

29 JUN 2015

Technical Guidance Note

IPPC H7 (Reporting Template 4)

Integrated Pollution Prevention and Control (IPPC)

Template for

First Phase Reporting of the Site

Protection and Monitoring

Programme for Installations

Where Reference Data is

Required

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REPORTING OF THE

SITE PROTECTION AND MONITORING PROGRAMME

FOR RANDALL PARKER FOODS LTD

WHERE REFERENCE DATA IS REQUIRED



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Summary

This document represents the report of the Site Protection and Monitoring Programme (SPMP) for **[RANDALL PARKER FOODS LTD]** submitted to the Environment and Heritage Service in pursuance of

Permit No.] YP3539SX (the "Permit") authorising the operation of **RANDALL PARKER FOODS LTD**

An intrusive investigation was undertaken to characterise substances identified as being Present or potentially present in, on or under the ground in the Application Site Report (ASR) submitted with the Permit Application. The scope of the investigation is detailed within the Design SPMP submitted in pursuance of Condition 4.1.7 of the above mentioned Permit. This document should be read in conjunction with both documents.

This report sets the reference data for the installation which are summarised in Section 4 and Appendix G.

The monitoring programme for the site is presented in Section 4 of the Design SPMP.

[NOTE]

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1.0 Introduction

[This review and assessment has been undertaken by John Eversfield (Technical Manager) and Philip Gillon (Environmental Administrator) .

1.1 Site Location

The installation is located]. Oakley Park, Llanidloes, Powys, SY18 6LX

The centre of the site is at National Grid Reference SN99528538. The site covers and area of [approximately ten acres .

2.0 Intrusive Investigations

The company believe there are no historical incidents to warrant intrusive investigations

2.1 Investigation and Sampling Strategy

The investigations and sampling undertaken at the site was in accordance with the Section 3 and Appendices B, C and D of the Design SPMP.

[NOTE YES]

[NOTE: Effluent is treated on site and is piped through two lagoons and onto monitoring point W1.

2.1.1 General

[Monthly samples for analysis]

Emission point	Parameter	Limit	Monitoring
W1	BOD	40mg/l	Monthly
W1	Suspended Solids	60mg/1	Monthly
W1	Ammoniacal Nitrogen	25mg/l	Monthly

	(as N)		
W1	pH	6 - 10	Monthly
W1	Daily effluent flow rate	300m ³ /day	See 7/ below for calculation method

Note: Test method and uncertainty are detailed on the Reporting of emissions to water form. The testing laboratories will supply method information and this should be validated against the Environmental Agency recommendations annually.

Reporting frequency of results to the Environment Agency

Parameter	Emission point	Reporting period	Period schedule
BOD	W1	Every 3 months	1/1/2015 to 31/3/2015 1/4/2015 to 30/6/2015 1/7/2015 to 30/9/2015 1/10/2015 to 31/12/2015
Suspended solids	W1	Every 3 months	As above
Ammonia	W1	Every 3 months	As above
pH	W1	Every 3 months	As above
Daily effluent flow rate m ³ /day	W1	Every 3 months	As above

Procedure

1. At the beginning of each month fill 2x 1lt bottles with water that is being discharged from W1. Label both bottles with the time and date of sample. Keep 1 sample in the testing room and give the other sample to the technical manager, or in his absence give the sample to the nominated officer or deputy.
2. Details of the sample and testing requirements must be entered on the monthly reporting form.
3. The sample and the reporting form is then sent to Alcontrol Laboratories for analysis
4. On receiving the results back from Alcontrol the results must be checked to ensure compliance and this data must be entered on the monthly reporting form.
5. In the event that a result is out of parameter this must be reported to the Environment Agency immediately using form Schedule 1. Notification of abnormal emissions (these forms are located in the Water Reporting File in the Technical Office). The completed form with the proposed corrective actions should be sent by post or email to Environmental Officer Andi Kemp and copied to Liz Parr at the Environment Agency Cardiff.

6. **Quarterly reporting.** At the end of each reporting period (every 3 months) the monthly results along with the monthly water analysis are to be submitted to the Environment Agency. Results to be emailed to Andi Kemp and copied to Liz Parr.
7. **Daily effluent flow rate. Method of Calculation.**

The calculation for reporting daily effluent flow rate m³/day is as follows

- Using the recorded data from the Mcerts meter add up the total amount of water that has been discharged for the calendar month.
- Divide the total figure discharged by the number of actual discharges

E.g. Total figure discharged for the month = 2200 m³

Actual number of discharges = 19

$$2200\text{m}^3 \div 19 = 115.78\text{m}^3$$

The daily flow rate for the month = 115.78m³

This figure should be entered on to the monthly reporting of emissions form.

8. Annual emission limits to water and monitoring. Mercury and Cadmium.

Emission point reference	Parameter	Limit	Monitoring frequency	Method
W1	Mercury and its compounds	0.1µg/l	Annually	Calculation by mass balance
W1	Cadmium and its compounds	0.01mg/l	Annually	Calculation by mass balance

Procedure

1. Analysis for Mercury and Cadmium is undertaken annually by The National Laboratory Service ,address ,NLS Leeds, Olympia House,Geldered Lane,Geldered Road, Leeds LS 12 6DD.The sample for the year ending should be taken at the end of December.
2. 2 weeks prior to the date of sampling you will need to phone NLS customer services, telephone number 0113 231 2177 to order sample bottles specific to cadmium and mercury testing.NLS will then dispatch the bottles along with a carry pack and all relevant paper work and Pre – Analysis Safety Hazard Form.

3. Using the sample bottles provided by NLS fill the bottle as directed with water that has been discharged directly from W1, also take a 1 liter sample of the discharge, date and label and keep this bottle in the effluent testing room.
4. Label the 2 sample bottles with the labels supplied by NLS and affix the the batch labels to the clog sheet.
5. Pack the bottles safely into the carrier box.
6. Phone NLS who will arrange a courier to collect the samples from the security station.
7. The results of the analysis will be emailed to technical.wales@randallparkerfoods (unless otherwise agreed)
8. Enter the results of the analysis on to the cadmium and mercury reporting form. Complete the mass balance figure and email the results to Andi Kemp and cc Liz Parr.
9. If the result or results are out of parameter Schedule 1 – Notification of abnormal emissions form must be completed and forwarded to the Environment Agency.
Phone NLS and arrange to send another sample or samples for analysis.

2.1.2 Constraints on Investigations

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2.1.4 Groundwater Investigation and Sampling Techniques and Protocols

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2.1.6 Surface Water Investigation and Sampling Techniques and Protocols

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2.1.7 Infrastructure Investigation and Sampling Techniques and Protocols

2.2 Sample Locations

The number and location of samples remain the same as agreed in the Design SPMP.

Samples have been referenced using the classification system detailed in the Design SPMP (Section 3.2)

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Zone Sample

All process emissions to water are to the River Severn via one route W1.

Number

Installed as

Agreed

YES ONE

[NOTE:]

The findings of investigations are discussed in Section 2.4 below and all physical ground results (borehole logs, trial pit logs, etc) are reproduced in Appendix D.

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2.3 Analytical Strategy

2.3.1 Justification of Analytical Suites

The analytical suites agreed in the Design SPMP were used in the analysis of samples from the investigation to collect reference data.

Monthly samples for analysis

Emission point	Parameter	Limit	Monitoring
W1	BOD	40mg/l	Monthly
W1	Suspended Solids	60mg/1	Monthly
W1	Ammoniacal Nitrogen (as N)	25mg/l	Monthly
W1	pH	6 - 10	Monthly
W1	Daily effluent flow rate	300m ³ /day	See 7/ below for calculation method

Note: Test method and uncertainty are detailed on the Reporting of emissions to water form. The testing laboratories will supply method information and this should be validated against the Environmental Agency recommendations annually.

Reporting frequency of results to the Environment Agency

Parameter	Emission point	Reporting period	Period schedule
BOD	W1	Every 3 months	1/1/2015 to 31/3/2015 1/4/2015 to 30/6/2015 1/7/2015 to 30/9/2015 1/10/2015 to 31/12/2015
Suspended solids	W1	Every 3 months	As above
Ammonia	W1	Every 3 months	As above
pH	W1	Every 3 months	As above
Daily effluent flow rate m ³ /day	W1	Every 3 months	As above

The following sections identify modifications to the laboratory / field analytical techniques and detection limits agreed in the Design SPMP.

pH – Water

Method: S3.6.2

1. Instrument: pH meter (temperature compensating)
2. Scope: All natural and treated waters, aqueous solutions and effluents.

The method is not suitable for saline waters or seawater in those cases where an accuracy of better than 0.2pH unit is required

3. Principle: Electrometric determination of the pH of a solution involves the measurement of the electromotive force (EMF) of a cell comprising of an indicator electrode (which is responsive to hydrogen ions, such as a glass electrode) and a reference electrode, both immersed in test solution. The EMF of this cell is measured with a pH meter, which is a high impedance electrometer calibrated in terms of pH. For solid samples a suitable aqueous suspension is prepared for pH determination.

4. Expression of Results: Results are reported as direct readings to 1

decimal place in pH units.

Validation status and references

UKAS accredited. Widely recognised water method.

Methods for the Examination of Waters and Associated Materials, HMSO, 1978. ISBN 011 751428

2.3.2 Justification of Analytical / Field Technique and Detection Limits

The laboratory / field analytical techniques and detection limits for each analysis were as agreed in the Design SPMP.

ALcontrol Laboratories Method Summaries Issue 1 Water Chemistry
C.Spencer, Group Chemist August 2009 S2.3

Ammonia including the AQ2 Analyser

Method: S2.3 and S2.0 (AQ2 Analyser)

1. Scope: This method is applicable to Crude sewage, Sewage effluents, Industrial effluents, Surface Waters and most related waters. This method determines the ammonia content (as N) of the sample under the conditions of the test. The usual calibration range is 0 - 50 mg/l (N) but samples with Ammonia concentrations higher than this may be analysed with prior dilution

2. Principle: Ammonia in the sample reacts with hypochlorite ions to form monochloramine. This reacts with sodium salicylate in the presence of sodium nitroprusside to form indophenol blue. The intensity of the indophenol blue complex is proportional to the concentration of ammonia in the sample. The absorbance is measured at 670 nm.

3. Instrument: AQ2 Analyser

Aliquots of sample are dispensed into reaction wells. Reagents are added to the sample and the probe aspirates the reaction mixture. Colour development proceeds with the aid of a heated reaction ring at 40°C + 2°C incubation. The reaction mixture is aspirated into the flow cell by means of a peristaltic pump where the appropriate filter is selected and the absorbance read off.

4. Expression of Results: Results are reported as mg/l (N)

Validation status and references

UKAS accredited. Widely recognised water method.

Methods for the Examination of Waters and Associated Materials, HMSO, 1989, (2nd Ed 1980, ISBN 0 11 75143 73).

AQ2 user manual.

ALcontrol Analytical Procedures Manual, method S2.0; Introduction to the AQ2 analyser.

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The following sections identify modifications to the laboratory / field analytical techniques and detection limits agreed in the Design SPMP.

Detection Limits for each modified analytical and field technique are shown in Tables

C1 to C[X]. ALcontrol Laboratories Method Summaries Issue 1 Water Chemistry
C.Spencer August 2009 S5.1

Determination of Biological Oxygen Demand

Method: S5.1

1. Scope: This method is applicable to all potable, sewage, waste effluents and groundwater samples. The method determines the oxygen taken up by the sample under the conditions of the test

2. Principle: The method consists of placing a sample in a full,

airtight bottle and incubating the bottle for five days $\pm$ 4 hours. Dissolved oxygen (DO) is measured initially and after incubation. The difference in DO is the oxygen used and from it the BOD can be calculated.

3. Instrument : Dissolved Oxygen Probes and Meters capable of measuring at least: range 0 – 19.9 mg/l DO

4. Sample Preparation: Sample must be tested at 20°C. Samples with pH <6.5 or >8.0 must be adjusted to come within the range pH 6.5 to 8.0

5. Interferences : Occasionally river water samples may contain higher concentrations of oxygen due to super saturation or the presence of algae.

6. Incubation time : 5 Days

5. Expression of Results: The BOD₅ (ATU) of a sample is calculated as mg/L O

Validation status and references

UKAS accredited. Widely recognised water chemistry method.

Methods for the Examination of Waters and Associated Materials, HMSO, 1988, ISBN 0 11 752212 0.

The following sections provide a justification for modifying a particular technique for a particular substance in a particular phase. Any resultant modification to the detection limits of a substance using that technique is justified with respect to expected background concentrations and likely pollutant distribution and concentration.

[NOTE:

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2.3.3 Laboratory Accreditation / Quality Assurance and Quality Control

2.3.3.1 Laboratory Accreditation



ALcontrol Laboratories

2.3.3.2 Quality Control

There were no modifications to the agreed sampling and analytical quality assurance and quality control plan and Appendix F2 the results obtained from the QC plan.

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2.4 Findings of the Ground Investigation

2.4.1 Summary of Site Physical Conditions and Refinement of Conceptual Site Model.

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2.4.2 Zone 1

2.5 Data Interpretation

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2.5.1 Statistical Analysis of Data

2.5.2 Confirmed Sources of Identified Elevated Levels of Pollutants

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2.5.3 Unknown Sources of Identified Elevated Levels of Pollutants

The sources of all elevated levels of pollutants within the ground or groundwater have been identified and attributed within Section 3.5.2 above.

[NOTE: or]

3.0 Statement of Reference Data

Reference Data for the site have been collected by this report and are presented in

Permit Reference Number : YP3539S

Operator : Randall

Parker Foods Ltd

Installation : Dolwen Abattoir

Form Number :

W1

Reporting of Emissions to Water (other than to Sewer) for the period from 1st January to 31st March 2014

Emission Point	Substance / Parameter	Emission Limit Value	Result ^[1]	Test Method ^[2]	Sample Date and Times ^[3]
W1	BOD	40mg/l	2.5mg 3.1mg/l 2.8mg/l	BS EN 1899-1 (1998)	9/1/2014 – 7.45am 7/2/2014-9.30am 25/3/2014 -8.00am
W1	Suspended solids	60mg/l	3.0mg 10.0mg/l 31mg/l	BS EN 872:1996 BS 6068-2.54:1996	9/1/2014 -7.45am 7/2/2014 – 9.30am 25/3/2014 – 8.00am
W1	Ammoniacal Nitrogen (as N)	25mg/l	10.03mg/l 11.02mg/l 10.9mg/l	BS ENISO11732:1997	9/1/2014 -7.45am 7/2/2014 -9.30 am 23/3/2014 – 8.00am
W1	Daily effluent flow rate	300m ³ /day	183.25m ³ 125.30m ³ 72.56m ³	To a relevant EN BS ISO standard as agreed in IC6	Daily average January Daily average February Daily average March
W1	PH	6-10	7.19 6.94 7.33	BS6068-2.50:1995 ISO 10523:1994	9/1/2014 – 7.45am 7/2/2014 – 9.30am 25/3/2014 -8.00am

[1] The result given is the maximum value (or the minimum value in the case of a limit that is expressed as a minimum) obtained during the reporting period, expressed in the same terms as the emission limit value. Where the emission limit value is expressed as a range, the result is given as the 'minimum – maximum' measured values.

[2] Where an internationally recognised standard test method is used the reference number is given. Where another method that has been formally agreed with the Agency is used, then the appropriate identifier is given. In other cases the principal technique is stated, e.g. colorimetry.

[3] For non-continuous measurements the date and time of the sample that produced the result is given. For continuous measurements, or flow/time proportional samples, the percentage of the process operating time covered by the monitoring is given.

[4] The accreditation status of the equipment and/or the monitoring organisation, as appropriate, for the methods used for both sampling and analysis.

[5] The uncertainty associated with the quoted result at the 95% confidence interval, unless otherwise stated. The following uncertainties are quoted on a different basis (basis as stated) – {The basis of any other uncertainty figure needs to be stated. Where no figure is available the Agency will need to agree an appropriate uncertainty value.}

[6] The emission limit values for flow is expressed as a daily maximum.

[7] The emission limit values for ammoniacal nitrogen, BOD₅ and suspended solids are expressed as a maximum individual value.

[8] The emission limit values for pH are expressed as *minimum and maximum individual values*.

[9] Compliance with the emission limit values for mercury and cadmium are based on mass balance calculation.

Signed John Eversfield.....
23/1/2015

Date

Permit Reference Number : YP3539SX

Operator : Randall

Parker Foods Ltd

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4.0 Inspection and Monitoring Programme

The investigations to collect reference data have not led to any amendments to the monitoring and inspection programme.

[NOTE:

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4.1.2 Objectives of the Infrastructure Monitoring Programme

[Randall Parker Foods believe the present inspections/testing and maintenance of pollution prevention infrastructure programme meets the Licence/Company's objectives

4.2 Environmental Monitoring Infrastructure Randall Parker Foods believe the present inspections/testing and maintenance of pollution prevention infrastructure programme meets the Licence/Company's objectives

4.2.1 Location

4.2.2 Groundwater monitoring

No on-going groundwater monitoring is proposed at the installation during the life of the permit. The log and completion details of each groundwater monitoring installation are contained in Appendix H1. Each monitoring point is finished with a lockable cover and is designed to prevent the ingress of surface water.

[NOTE:

4.2.3 Soil Vapour Monitoring

No on-going soil vapour monitoring will occur at the installation during the life of the permit. As all oils on site are bunded and SOP/EMS developed with respect to the handling of oils on site, there is no justification to support soil vapour monitoring.

Bund inspection checks are undertaken as detailed within the EMS to ensure that there is adequate protection provided.

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4.2.4 Soil Monitoring

No on-going soil monitoring will occur at the installation during the life of the permit.

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[NOTE: or]

The design and completion details of soil monitoring points are contained in Appendix H1.

[NOTE:

4.2.5 Procedure for the Inspection and Maintenance of Monitoring

Infrastructure Randall Parker Foods believe the present inspections/testing and maintenance of pollution prevention infrastructure programme meets the Licence/Company's objectives

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4.3 Monitoring Programme



H2. pirana_movie.exe

programme that are detailed in Appendix

4.3.1 Monitoring Frequency

The monitoring programme consists of the following:

- a. Regular inspection daily of yards etc to ensure that proper collection and transport of wastewater to the treatment works. A pipeline survey of all pipelines was carried out in 2010 inline with the permit. The drainage integrity is good and is suitable for the purpose intended

- b. The site infrastructures in terms of impervious areas are good. Inspections shall continue with respect to the yard integrity. Fabric audits will be undertaken on the site to ensure that the structure remains in good condition thereby prevention of any loss of liquids to the soil or subsoil's.
- c. Inspection of all bunded structures to ensure they are suitable for the use intended is carried out daily as part of the environmental management system. Randall Parker Foods operate a strict daily inspection system as standard
- d. Inspection of the wastewater treatment facility with respect to integrity of the tanks and bunds is carried out daily. An internal audit of all tanks is carried out monthly as part of the Environmental Management System.
- e. Chemical storage is fully bunded and a daily inspection of the bunded structure is undertaken as part of the Environmental Management System.
- f. Use of sampling of the discharge from the lagoons to demonstrate that the lagoons pose no significant environmental impact on the subsoil or groundwater. As the lagoons are lined, possible and probable movement of the contents of the lagoon into the subsurface may occur. The demonstration that the quality of effluent present in the lagoons being discharge to a watercourse or into subsoil poses negligible effect on the underlying strata. The fact that the lagoons are in a non aquifer area negates groundwater monitoring and sampling of the lagoons is deemed adequate to demonstrate that the presence of the lagoons is not and will not contribute to significant pollution underneath the lagoons
- *To ensure the integrity of the lagoons is not compromised a monthly inspection is currently carried out.*
 - *Dip sample*
 - *Visual inspection for large firm solids*

The monitoring programme, including QA/QC checks is contained in Appendix H1 and is summarised below.

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4.3.2 Sampling and Analysis Protocols Sampling frequency and reporting data are in accordance with 4.1.2 and 4.1.3 of the permit. Reference Schedule 2 - Reporting of monitoring data. Procedures are in place to report abnormal emissions reference Schedule 1 - Notification of abnormal emissions Part A and B. Samples are analysed at ALcontrol Laboratory UKAS 1349 and The National Laboratory UKAS 0754. Water samples through out the various stages of the process are also analysed on site to indicate that the treatment is function correctly (dosing of chemicals at key stages of process)

The protocols for analysis remain the same as those used for the investigations to determine baseline conditions detailed in Section 3.3 above and reproduced in Appendix C.

[NOTE: or]

Sampling protocols are contained within Appendix H1.

4.3.3 Personnel Issues

It has been demonstrated we believe that by regular inspections and the commitment of the Company along with the help and consideration already received from the Environment Agency the

impact of the site with regard to the environment is minimal nevertheless Randall Parker Foods wish to reaffirm its commitment to the environment.

4.4 Infrastructure Monitoring Programme

The infrastructure monitoring programme meets the objectives identified within Section 5.1.2 above and thus there are no changes to the EMS programme for the installation summarised within the Permit Application.

[NOTE: or]

This section summarises alterations to the inspection, testing and maintenance The drain survey was carried out by Plynlimon Waste Services on the 15th May 2011. This report was sent to the Environment Agency in September 2011. No structural defects were found at the time of the report. The next survey is due May 2016.

4.4.1 Personnel Issues

Personnel responsible for the inspection, testing and maintenance of pollution Site personnel at Randall Parker Foods have been and will continue to be adequately trained in operations that can impact directly and indirectly on the environment. Adequate resources shall be provided by the company to personnel, to undertake their duties prevention infrastructure are to be trained to an appropriate level to ensure compliance with the Programme. Roles and responsibilities for undertaking the Programme (including reporting) and ensuring adequate competence of staff are shown in Appendix H2.

4.5 Assessment and Reporting Procedures

4.5.1 Assessment Procedure

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] The monitoring programme includes, blood tanks, chemical store, and diesel tanks
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[NOTE**4.5.2 Reporting Procedure**

Summaries of the monitoring data will be sent to the EHS on the 31st of January each year along with the results of the data assessment, and any recommendations for amendments to the monitoring programme.

[TABLE OF CONTENTS FOR EMS MANUAL 2 2015

Procedure No.	Title	Revision No.
RPF/EMS 01	SOP for the event of a spillage	2
RPF/EMS 02	SOP for implementing a liquid waste system	2
RPF/EMS 03	SOP for minimum energy use	2
RPF/EMS 04	SOP for ensuring external noise is at a minimum	2
RPF/EMS 05	SOP for minimum adverse visual impact	2
RPF/EMS 06	SOP for minimal use of packaging material	2
RPF/EMS 07	SOP for implementing best available fridge techniques	2
RPF/EMS 08	SOP for controlling specified waste	2
RPF/EMS 09	SOP for ensuring only licensed contractors are used to dispose of waste	2
RPF/EMS 10	SOP to minimise the environmental impact from transport	2
RPF/EMS 11	SOP for eliminating odour where possible	2
RPF/EMS 12	SOP for maintaining the plant and machinery to minimise environmental impact	2
RPF/EMS 13	Determining objectives and targets	2
RPF/EMS 14	SOP for minimising water usage	2
RPF/EMS 15	SOP for boiler maintenance	2
RPF/EMS 16	SOP for the purchasing of equipment	2
RPF/EMS 17	SOP for inspecting over ground pipe work	2
RPF/EMS 18	SOP for the use of chemicals	2
RPF/EMS 19	SOP for the review of the EMS	2
RPF/EMS 21	SOP to ensure environmental data is analysed	2
RPF/EMS 22	SOP for dealing with complaints	2
RPF/EMS 23	SOP for reporting incidents	2
RPF/EMS 24	SOP for accident and incident prevention	2

Revision No.	Title	Register No.	
RPF/EMS 25	SOP for identifying and signing off training needs	2	
RPF/EMS 26	SOP for implementing corrective action	2	
RPF/EMS 27	SOP for establishing environmental aspects	2	
RPF/EMS 28	SOP for monitoring roof water run off	2	
RPF/EMS 29	SOP for control of the spill kit	2	
RPF/EMS 30	SOP for annual environmental report	2	
RPF/EMS 31	SOP for monthly environmental inspections	2	
RPF/EMS 32	ERP in the case of a boiler breakdown	2	
RPF/EMS 33	ERP in the case that all activities must cease	2	
RPF/EMS 34	ERP in the case of a power failure	2	
RPF/EMS 35	ERP in the case of a fire	2	
RPF/EMS 36	ERP in the case of a breakdown in production equipment	2	
RPF/EMS 37	SOP for controlling the environmental documents	2	
RPF/EMS 38	SOP for amending environmental documents	2	
RPF/EMS 39	SOP for communicating with internal sources	2	
RPF/EMS 40	SOP for Emptying the bund water	2	
RPF/EMS 41	SOP for EMS audit procedure	2	
RPF/EMS 42	SOP for Storage of chemicals	2	
RPF/EMS 43	SOP for updating the register of legislation	2	
RPF/EMS 44	SOP for Security checks	2	
RPF/EMS 45	SOP for approving sub contractors	2	
RPF/EMS 46	SOP for Abnormal emergencies	2	
RPF/EMS 47	SOP for Legionella testing	2	
RPF/EMS 49	SOP for Segregating waste	2	
RPF/EMS 50	Generic ERP	2	
RPF/EMS 51	SOP for the testing of bunds	2	

The formats for standard and emergency reporting procedures are shown in Appendix H3.

4.5.3 Recording and D

Title:

**STANDARD PROCEDURE FOR REPORTING INCIDENTS AT RANDALL PARKER
FOODS**

Procedure number:

RPF/EMS/Pro/23

Revision Status

<i>Date:</i>	<i>Revision:</i>	<i>Issued by:</i>	<i>Checked by:</i>	<i>Approved by:</i>
<u>29/04/15</u>		<u>Env. Manager</u>	<u>Group Env. Co-ordinator</u>	<u>Site General Manager</u>

Scope

To detail the procedure to be followed when recording the various incidents which could occur at RPF. Various incidents of an environmental consequence may occur during the day to day operation of the plant. This procedure details the incidents that must be recorded and the format for doing so.

Responsibility:

This procedure applies to the Environmental Manager, Department heads and Maintenance Dept.

Procedure:

Internal Recording/Reporting of Incidents:

All incidents such as spillage's, breakdown of equipment in the production areas, any emission's which do not comply with the company's license, any incident which poses a threat to the surrounding environment and any other unusual circumstances which may arise are to be recorded.

An Incident Report Sheet is available on site in the main office or in departmental training files and the information which is to be recorded includes' the date, time and area where the incident occurred, a brief description of the incident, the action taken and the expected consequences of such an incident.

Official Reporting:

The Environmental Agency must be notified by:

Telephone :

The following incidents must be reported:

- Any release of environmental significance to atmosphere from any potential emission point.
- Any emission, which does not comply with the requirements of the company's license. Any malfunction or breakdown of control or monitoring equipment which are likely to lead to the loss of control of the abatement system.
- Any incident with the potential for environmental contamination of surface water, groundwater, or posing an environmental threat to air or land.
- Any incident which required an emergency response by the Local Authority.

The following incidents must be reported:

- Any release of environmental significance to atmosphere from any potential emission point.
- Any emission, which does not comply with the requirements of the company's license.

- Any incident with the potential for environmental contamination of surface water, groundwater, or posing an environmental threat to air or land.

Official Incident Notification Sheets are available on site and these are to be completed and used for notifying the above. The information to be recorded includes: the date and time of the incident, details of the circumstances giving rise to the incident details of the occurrence all actions taken to minimise the emissions; minimise the effect on the environment; minimise the wastes generated; the steps taken to avoid recurrence.

The Annual Environmental Report (AER) contains a summary report of incidents.

23 A INCIDENT REPORT SHEET

Date: _____

Time: _____

Reported by: _____

Reported to: _____

Area where incident occurred: _____

Description: _____

Actions Taken: _____

Consequences of incident: _____

Were any of the following informed (Y/N)?:

EA

Date: _____

Local Council

Date: _____

Signed: _____

ata Management

[

[NOTE:

5.0 Other Issues It has been demonstrated we believe that by regular inspections and the commitment of the Company along with the help and consideration already received from the Environment Agency the

impact of the site with regard to the environment is minimal nevertheless Randall Parker Foods wish to reaffirm its commitment to the environment.

[6.0 References

References

Data collected is as follows:-

Monthly /Daily inspection of Fuel tanks, Blood tanks, Screened foul, pre-aeration tank, Chemical store, odour monitoring, noise monitoring. This documentation is available for inspection on site.

]

7.0 Glossary

Abattoir: An Area where animals are slaughtered

ASR: Application Site Report

BOD: Biological Oxygen Demand

EMP: Environmental Monitoring Points

EMS: Environmental Management System

EA: Environment Agency

ETP: Effluent Treatment Plant

EPR: Environmental Pollution Reporting

Lairage: An area where animals are held prior to slaughter

RPF: Randall Parker Foods (The Company)

SOPS: Safe Operating Procedures

SPMP: Site Protection and Monitoring Programme

SSI'S: Sites of scientific interest

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This design document is required by Condition 4.1.7 to be submitted to the Agency within six months of the date of issue of the permit, and updated annually.

An intrusive investigation is required to be undertaken to characterise substances identified as being potentially present in, on or under the ground in the Application Site Report (the "ASR") submitted with the Permit Application. As a consequence this document shall contain the scope of those investigations to collect Reference Data and should be read in conjunction with the ASR for the installation.

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INSPECTION AND MONITORING PROTOCOLS

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