made aware of the provisions of the Dust Management Plan and will be trained to take the necessary mitigation action. Additionally, any contractors working on the site will be made aware of the provisions of the Dust Management Plan prior to work and will be required to comply with the relevant provisions as appropriate to any work they are undertaking on site.

Physical Control Measures

4.3.1.7 To ensure that dust is appropriately managed, the following physical control measures will be employed on site:

- The site is restricted to only accept and treat wastes listed in the Environmental Permit (EPR/AB3395FG). Strict waste acceptance procedures, as detailed in Document Reference 4.2.1, are employed on site to minimise the risk of non-compliant wastes being accepted.

- The use of modern plant and equipment shall be practiced on site to minimise dust emissions.
- All deliveries of waste, will be covered (sheeted) or fully enclosed to prevent the generation of dust while the waste is in transit.
- Vehicle speeds will be limited on site and the access roads to 10mph. This will prevent re-suspension and entrainment of dust. Drivers will be made aware of the speed limit by the provision of appropriate signage and this will be enforced by site management;
- Good site house keeping will include routine sweeping and cleaning of site access roads. This will prevent accumulation of mud and dust on site roads;
- Routine cleaning of mobile and static plant and equipment will further minimise the generation of dust from daily activities such as processing and handling of waste;
- Vehicle wheels will be washed before leaving the site using the dust suppression system detailed below.
- A water bowser may be employed to dampen haul roads in the event of prolonged dry periods when the risk of dust emissions is elevated.

Records

- 4.3.1.8 A Site Diary will be kept in the site office and updated on a daily basis. The diary will be used to record any incidents on site and will provide an ongoing record to allow the Site Supervisor to investigate and employ corrective action as outlined in Document Reference 7.1 (Incidents and Non-Conformance) and 8.1 (Investigation of complaints).
- 4.3.1.9 With regards to dust management, the Site Diary will comprise the following:-
- Details of maintenance, modification, repair, replacement, delivery and return, and breakdown of any plant and machinery in line with the principles of planned preventative maintenance;
 - Weather conditions;
 - Visual dust assessments;
 - Deliveries to and from the site;

- Storage quantities;
- Non-conforming wastes and actions taken;
- Incidents on site concerning dust;
- Complaints concerning dust;

4.3.1.10 The above list is not exhaustive and all measures will be undertaken in order to reduce the level of dust on the site where practicable.

4.3.1.11 Records of the above will be maintained by in accordance with the conditions of the Environmental Permit (EPR/AB3395FG).

4.3.2 Procedure for Pest Control

4.3.2.1 In order to minimise the risk of pests becoming a problem at the site, the following procedure will be implemented. The procedure will be reviewed periodically and also if pest issues do arise, and if necessary, it will be amended accordingly.

Pest Control Procedure		
Action		Person responsible
1.	The site is restricted to only accept wastes listed in the Environmental Permit (EPR/AB3395FG). These waste types are not putrescible and therefore will not biodegrade to produce offensive odours. This will help to reduce the risk of pests.	Site Supervisor
2.	The Site Manager or an appointed member of staff will inspect the whole site on a daily basis. This will include checking for the general cleanliness of the site and also looking for the presence of any pests or vermin.	Site Supervisor
3.	All site operatives will be vigilant and will report any sightings of pests to a senior member of staff.	Site Supervisor
4.	If it is apparent that there is a pest infestation at the site, a pest control company will be contacted as soon as practicable to rectify the problem.	Site Supervisor
5.	Any incidents of pest infestations and any actions taken to remediate this will be recorded in the EMS. Any complaints relating to pests at the site will also be recorded within the Complaints Record Sheet (Document Reference 8.2).	Site Supervisor

4.3.3 Procedure for House Keeping and Litter Picking

- 4.3.3.1 To ensure that a high standard of cleanliness and tidiness is maintained at the site, the following procedure will be implemented.

General House-keeping and Litter Picking		
Action		Person responsible
1.	The Site Supervisor or an appointed member of staff will inspect the whole site for general cleanliness on a daily basis.	Site Supervisor
2.	The site is restricted to only accept and treat wastes listed in the environmental permit (EPR/AB3395FG). These waste types are considered to have a low litter potential.	Site Supervisor
3.	A vigilant watch for litter will be undertaken by site operatives.	Site Supervisor
4.	If any litter is noticed during these inspections, the Site Supervisor will instigate litter-picking or cleaning as soon as practicable.	Site Supervisor

Section 4.4 – Accident and Incident Responsibilities

4.4.1 Flood Response Procedure

- 4.4.1.1 With reference to Natural Resources Wales' Flood Risk Map Viewer, the Environmental Permit boundary does not coincide with an area at risk of flooding. In the unlikely event of a flood at the site, the flood response procedure below will be followed. This procedure shall be reviewed periodically and may be amended if necessary.

Flood Response Procedure		
Action		Responsible Person
1.	Use sandbags to attempt to prevent runoff from the perimeter of the site. If necessary, excavate a sump to contain flood water.	Site Supervisor
3.	The Site Supervisor may temporarily suspend site activities until it is safe to resume operations.	Site Supervisor
4.	Direct site personnel to a safe area and restrict further access to the site.	Site Supervisor
5.	If it is established that the cause of the flooding is a failure or fault in the drainage system contact the utilities company in order to arrange for the repair of the problem as soon as possible to minimise the disruption to site activities.	Site Supervisor
6.	Inform the Natural Resources Wales of the incident.	Site Supervisor
7.	Record the flood using the Incident Record Sheet (Document Reference 7.2).	Site Supervisor

4.4.2 Fire Response Procedure

4.4.2.1 In the event of a fire at the site, follow the fire response procedure below. This procedure shall be reviewed periodically and may be amended if necessary.

Fire Response Procedure		
Action		Responsible Person
1.	Raise the alarm.	Site Supervisor
2.	Small scale fire – Cordon off the area and direct employees to a safe area. Attempt to control the fire using the appropriate equipment kept on site. If it becomes clear that the fire cannot be dealt with safely and effectively by site personnel, evacuate the site and contact the Fire Brigade on 999; or Large scale fire – Do not attempt to control the fire. Evacuate all personnel from the site and contact the Fire Brigade on 999.	Site Supervisor
3.	Report the situation to the Fire Brigade on their arrival.	Site Supervisor
4.	Once the fire has been extinguished, seek the advice of the Fire Brigade on future precautionary action.	Site Supervisor
5.	Clear up any residual foam and water as necessary.	Site Supervisor
6.	Inform the Natural Resources Wales of the incident.	Site Supervisor
7.	Record the fire using the Incident Record Sheet (Document Reference 7.2).	Site Supervisor

4.4.3 Spill Response Procedure

- 4.4.3.1 In the event of a spill or leak at the site (e.g. of fuel or oil from items of plant and machinery), follow the spill response procedure below. This procedure shall be reviewed periodically and may be amended if necessary.

Spill Response Procedure		
Action		Responsible Person
1.	Move away from the spill and evacuate the area. Notify others working nearby.	Site Supervisor
2.	Identify the area affected using site line paint and establish a perimeter around the area. If necessary, take photographs of the area.	Site Supervisor
3.	Identify the spillage. Ensure the necessary personal protective clothing is worn.	Site Supervisor
4.	Try to cut off the source of the spill.	Site Supervisor
5.	Retrieve the spill kit.	Site Supervisor
5.	Evaluate if a temporary bund is required or the use of a spill kit is required.	Site Supervisor
6.	Small Area – Excavate material affected by the spill and place in container skip. Make arrangements for appropriate disposal of the material after relevant paperwork and testing has been undertaken. Inform the Natural Resources Wales of the incident. Large Area – Inform the Natural Resources Wales of the incident and seek advice on clearance procedures.	Site Supervisor
7.	Record the spill using the Incident Record Sheet (Document Reference 7.2).	Site Supervisor

5. Site Maintenance

5.1 Site Maintenance Procedure

Plant and Machinery

- 5.1.1 There is a system of planned preventative maintenance in place for items of plant and machinery and daily checks will be carried out.
- 5.1.2 Each item of plant has a dedicated Maintenance Folder which is kept in the site office. Each plant operator will collect the appropriate Maintenance Folder before beginning work and will complete the Daily Check sheet contained within the folder. Any repairs are undertaken before the plant can be used and are recorded in the folder.

Site Infrastructure

- 5.1.3 The Site Supervisor is responsible for ensuring that the site in general is well maintained and will carry out visual inspections of the site on a regular basis.
- 5.1.4 Maintenance of the site infrastructure will be carried out in accordance with the Maintenance Checklist (Document Reference 5.2.1) and recorded in the Daily Maintenance Record Sheet (Document Reference 5.3) or Weekly Maintenance Record Sheet (Document Reference 5.4). Any defects identified through these checks will be reported to the Site Supervisor and all necessary repairs will be undertaken in a timely manner.

5.2.1 Maintenance Checklist

Item requiring maintenance	How often?						Where are maintenance instructions?	Responsible person	Where is it recorded?
	Day	Week	Month	Year	2 years	5 years			
Check state of fences and gates – (to avoid vandals getting in).		✓					Not required.	Site Supervisor	Weekly Maintenance Record Sheet.
Visually check the un-surfaced areas to ensure that there are no spills. Clean up if necessary.	✓						Not required.	Site Supervisor	Daily Maintenance Record Sheet.
Integrity testing of fuel/oil storage tanks		✓					Not required.	Site Supervisor	Weekly Maintenance Record Sheet.
Check stock level of oil/fuel in storage tanks.		✓					Not required.	Site Supervisor	Weekly Maintenance Record Sheet.
Check condition of automatic liquid level control sensors and devices.		✓					Not required.	Site Supervisor	Weekly Maintenance Record Sheet.
Check condition of all plant and equipment prior to use in accordance with the Plant Pre-Start Checklist (Document Reference 5.2.2)	✓						Site Office.	Site Supervisor	Daily Maintenance Record Sheet.

5.2.2 Plant Pre-Start Checklist

5.2.2.1 It is the responsibility of the operator/driver to ensure that this checklist is completed prior to the plant being operated.

Plant Type: _____

Plant Type: _____

Operator Name: _____

Operator's Signature: _____

	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Repairs Carried out
Lights, warning devices, signs, gauges etc.								
Hydraulics – leaks damage, connections								
Components – damaged, broken								
Wheels – tyres, loose nuts, wear, suppression. Tracks rollers & sprockets								
Pins – pivots, rams, lift arms, bucket pins								
Quick-hitch independent connector secured								
Guards – in place, secure, warnings								
Condition of – hooks, sheaves, chains, tracks, slings								
Cabin – control loose objects, seat belts, windscreens, visibility, rear view mirrors, seat function.								

Operation of brakes, steering controls, wipers, levers, buckets, before moving off								
Other e.g. Fire extinguisher, electrical connections, wiring etc.								
IMPORTANT Check around plant before moving.								

5.3 Daily Maintenance Record Sheet

Fill out the date and tick each item when complete.

Item requiring maintenance	Date																							
Visually check the un-surfaced areas to ensure that there are no spills. Clean up if necessary.																								
Check condition of all plant and equipment prior to use in accordance with the Plant Pre-Start Checklist (Document Reference 5.2.2).																								

5.4 Weekly Maintenance Record Sheet

Fill out the date and tick each item when complete.

Item requiring maintenance	Date																											
Check state of fences and gates – (to avoid vandals getting in).																												
Integrity testing of fuel/oil storage tanks.																												
Check stock level of oil/fuel in storage tanks.																												
Check condition of automatic liquid level control sensors and devices.																												

6. Accidents

6.1 Accident Management Plan

6.1.1 This Accident Management Plan identifies the potential accidents that could arise from the site and site operations, and the consequences of those accidents. In addition, it provides details on how the company will reduce the likelihood of accidents and indicates how the company will respond should any such events occur.

Possible Accident/Incident	What would the harm be?	How do we reduce the chances of it happening?	What to do if it happens
Spillages			
Contaminated rainwater run-off.	Contamination of land, drains and groundwater	The site is restricted to only accept wastes listed in the environmental permit (EPR/AB3395FG). These waste types are inert and therefore non-hazardous. As such, any run off that is generated on site will simply be rainwater which has passed through inert soils and therefore is not likely to be contaminated.	Follow the 'Spill Response Procedure' (Document Reference 4.4.3)
Spillage during delivery of oil or fuel		Strict waste acceptance procedures will be employed on site to minimise the risk of non-compliant wastes being accepted. Supervise fuel deliveries Use drip trays and spill materials. Staff will only undertake activities for which they have received the necessary training.	
Spillages during refuelling of plant and equipment		Plant and equipment will be refuelled in designated areas with	

		impermeable surfacing and will use drip trays and spill materials. Staff will only undertake activities for which they have received the necessary training.	
Spillages from transporting containers of oils around the site		Check the integrity of the container before moving. Staff will only undertake activities for which they have received the necessary training.	
Overfilling			
Overfilling of oil/fuel tanks during delivery	Contamination of land, drains and groundwater	Stock level control checks will be undertaken in accordance with the Maintenance Checklist (Document Reference 5.2.1) All fuel/oil deliveries will be supervised by a site operative who has received the necessary training to minimise the risk of spills arising from overfilling. Automatic liquid level control sensors and devices will be employed to monitor the capacity of containers.	Follow the 'Spill Response Procedure' (Document Reference 4.4.3)
Overfilling of containers while draining fluids from vehicles		Staff will only undertake activities for which they have received the necessary training. This will minimise the risk of spills arising from overfilling.	

		Automatic liquid level control sensors and devices will be employed to monitor the capacity of containers.	
Overfilling resulting from failure of automatic liquid level control sensors and devices.		The sensors and devices will be checked in accordance with the Maintenance Checklist (Document Reference 5.2.1) to ensure continuing integrity and fitness for purpose.	
Failure of Plant or Equipment			
Leakages; due to faulty pipework, valves, over-pressure, blockages, corrosion, severe weather, ground movement etc.	Contamination of land, drains and groundwater	Maintenance checks will be undertaken in accordance with the Plant Pre-Start Checklist (Document Reference 5.2.2).	Follow the 'Spill Response Procedure' (Document Reference 4.4.3)
Fire			
Fire	Air Pollution Safety risk to site workers and those occupying nearby industrial/commercial premises and domestic dwellings. Firewater may cause contamination of land and groundwater.	The site is restricted to only accept wastes listed in the environmental permit (EPR/AB3395FG). These waste types are not considered combustible in accordance with the Natural Resources Wales's 'Fire Prevention & Mitigation Plan Guidance' updated Aug 2017. Separation of incompatible materials and of combustible materials and ignition sources.	Follow the 'Fire Response Procedure' (Document Reference 4.4.2).

	Disruption of site operations	Piles of combustible materials will be dampened when required. No smoking policy. Staff will receive training for fire response and the use of fire-fighting equipment.	
Flooding			
Fluvial flooding	Contamination of land, and groundwater with fire and flood water.	The site is restricted to only accept wastes listed in the environmental permit (EPR/AB3395FG). These waste types are inert and therefore non-hazardous. As such, any run off that is generated on site will simply be rainwater which has passed through inert soils, and therefore is not likely to be contaminated.	Follow 'Flood Response Procedure' (Document Reference 4.4.1).
Failure of Services			
Due to failure of supply; water, electricity, gas supply and of sewerage system. Due to utility supply being struck and broken / cut.	Disruption of site operations. Flooding. Potential risk of explosion with subsequent contamination of land, drains, groundwater and watercourses.	Provision of standby facilities. Any contractors undertaking works on site will receive a site induction.	If the failure of utilities mean it is unsafe to continue operating, site activities will be halted. If necessary, the relevant contractor will be contacted (e.g. electrician). The service provider may be contacted if the failure is for a prolonged period of time. In the event of flooding, follow 'Flood Response Procedure'

			(Document Reference 4.4.1). In the event of fire, follow the 'Fire Response Procedure' (Document Reference 4.4.2).
Failure of Containment			
Failure of containment facilities due to land movement, impact, corrosion etc.	Contamination of land, drains, groundwater and watercourses.	Provision of secondary containment for hazardous liquids, such as fuels or oils kept on site. Regular inspection of primary and secondary containment facilities. Regular integrity testing of drainage system (e.g. bunds).	Follow the 'Spill Response Procedure' (Document Reference 4.4.3).
Vandalism			
Unauthorised entry and tampering or malicious damage to property, plant and equipment.	Contamination of land, drains, groundwater and watercourses.	Secure gate. Site locked when un-manned. Security system installed including camera and recording facilities.	Follow the 'Spill Response Procedure' (Document Reference 4.3.3).

6.2 Procedure for the Investigation of Accidents and Near Misses

6.2.1 Any incidents or near misses that occur at the site shall be handled in accordance with the procedure outlined below. This procedure shall be reviewed periodically and may be amended if necessary.

Accidents and Near Misses Procedure		
Action		Person responsible
1.	Accidents and near misses that arise shall be formally reported using the Accident Record sheet (Document Reference 6.3). The report will be completed by the Site Supervisor, or any member of staff with approval from the Site Supervisor.	Site Supervisor
2.	The cause of the accident or near miss shall be investigated and, once established, the action required to prevent re-occurrence will be taken.	Site Supervisor
3.	The appropriate members of staff will be informed of the corrective actions taken and made aware if the change relates to their responsibilities.	Site Supervisor
4.	The Site Supervisor shall be responsible for conducting a follow up audit on the corrective actions taken to ensure the accident or near miss does not reoccur and that the preventive procedure is effective.	Site Supervisor
5.	The accident/near miss and the corrective action taken and their effectiveness shall be recorded in the Accident Register (Document Reference 6.4). This register shall also note any amendments to procedures, both environmental and health & safety that may be required following the investigation. The register shall be kept in the site office at all times.	Site Supervisor

6.3 Accident Record

Accident Record	
Date and time of the accident	
What happened, what was it about?	
Were there any witnesses? If so who?	
What was the cause?	
What action did you take to fix the problem? Were any external agencies involved?	
What have you done to make sure it does not happen again?	
Was there any significant pollution as a result of the accident?	
If there was pollution you must notify Natural Resources Wales on 0300 065 3000 ASAP. Have you done so?	Yes/No/NA Time: Date: EA Incident Number:
Please print your name and sign	

6.4 Accident Register

Date	Accident or Near Miss	Corrective Action	Effectiveness	Comments

7. Incidents and Non-Conformances

7.1 Procedure for the Investigation of Incidents and Non-Conformances

7.1.1 Any incidents and non-conformances that occur at the site shall be handled in accordance with the procedure outlined below. This procedure shall be reviewed periodically and may be amended if necessary.

Incidents and Non-Conformances Procedure		
Action		Person responsible
1.	Incidents and non-conformances that arise shall be formally reported using the Incidents and Non-Conformances Record Sheet (Document Reference 7.2). The report will be completed by the Site Supervisor or any member of staff, with approval from the Site Supervisor.	Site Supervisor
2.	The cause of the incident/non-conformance shall be investigated and, once established, the action required to prevent re-occurrence will be taken.	Site Supervisor
3.	The appropriate members of staff will be informed of the corrective actions taken and made aware if the change relates to their responsibilities.	Site Supervisor
4.	The Site Supervisor shall be responsible for conducting a follow up audit on the corrective actions taken to ensure the incident/non-conformance does not reoccur and that the preventive procedure is effective.	Site Supervisor
5.	The incident/non-conformance and the corrective action taken and their effectiveness shall be recorded in the Incident and Non-Conformance Register (Document Reference 7.3). This register shall also note any amendments to procedures, both environmental and health & safety, which may be required following the investigation. The register shall be kept in the site office at all times.	Site Supervisor

7.2 Incidents and Non-Conformances Record

Record of Incidents and Non-Conformances	
Date and time non-conformance identified	
What happened, what was it about and what permit condition does it relate to?	
What was the cause?	
What have you done to make sure it does not happen again?	
Have you reviewed the EMS and rolled out any changes to operations and procedures? Include dates.	
Was there any significant pollution as a result of the non-conformance?	
If there was pollution you must notify Natural Resources Wales on 0300 065 3000 ASAP. Have you done so?	Yes/No/NA Time: Date: EA Incident Number:
Please print your name and sign	

7.3 Register of Incidents and Non-Conformances

Date	Incident/ Non-Conformance	Corrective Action	Effectiveness	Comments

8. Complaints

8.1 Procedure for the Investigation of Complaints

8.1.1 Any complaints that arise relating to any aspect of the site operations shall be handled in accordance with the complaints procedure outlined below. This procedure shall be reviewed periodically and may be amended if necessary.

Action		Person responsible
1.	The complaint shall be formally reported using the Complaints Record Sheet (Document Reference 8.2).	Site Supervisor
2.	The appropriate managerial staff and site operatives will be made aware of the complaint.	Site Supervisor
3.	The cause of the complaint shall be investigated and, once established, any necessary actions required to prevent re-occurrence will be taken.	Site Supervisor
4.	The appropriate members of staff will be informed of the corrective actions taken and made aware if the change relates to their responsibilities.	Site Supervisor
5.	If appropriate, the complainant will be informed of any corrective actions taken.	Site Supervisor
6.	A follow up audit on the corrective actions implemented shall be undertaken to ensure the complaint is not made again in the future and that the preventive procedure is effective.	Site Supervisor
7.	The complaint and any action taken and the effectiveness of that action shall be recorded in the Complaints Register (Document Reference 8.3). This register shall also note any amendments to procedures, both environmental and health & safety, which may be required following the investigation. The register shall be kept in the site office at all times.	Site Supervisor

8.2 Complaints Record

Complaints Record	
Who made the complaint?	
Name	
Address	
Telephone Number	
Date and time they made the complaint	
What happened, what was it about?	
Was anyone else aware of this – other neighbours or your staff? If so who?	
Assuming the complaint relates to your site, what was the problem, what went wrong? If you can't find the source of the problem, you should contact a suitably qualified person to do so and record who they were and what the problem was.	
What have you done to make sure that it does not happen again?	

Was there any significant pollution – for example: excessive odour which can be smelt off site or spillage of untreated sewage onto the ground into a drain or a watercourse? If so Natural Resources Wales must be informed.	
If there was then you must notify the Natural Resources Wales on 0300 065 3000 ASAP. Have you done so?	Yes/No/not applicable At what time did you phone?
You must also write or send an email to confirm this to the local office (see your accident management plan for the address). Have you done so?	Yes/No/Not applicable Time: Date: EA incident number:
Please print your name and sign: 	

8.3 Complaints Register

Date	Complaint	Corrective Action	Effectiveness	Comments

9. Staff Training and Competence

9.1 Staff Training and Competence

- 9.1.1 In order to ensure that the site is operated by personnel who are suitably trained, the training requirements for each role have been identified (Table 1 below).
- 9.1.2 To ensure the ongoing training needs of each member of staff are met, a training checklist has been completed (Table 2 below).
- 9.1.3 Both the Training Requirements (Table 1) and Training Checklist (Table 2) will be reviewed and updated on an annual basis and in the event of any significant alterations to the site operations or procedures.
- 9.1.4 All staff will be made aware of their responsibilities relating to the Environmental Permit and will undertake a comprehensive Health, Safety and Environmental induction process delivered by the Site Manager.

Table 1 – Staff Training Requirements

Fill out a row in the table below for each type of role. Review on an annual basis or following significant changes to site operations.

Job Title/Employee Name	Training Required (tick boxes to show who needs training)											Comments
	Environmental Awareness						Maintenance/Operations	Accidents and emergency				
	Certificate of Technical Competence	Supervision of waste management sites	Waste receipt including Duty of Care	Waste acceptance procedures	Waste storage procedures	Waste Treatment procedures	Maintenance of plant and equipment	Fire procedure	Flood Response procedure	Spill response procedure	Failure of services	
Site Manager	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Site Operatives					✓	✓	✓	✓	✓	✓	✓	

Table 2 – Staff Training Checklist

Fill out a row in the table below for each staff member. Review on an annual basis or following significant changes to site operations.

Training Checklist					
Name	Role	Part of permit responsible for	Any other legislative responsibilities	Required training received?	Date for Review

9.2 Delegation of Responsibilities

Delegation of Responsibilities	
Name of employee to be absent:	
Job title/role to be filled during absence:	
Department:	
Absence type e.g. maternity leave:	Sickness/Meetings/Annual Leave
Name of employee covering absences role:	
Parts of permit employee is responsible for:	
Any other responsibilities the employee will be covering:	
Length of time cover will be for:	
Any training required to enable employee to cover the role effectively and competently:	• WAMITAB certificate. • Briefed on all required procedures and working knowledge and understanding of the site activities.

10. Legislation Register

10.0 Register of Legislation

- 10.1 The site must operate in accordance with the requirements of the legislation and guidance documents detailed below. It is considered that it is not necessary to have copies of the legislation and guidance at the site, as the applicable parts of these will have been addressed within the conditions of the Environmental Permit.

Register of Legislation and Other Obligations			
Legislation/code of practice	Applicable to which process/product	Where is a copy held?	Person responsible for compliance
Environmental Permitting (England and Wales) Regulations 2016	Site operations.	Not required.	Site Supervisor
Waste Framework Directive (2008/98/EC)	Site operations.	Not required.	Site Supervisor
The Waste (England and Wales) Regulations 2011	Site operations.	Not required.	Site Supervisor