

ENVIRONMENTAL MANAGEMENT SYSTEM

Spencer Trading Estate, Rhyl Road, Denbigh LL16 5TQ

C A D Recycling Ltd

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Drawing No. SPE/2411/01 – Site Location Map

Drawing No. SPE/2411/02 – Permit Boundary Plan

Drawing No. SPE/2411/03 – Site Layout and Fire Plan

Appendix II - Record Keeping Forms (advisory only)

CRL/RF/1 - Waste Input Record Form

CRL/RF/2 - Rejected Waste

CRL/RF/3 - Waste Output Record Form

CRL/RF/4 - Site Diary/Inspection Form

CRL/RF/6 - Employee Training Needs Assessment / Review

CRL/RF/7 - Complaints Form

****The above forms are advisory only, alternative forms of the operator may be used electronically**

Appendix III - SR2008No3 & Copy of Issued Environmental Permit

Appendix IV - Health & Safety – Conditions of Site Use for Staff and Visitors

Site Information & Key Contacts List

Site Address:	Spencer Trading Estate, Rhyl Road, Denbigh LL16 5TQ		
Site Operator:	C A D Recycling Ltd	National Grid Ref:	SJ 05806 66925

CONTACT	DESCRIPTION	OFFICE HOURS	OUT OF HOURS
Mike Hogan Tony Sykes	Directors	01492 545954	
TCM	Tony Sykes	01492 545954	
Denbigh Community Hospital - Ruthin Road, Denbigh, Denbighshire LL16 3ES	Minor Incidents Unit	01745 818100	
Glan Clwyd Hospital Rhuddlan Road, Bodelwyddan, Rhyl, Denbighshire LL18 5UJ	Local NHS Hospital (Main)	01745 583910	999
	Accident & Emergency (A&E)	111	999
Beech House Surgery 69 Vale Street, Denbigh Denbighshire LL16 3AU	Local Doctor Surgery (GP)	01745 812863	999 or 112
North Wales Police Ffordd Y Graig, Denbigh LL16 3YB	Local Police Non-Emergency	101, or; 0845 6071002	
	Police Emergency	999	999
North Wales Fire and Rescue Service Denbigh Fire Station, Smithfield Road, Denbigh LL16 3RG	Fire and Rescue Service (in Emergency Dial 999)	01745 812250	999 or 112
Natural Resources Wales Clawdd Newydd, Ruthin Denbighshire LL15 2NL	Environmental Regulator	0800 80 70 60	0800 80 70 60
Denbighshire County Council	Local Planning Authority	01824 706000	01352 752121
	Environmental Health Dept.	01824 706000	01352 752121
Dwr Cymru Welsh Water	Local Water Supplier / Sewerage Provider	01490 420208	0800 052 0130
Oaktree Environmental Ltd Lime House, 2 Road Two, Winsford, Cheshire CW7 3QZ	Specialist Advisor (Waste and Planning Issues)	01606 558833	

1 General Considerations

1.1 Site operator/permit holder

- 1.1.1 C A D Recycling Ltd (the operator) will be the permit holder and operate the site in accordance with a standard rules (SR2008No3) environmental permit (EP) which is a household, commercial and industrial waste transfer station with the treatment.
- 1.1.2 Developments in legislation and the regular increases in the Landfill Tax have increased the need for effectiveness and scope of operations at waste transfer and recycling centres, leading to greater recovery rates for recyclable waste.

1.2 Relevant contacts

- 1.2.1 The contact details for the operator are as follows:

C A D Recycling Ltd
Spencer Trading Estate
Rhyl Road
Denbigh
LL16 5TQ

Contact: Tony Sykes / Mike Hogan
Position: Director/Site Manager
Tel: 01492 545954

- 1.2.2 Oaktree Environmental Ltd have been engaged to act as consultants for C A D Recycling Ltd to assist in the preparation of this Environmental Management System (EMS). This EMS has been prepared to meet the requirements of The Environmental Permitting (England and Wales) Regulations 2016 and Natural Resources Wales' (NRW) Guidance on producing Environmental Management Systems.
- 1.2.3 The will also be operated under the Standards of ISO 9001 Quality Management Standard to UKAS accreditation (please refer to Appendix V for ISO 9001 Quality Management certification) and under the Standards for ISO 14001 Environmental Management Standard to UKAS accreditation (see Appendix VI for ISO 14001 Environmental Management System certification).

1.2.4 Contact details for Oaktree Environmental are as follows:

Oaktree Environmental Ltd	Contact: Chris Parry
Lime House	Position: Senior Consultant
2 Road Two	Tel: 01606 558833
Winsford	E-mail: chris@oaktree-environmental.co.uk
Cheshire CW7 3QZ	

1.2.5 A full list of relevant contacts (including key emergency contact numbers) are provided in the Site Information & Key Contacts List section in the pre-pages of this document.

1.3 Site location

1.3.1 The site is located on Land at Spencer Trading Estate, Rhyl Road, Denbigh LL16 5TQ as shown on Drawing Nos. SPE/2411/01 & 02. The national grid reference for the site is ST 56367 71194.

1.4 Permit area/waste management operations

1.4.1 The permit boundary is outlined in green on Drawing No. SPE/2411/02. All references to 'the site' in this EMS shall mean this area and the associated infrastructure, plant and equipment. This EMS should be read in conjunction with the site's Fire Prevention Plan (FPP) which is referenced as SPE-2411-B.

1.4.2 The recycling centre allows for the reception, storage, sorting and treatment (using fixed and mobile plant) of household, industrial and commercial (HIC) waste to permit recycling and recovery. Recycled/recovered materials include hardcore, wood, plastics, paper/card, scrap metal, etc. Non-recyclable general wastes are bulked up and sent to an appropriately permitted site for disposal or further recovery.

1.4.3 The site will also be used for the recycling of waste mattresses where they are dismantled by hand and then the recyclable materials recovered and baled for onward recovery at a suitably permitted site.

1.4.4 The layout of all operations is demonstrated on Drawing No. SPE/2411/03.

1.4.5 The EP is required for the storage (keeping) prior to removal, and treatment (all types of handling/processing) of waste. Waste treatment processes which can be carried out on site are summarised on the next page:

- Compaction by loading shovel, 360° excavator or compactor bin
- Manual sorting/separation with loading shovel, 360° excavator or by hand
- Screening (by using appropriate mechanical screening plant and equipment)
- Separation (by using appropriate mechanical screening plant and equipment)
- Shredding (by using appropriate plant and equipment)
- Baling (by using appropriate plant and equipment)
- Magnetic separation of ferrous metals (overband magnet)
- Crushing (by using appropriate crushing plant)
- Washing (by using appropriate mechanical screening plant and equipment)

- 1.4.6 Specified waste management activities and associated limits (including waste disposal and waste recovery operations) are listed in the table below:

Description of activities	Limits of activities
<p>D15: Storage pending any of the operations numbered D1 to D14 (excluding temporary storage, pending collection, on the site where it is produced)</p> <p>R13: Storage of wastes pending any of the operations numbered R1 to R12 (excluding temporary storage, pending collection, on the site where it is produced)</p> <p>D14: Repackaging prior to submission to any of the operations numbered D1 to 13</p> <p>D9: Physico-chemical treatment not specified elsewhere in Annex IIA which results in final compounds or mixtures which are discarded by means of any of the operations numbered D1 to D8 and D10 to D12</p> <p>R3: Recycling/reclamation of organic substances which are not used as solvents</p> <p>R4: Recycling/reclamation of metals and metal compounds</p> <p>R5: Recycling/reclamation of other inorganic materials</p>	<p>Treatment consisting only of manual sorting, separation, screening, baling, shredding, crushing or compaction of waste into different components for disposal, (no more than 50 tonnes per day) or recovery.</p> <p>No more than a total of 50 tonnes of intact and shredded waste vehicle tyres (waste codes 16 01 03 and 19 12 04) shall be stored at the site.</p>

1.5 Hours of operation

1.5.1 The site will be open during the following hours for the delivery, receipt and processing of waste:

1.5.2 The site is operated according to the hours specified below:

Monday to Friday	07:00 - 19:00 hours
Saturday	07:00 - 14:00 hours
Sundays	Closed
Bank/Public holidays	07:00 - 19:00 hours

1.5.3 The only activities on site which will be permitted outside of these hours are onsite maintenance works, emergency deliveries of waste/plant/machinery and general office use.

1.5.4 During times where the site is closed or not in operation, the site will be locked and secured to prevent unauthorised vehicular and/or pedestrian access.

1.6 Waste Storage, Types and Quantities

1.6.1 The locations of the operational and storage areas are shown on Drawing No. SPE/2411/03.

1.6.2 The waste types handled on site will consist of dry, inert and non-hazardous household, commercial and industrial waste arising from activities within the surrounding area. This is as defined in the Controlled Waste (England and Wales) Regulations 2012 and Section 75 of the Environmental Protection Act 1990.

1.6.3 A detailed breakdown of the waste types allowed for acceptance at the site is shown in the SR2008No3 EP which is in Appendix III of this EMS. No hazardous, clinical or liquid wastes will be accepted at the site.

- 1.6.4 The throughput of the site will be limited <75,000 tonnes per annum and it is anticipated the site would receive approximately 100 tonnes of waste per day.
- 1.6.5 The type and type and volumes of waste to be stored on site are demonstrated on Drawing No. SPE/2411/03 with residence times for each waste type.
- 1.6.6 If the maximum storage capacity of the site is reached then no further waste will be accepted until waste can be removed from the site and taken to a suitably permitted or exempt site.
- 1.6.7 Stockpiling of waste will be limited to the height of 4m for combustible wastes and 5-6m for specified wastes.

1.7 Exempt activities

- 1.7.1 Activities which are outside the scope of the EP for the site (listed in Schedule 3 of The Environmental Permitting (England and Wales) Regulations 2016) may be carried out at the recycling centre and the relevant details would be registered with NRW prior to commencement.
- 1.7.2 Registration - Current and future exemption notifications and register entries are held in the site office. Registered exemptions are valid for a period of 3 years. If the activity is to be carried on after 3 years, a renewal will be submitted to NRW.
- 1.7.3 Wastes brought onto site as part of any exempt waste activities will be kept clearly segregated and identified from those wastes imported for the specified waste management operations as shown on Drawing No. SPE/2411/03.
- 1.7.4 The site will operate an S2 exemption on the permitted site which will be for the following waste types:
- Lead acid batteries – **16 06 01***
 - Fluorescent tubes – **20 01 21***

- discarded equipment containing chlorofluorocarbons – **20 01 23***
- Other electrical goods containing dangerous substances – **20 01 35***
- Batteries and accumulators included in 16 06 01, 16 06 02 or 16 06 03 and unsorted batteries and accumulators - **20 01 33***
- Paints (excluding specialist and industrial paints, wood preservatives, aerosol and spray paints, inks, adhesives and resins) pending reuse as paints only - **20 01 27 ***

1.7.5 The site will ensure that the above waste types are kept in separate containers and not mixed with any permitted waste types. Further information regarding this is shown in sections 3.4 & 3.5 of this EMS.

1.8 Staffing and management

1.8.1 The table below details the staff structure of the site when operating at full capacity. Positions in bold italic print below are the minimum staff requirements when the site is open for the reception of waste.

Position	Employees	Responsibilities
Site manager / Technically Competent Manager	1 <i>(1)</i>	Ensuring that the site is being operated in accordance with the Environmental Permit and in-line with attendant regulations
Administrative Staff	5 <i>(1)</i>	Office / administrative duties
Health & Safety / Traffic Co-coordinator	1 <i>(1)</i>	Ensuring site safety and co-ordinating plant/vehicle traffic flow
HGV Drivers and Loaders	6 <i>(2)</i>	Waste handling / reception and movement
Plant Operatives / Forklift Drivers	6 <i>(2)</i>	Waste handling / reception and movement
Mattress Recycling Staff	11 <i>(2)</i>	Mattress handling / reception, sorting/dismantling and movement

1.9 Health and safety

1.9.1 All operations on site will be carried out in accordance with the relevant requirements of the Health and Safety at Work Act 1974. Conditions of site use for employees, visitors and contractors are shown in Appendix IV. These conditions will be shown to all site users and

must be signed prior to using the site. Anyone refusing to comply with the conditions of use will be asked to leave the site.

1.10 Fit and proper persons

- 1.10.1 The site will assign a Technically Competent Manager (TCM) who provide the required attendance time at the facility as required by guidance periodically issued by NRW. A copy of the appointed TCM's Certificate of Technical Competence (COTC) will always be made available in the site office.
- 1.10.2 The company, through the TCM, will ensure that a nominated deputy is sufficiently trained and familiar with the EP and this EMS document in addition to all relevant company procedures who, in the absence of the TCM, will act the competent person. If either the TCM or deputy is changed, NRW will be informed of the change and the relevant details of the replacement as soon as possible.

1.11 Convictions

- 1.11.1 At the time of application, neither C A D Recycling Ltd nor any of the relevant people within the company had been convicted of a relevant offence.

2 Site Engineering and Infrastructure

2.1 Site location, access and parking

- 2.1.1 The site is located as shown on Drawing Nos. SPE/2411/01 and SPE/2411/02 and access is gained via Spencer Trading Estate off Rhyl Road. The site benefits from a number of parking spaces for staff, visitors, HGV's and trailers, as shown on Drawing No. SPE/2411/03.

2.2 Infrastructure

- 2.2.1 The site comprises 5 industrial units which are used for the storage and processing of waste; an impermeable concrete pad for the storage of waste in secure containers/trailers and an impermeable tarmacadam surface where some wastes will be temporarily stored prior to removal from site to suitably permitted site. The infrastructure is demonstrated on Drawing No. SPE/2411/03

2.3 Site office

- 2.3.1 The site office will be located as shown on Drawing No. SPE/2411/03. The documents listed below will be retained in the site office.

Documents to be retained in site office
The Environmental Permit (original & any subsequent variations) This Environmental Management System (NRW agreed document) Fire Prevention Plan (NRW agreed document) Current site diary (to record all inspections/visitors to the site) NRW inspection (CAR) forms In-house inspection sheets/recording forms Duty of care transfer notes (for 2 years minimum) Hazardous waste consignment notes (kept for 3 years) Waste delivery tickets Accident book (& 1st aid kit)

2.4 Notice board and signs

2.4.1 A notice board is erected at the site entrance displays the following information:

- The site name and address.
- The name of the permit holder and operator.
- The Environmental Permit number and accompanying statement stating that the site is permitted by Natural Resources Wales
- Natural Resources Wales' contact details, Emergency No. 0300 065 3000 and General Enquires No. 0300 065 3000
- Operator's "out of hours" emergency contact details (telephone number).
- Operating hours.

2.4.2 Additional signs are displayed around the site for operational / health & safety purposes. All staff and visitors will be required to comply with the requirements of all signs whilst on site.

2.5 Site security

2.5.1 The site security infrastructure is detailed on Drawing No. SPE/2411/03 and is considered ample.

2.5.2 External security consists of:

- 24 hour remotely accessible CCTV with on and off site supervision. The CCTV system is also fitted with passive infrared (PIR) sensors and any unusual activity sends an alarm to the 3 no. out-of-hours fire contacts who can be at the site within 5 minutes of a call. the CCTV system can also be accessed externally via mobile phones and iPad. The CCTV system is installed throughout the entire site including all buildings, workshops and offices and maintained by a UKAS accredited security company.
- 24 hour manned security guard who will inspect the site at regular intervals i.e. minimum of 1 hour for signs of unauthorised access and signs of a fire occurring.

- 2.5.3 The site security measures will be inspected on a daily basis and any defects which impair the effectiveness of the security will be repaired by the end of the working day. If this is not possible, temporary measures will be put in place to ensure no unauthorised access to the site can be gained until the proper repairs can be carried out as soon as practicably possible.
- 2.5.4 If unauthorised access becomes apparent as a problem at the site the security measures will be reviewed and improvements implemented.

2.6 Fuel storage

- 2.6.1 Fuel storage for the site's fleet of vehicles is located as shown on Drawing No. SPE/2411/03.
- 2.6.2 All fuel/oil tanks stored on site will be surrounded by a bund capable of containing a minimum of 110% of the volume of fuel stored in the tank. All pipework and associated infrastructure will be enclosed within the bund. A lock will be fitted to the tank valve to prevent unauthorised operation. All valves and gauges on the bund will be constructed to prevent damage caused by frost. The tank will be clearly marked showing the product within and also its capacity.

2.7 Rejected Waste

- 2.7.1 Any waste which is rejected will be stored in a quarantine skip with a maximum capacity of 2.5 tonnes and removed from the site whenever the skip container is full. The location of this skip will be in the quarantine area to the south-west of the site as shown on Drawing No. SPE/2411/03 as the skip location may vary as operating conditions permit (i.e. to permit the loading of rejected wastes but clear labelling and management control will ensure its use as specified).

2.8 Drainage

- 2.8.1 The drainage for the site is clearly shown on Drawing No. SPE/2411/03.

2.9 Vehicles, plant and equipment

- 2.9.1 Waste will be handled using the plant listed on the next page. Only trained operators will be permitted to drive/operate the plant listed below. Any changes to the list will be notified to NRW prior to implementation.

Item	Number	Function
Loading shovel (skid steer)	1	Loading/unloading/movement/sorting
360° excavator / crane grab	1	Loading/unloading/movement/sorting
Hopper	1	Mechanical waste loading/treatment
Trommel	1	Mechanical waste treatment
Picking Line	1	Manual segregation of wastes
Mattress recycling balers	3	Baling of waste
Baler	2	Baling of waste
Bale wrapper	1	Baling/compaction of waste
Forklift	2	Loading/unloading/movement/sorting
Dust extraction system	1	Dust extraction from mattress recycling
Weighbridge	1	Determine load weights in/out
Refuse Collection Vehicles (RCVs)	4	Delivery/removal of waste
Luton Vans	3	Delivery/removal of waste

- 2.9.2 Note: The plant/equipment on site may vary and additional equipment may be hired-in to cope with busy periods, larger jobs or jobs with specific requirements.
- 2.9.3 For maintenance of the plant; please refer to Sections 2.4 and 2.5 of the FPP.

3 Site Operations

3.1 Preliminary procedures

- 3.1.1 Guidance will be given by the site management to all employees, sub-contractors, other waste carriers and customers regarding the waste types and operations which are acceptable at the site i.e. a copy of Appendix III of this document. The site will be used for the acceptance, storage and processing of waste using C A D Recycling Ltd's own vehicles/contracts and also for third-party users/hauliers whose details would be checked prior to the delivery/collection of waste.
- 3.1.2 The procedures below would be followed prior to the receipt of waste on site.
- 3.1.3 When a driver employed by the permit holder arrives at the waste producers premises he/she will inspect the load for conformity with relevant regulations and safety procedures.
- a) If the load is satisfactory the driver will sign the relevant paperwork (Duty of Care transfer note/delivery ticket) and remove the load from the premises.
 - b) If the waste does not meet the description stated on the controlled waste transfer note the customer is advised to check the note and give a more detailed description of the waste.
 - c) If the more detailed description of the waste reveals that the waste is not/permitted at the recycling centre then the customer is advised that the waste must be taken to another site which is appropriately permitted to accept the waste(s).
- 3.1.4 If further instructions are needed the driver may also report back to the site manager.

3.2 Checking in & inspection of loads

- 3.2.1 All incoming vehicles are required to report to the site office. The details of the load will be recorded and the transfer note and company documentation will be further checked by the operator to ensure that the load is acceptable at the site. The weight of all loads will

be recorded using the weighbridge or agreed WRAP conversion weights for loads where the weight is not known upon receipt at the site. Any deviation from these procedures or problems with any loads will be reported to the site manager.

- 3.2.2 All vehicle drivers must report to the site/weighbridge office upon arrival at the site. Each load will be weighed, recorded and its contents inspected. All waste accepted on site will be directed to the appropriate reception area.
- 3.2.3 Once a load has been accepted the driver will be asked to unsheet the vehicle (if it is sheeted) and a visual inspection of the contents will be carried out to ensure that the material complies with the EP. If non-compliant waste is discovered before deposit, the load will not be accepted and disposed of at an approved facility. In cases where the presence of unauthorised waste is likely to lead to a breach of permit conditions, NRW will be contacted immediately to agree a course of action.
- 3.2.4 Each load is assessed for visual signs of contamination such as plastic, glass or metal within the material. If a load is deemed unacceptable for purposes of creating quality aggregate then it will be returned to its source.
- 3.2.5 Loads are also examined at the point of unloading. If they are found to be unacceptable at this point the load will be reloaded and returned to source. If small levels of contamination are noted they are handpicked and reject material placed in a skip for safe disposal.
- 3.2.6 If hazardous waste or suspected hazardous waste is deposited on the site the material will be left alone with precautions taken to absorb any spillages and the area cordoned off. NRW will be contacted as a matter of urgency and the material left in situ until removed under NRW' instruction.

3.3 Waste acceptance procedure

- 3.3.1 For the protection of the operator and site supervisor, any loads containing material from an industrial site/area must be accompanied by written documentation to demonstrate that it is not contaminated to ensure that only clean loads are accepted. The operator

reserves the right to refuse such loads and contact NRW where necessary (prior to acceptance of the loads) to ensure that the load is acceptable.

- 3.3.2 All incoming vehicles upon arrival are required to report to the person in charge of waste acceptance at the site. The details of the load will be recorded and the duty of care note/company documentation will be further checked by the operator to ensure that the load is acceptable at the site, including a visual check prior to the vehicle proceeding to the tipping area. Any deviation from the procedures or problems with any loads will result in tipping facilities being suspended for the offending company. Loads which are not acceptable within the above terms will be rejected.

3.4 Household, commercial and industrial waste procedure

- 3.4.1 Waste will usually be delivered in fixed body tippers, bin wagons and articulated vehicles.
- 3.4.2 Once a load has been accepted by the operator, the contents of the delivery vehicles is discharged into the appropriate bay/container shown in Unit 7 in accordance with the following procedures:
- a) All mixed loads are deposited in the mixed waste reception bays (6B or 6C) and crudely sorted by hand into recyclable materials such as paper/ cardboard, plastics, wood/timber, metals and green waste and transferred into the appropriate recycling skips; (4A, 5A or 7A).
 - b) Loads which are delivered to the site and known to contain predominantly inert waste are directed to inert bunker (9A or (9B) for storage prior to removal off site.
 - c) Waste from 6B or 6C i.e. mixed waste is then transferred to the hopper using a 360⁰ excavator or loading shovel.
 - d) The waste is transferred onto a conveyor and the waste fines are separated in the trommel and stored in a skip or bay below (6D).
 - e) The non-finer waste then continue along the process run outside of Unit 7 and into a 4-bay picking line where recyclables such as wood, plastic, paper/cardboard, scrap metal are hand-picked and placed into a skip below (7A).

- f) The resultant material from the mechanical processing should be waste for landfill which is not suitable for recycling is bulked up and runs back into Unit 7 directly into a baler for RDF.
- g) Upon baling of the material, it is then stored in 6A or 6B prior to being transferred to 3A, 4A or 5A to await removal from site to a suitably permitted site.
- h) If any of the sorted waste appears to be contaminated, it will be put back through the above process run.

3.5 Mattress recycling procedure

3.5.1 Waste mattresses (bulky waste) is directly imported to Units 4 & 5 by RCV or Luton Van and initially delivered to Unit 5 where they are tipped and stored on top of each other in a free standing pile against a concrete fire wall (Piles 2B i - iii) prior to processing. The recycling of mattresses is then carried out as shown below:

- i) The mattresses are then delivered to Unit 4 by hand or forklift truck and undergo manual dismantling i.e. by hand where the mattress is torn apart using hand tools.
- ii) The metal springs are transferred to areas 2C & 2D where they are temporarily stored prior to undergoing baling
- iii) The baled springs which are non-combustible are stored temporarily in Area 1A prior to removal off site
- iv) The other contents of the mattress i.e. foam, cotton are then transferred to the appropriate baler
- v) Once baled, they are removed from the building and stored externally in containers 3A, 4A or 5A.

3.6 Record keeping

- 3.6.1 C A D Recycling Ltd may use their own documentation or online format for keeping records of waste inputs/outputs etc. The details below are an advisory for C A D Recycling Ltd to ensure the correct information is logged in order for inspections from authorities.
- 3.6.2 Records will be kept mainly in electronic format with paper documentation accompanying where necessary i.e. transfer/duty of care notes or weighbridge tickets.
- 3.6.3 It is mandatory the following details are recorded for every load of waste deposited at the site:
- i) The date and time of delivery.
 - ii) The name and address of the waste producer.
 - iii) The detailed and accurate description of the waste including type, quantity (in tonnes or cubic metres) and EWC codes.
 - iv) How the waste is contained e.g. loose, container type.
 - v) The carrier's name and address.
 - vi) Driver's name, signature and vehicle registration No.
 - vii) Signature or initials of persons producing/accepting/inspecting/carrying the waste.
 - viii) Additional handling details/notes made by the driver after inspection of the load.
 - ix) SIC code of the premises which produced the waste.
 - x) Waste hierarchy declaration.
 - xi) Information on previous treatment of the waste e.g. manual or mechanical.
- 3.6.4 The following details will be recorded for all deposits of non-conforming waste at the site and will be forwarded to EA, where required:
- i) Date and time of deposit.
 - ii) A detailed and accurate description of the waste including type and EWC code.
 - iii) The quantity of waste (in tonnes or cubic metres).

- iv) How the waste is contained e.g. loose, container type.
- v) Name, address and telephone No. of waste producer.
- vi) The carrier's name, registration number and vehicle registration.
- vii) Signature or initials of persons who produced, accepting/inspecting and carrying the waste.
- viii) Reason for the rejection of waste and action taken.

3.6.5 The following details will be recorded for every load of waste leaving the site:

- i) The date and time of removal.
- ii) Detailed and accurate description of the waste including type, quantity of waste (in tonnes or cubic metres) and EWC codes.
- iii) How the waste is contained e.g. loose, container type.
- iv) The destination waste management site or exempt facility.
- v) The name and registration No. of the carrier or employee removing the waste (if applicable) and vehicle registration No.
- vi) Signature or initials of persons i.e. transferor, transferee and carrier of the waste.
- vii) SIC code of the premises transferring the waste.
- viii) Waste hierarchy declaration.
- ix) Type of treatment waste subjected to (if relevant) e.g. manual, mechanical.

3.6.6 A summary of waste types and quantities deposited at and removed from the site and origin and destination details are then forwarded to NRW using the standard Generic Operator Returns electronic spreadsheet(s), with submission due within one month of the end of each quarter as below:

- a) Quarter 1: January to March (due on or before 30th April)
- b) Quarter 2: April to June (due on or before 31st July)
- c) Quarter 3: July - September (due on or before 31st October)
- d) Quarter 4: October - December (due on or before 31st January of the following year)

- 3.6.7 Outcomes of inspections of waste types, transfer/treatment areas, storage areas, drainage channels, etc., will be recorded on-site inspection form and detailed comments will be entered into the site diary (including action taken or proposed). CRL/RF/4 (or similar) is included as an advisory.
- 3.6.8 Visitors to the site will sign the visitor's book upon arrival and exit stating the purpose of their visit and whom they represent using CRL/RF/5 or similar form.
- 3.6.9 Complaints will be recorded; CRL/RF/7 is included as an advisory. Section 4.9 demonstrates further action on the event of any complaints received.

3.7 Weighing and categorising loads

- 3.7.1 It is proposed the weight of each load into and out of the site will be weighed using the site's weighbridge to obtain accurate data for the purposes of providing waste returns and tracking the annual throughput of waste.

3.8 Management techniques

- 3.8.1 All measures necessary to achieve a high level of protection of the environment and to ensure that the site is operated in accordance with the various management systems and permit conditions will be strictly adhered to.
- 3.8.2 The manner in which the facility is managed is a critical element in ensuring emissions from the site operations are minimised. Therefore management of this facility ensures:
- a) staff are competent to manage and operate the facility i.e. fit and proper persons;
 - b) waste acceptance procedures are in place;
 - c) appropriate storage and handling procedures are in place;
 - d) waste/product dispatch procedures are in place;
 - e) procedures and control techniques in place to minimise potential emissions to air, land and water;
 - f) there is an EMS, i.e. this document, in place to ensure standards are maintained, including incidents and complaints management procedures;

- g) a communication programme is in place; and,
- h) a health and safety programme is in place and is coherently conveyed to all staff and rigorously enforced throughout the whole of the organisation.

3.9 Site closure plan

3.9.1 In the event that the site ceases to operate as a waste transfer/treatment facility as set out in the site's EP, the following steps will be followed to achieve site closure:

- a) Contact NRW to advise the Environment Officer(s) that the site is planned to cease / has ceased the acceptance of wastes under the permit.
- b) The amount of residual processed and unprocessed waste on site will be assessed by the TCM to set a timetable for the final processing and timely removal of waste from site.
- c) Following removal of all waste, plant and machinery from site a site investigation will be undertaken to ascertain the ground conditions of the land to which the site relates.
- d) A surrender application will then be submitted to NRW for determination.

4 Environmental Control, Monitoring And Reporting

4.1 Breakdowns and spillages

- 4.1.1 In the event of breakdown of the loading plant, an alternative machine will be brought on site until it is repaired. If an alternative machine cannot be used then waste will be stored securely until the plant is repaired. The repair will be carried out at the most convenient location with absorbents used to clear oil or fuel spillages.
- 4.1.2 All site surfaces will be inspected daily when the site is in operation. Debris will be swept as required and placed in a skip for disposal to a suitably permitted site.
- 4.1.3 Any spillages of fuel/oil will be cleared immediately by depositing sand or absorbents on the affected area. The sand or absorbents will be placed in a skip to be taken to a suitably permitted site for disposal. All spillages of waste and windblown litter will be cleared by the end of the working day in which they occur. Spillage clearance procedures are detailed in Section 5.3.
- 4.1.4 All wastes liable to give rise to contamination will be removed from the site if the site is not secure or if operations cease or are temporarily suspended.
- 4.1.5 The relevant procedure for handling spillages of waste containing asbestos are described below:
- a) All vehicles carrying waste containing asbestos will be equipped with a Type H asbestos vacuum on board.
 - b) If any spillage of asbestos waste occurs during the movement of the waste additional warning signs will be placed around the spill area and the debris will be vacuumed immediately with the use of the Type H vacuum in the van.
 - c) Once the debris has been vacuumed the area will be wiped using damp rags.
 - d) Any spillages of asbestos waste (however small) should be recorded in the site diary.

4.2 Site inspections and maintenance

- 4.2.1 The inspection frequencies for maintenance/housekeeping are listed on record form CRL/RF/4. The inspection form will be completed by a person who is familiar with the requirements of the EMS and EP for the site. All details of defects, problems and repairs carried out will be recorded on the form on the day that each event occurs. Detailed comments may also be recorded in the site diary. All repairs will be carried out within 5 working days unless agreed otherwise with NRW.
- 4.2.2 All repairs to site security will be made as soon as practically possible of the discovery of the damage and the site will be made secure until the repair has been carried out.
- 4.2.3 Any major defects found during the daily site inspection which are likely to lead to a breach of permit conditions will be repaired by the end of the working day in which they are found, where possible. If a repair is not possible by the end of the working day and a potential breach of permit conditions may occur, NRW will be contacted to agree a suitable timescale for repair.
- 4.2.4 All defects and problems likely to give rise to pollution will be recorded on the form CRL/RF/4 with repairs/solutions being carried out immediately.
- 4.2.5 Essential spares for plant maintenance are kept on site in the workshop which is located at the C A D Recycling Ltd operating hub site to the south of the site (i.e. not within the permitted site).

4.3 Control of mud and debris

- 4.3.1 Vehicles will be visually inspected before exit to check that loads are safe and that no mud is carried out onto the site's access road or onto Broadmead Lane Industrial Estate on the wheels or bodies of HGVs. Visual inspections of the vehicle running surfaces at the site will be carried out daily (see CRL/RF/4), however, staff will report any problems with mud or debris on the site roads immediately to the site manager.

- 4.3.2 The deposit of material on the access road or public highway will be treated as an emergency and will be cleared immediately by the operator using either a brush and shovel or vacuum tanker/road sweeper if necessary. Silt will not be washed into roadside drains or gullies.

4.4 Control of dust

- 4.4.1 Due to the waste types handled on site and the sites proximity to receptors and the operation of the mechanical treatment plant dust can be problematic for adjacent businesses if not managed appropriately. The operator is aware that the containment of dust on site and the prevention of its escape is paramount to operational compatibility with these residents and businesses.
- 4.4.2 **Dust Sources:** - Observation of activities similar to those on site reveals that the sources of dust arise from the following actions, in the absence of mitigation:
- a) Unsheeted vehicle loads (incoming or outgoing)
 - b) Tipping vehicle loads (incoming)
 - c) Loading vehicles using 360^o excavator or loading shovel
 - d) Loading feed hoppers using 360^o excavator or loading shovel
 - e) Open concreted areas
- 4.4.3 The main pathway for dust is airborne transmission which can deposit material on the ground off site in breach of planning and permitting conditions as well as being a potential health and safety hazard to staff on site.
- 4.4.4 If the operator is aware of problematic dusty waste at the site, the operator will ensure it is contained or removed off site to a suitably permitted facility.
- 4.4.5 Site surfaces will be dampened-down as required to ensure that operation of vehicles, plant and equipment do not give rise to fugitive dust.

- 4.4.6 **Mitigation:** A series of dust mitigation measures will be implemented on site to ensure dust emissions are controlled as far as is practically possible. The measures include:
- sheeting of vehicles delivering waste to the site (if necessary);
 - sheeting of vehicles transporting potentially dusty loads off site;
 - use of mains water to damp down materials stockpiles, vehicle running surfaces, vehicle loads and areas on and around machinery which may give rise to dust, especially during dry and windy conditions;
 - all potentially loads will be contained inside buildings or containers
 - dust extraction system in operation for mattress recycling in Unit 4
 - cleaning of any spillages using wet cleaning methods;
 - use of crusting agents on stockpiles, if required;
 - drop heights **ALWAYS** minimised to prevent dust emissions; and,
 - reduction in mechanical treatment plant during windy or severe dry conditions if water is not available.
- 4.4.7 **Emergency:** In the event of severe weather conditions i.e. high winds or long periods of dry weather, the stockpile will be reduced to the height of perimeter walls or removed off site if complaints are received by receptors.
- 4.4.8 **Monitoring:** In accordance with the site inspection procedures detailed in the site's EMS, the site supervisor will make a visual inspection of dust emissions at the site perimeter daily to ensure that no dust blows off the site. The results of monitoring exercises and any remedial action taken will be entered into the site diary or on the inspection forms which are available for regulatory officers to inspect during operating hours.
- 4.4.9 A permanent water supply will be made available on site in all dry and windy weather conditions to ensure that the dust suppression systems can function effectively. Water will be provided from the mains supply or from a mobile vacuum tanker (if required) depending on the target areas for dust mitigation. Any external water pipes will be lagged to prevent frost damage during winter months.

- 4.4.10 Site staff will continuously monitor dust emissions whilst the waste treatment plant is in operation and will control dust emissions using the procedures listed above, asking the site supervisor for advice as required.
- 4.4.11 If any dust complaints are received, the relevant operator will complete a 'complaints and events log' (CRL/RF/7 or similar) and detailed individually on the complaints form (in Appendix II of the site's EMS), both of which will be kept for inspection on request by the local authority and/or EA. Details of information to be completed are dates, nature of complaint, weather conditions at the time of the complaint, investigation details, action taken and a signature (as a minimum).
- 4.4.12 The operator would also be required to make a note of any unavoidable events such as bad weather in the site diary, rather than just actual complaints received. This will ensure that if complaints are received retrospectively from either the local authority/EA or directly, any circumstances which led to that complaint as a result of elements outside of the operator's control would be able to be attributed to the cause of the complaint.

4.5 Odour control

- 4.5.1 Whilst the majority of waste types accepted at the site present a very low risk of odour nuisance, the site will accept two waste streams which have the potential to give rise to odour, i.e.
- a) Food and drink packaging; and,
 - b) Mixed municipal waste (MMW).
- 4.5.2 Food and drinks packaging is not odorous due to the physical nature of the material as the packaging itself is not putrescible or readily biodegradable. These wastes present the risk of odour by virtue of the residues of food or drink which may still be present within at the time of acceptance at the site.
- 4.5.3 MMW can contain putrescible or biodegradable materials as these wastes are produced largely by commercial businesses where non-conforming wastes are present. These two

potentially odorous waste streams will be stored and treated in Unit 7 to reduce the possibility of any odours leaving site.

- 4.5.4 The site will be monitored daily as part of the site checks for the presence of odours, these checks are recorded on the daily inspection sheet (see Appendix II). Throughout the working day managers and operatives will report the presence of odours to the site manager. If they receive an additional report the site manager will make an assessment of the presence and concentration of odour using the following table:

Odour Intensity	Criteria
Negligible	No detectable odour
Low	Faint odour (barely detectable, need to stand still and inhale facing into wind)
Moderate	Moderate odour (odour easily detected while walking and breathing normally, possibly offensive)
High	Strong odour (bearable, but offensive- will my clothes/hair smell?)
Severe	Very strong odour (this is when you really wish you were somewhere else)

- 4.5.5 For loads of other homogenous recyclables (i.e. paper/cardboard, plastics, etc.), where malodorous waste is discovered it will be immediately consigned to the skip/container for rejected waste and dealt with in accordance with the rejected waste procedures outlined in section 3.

4.6 Litter control

- 4.6.1 Given the nature of wastes accepted at the site (i.e. light wastes including paper/cardboard), there is a risk of litter escaping the site boundary and therefore careful management is required to reduce the risk to low/negligible.
- 4.6.2 The greatest risk of litter would be during windy conditions. The site will be operated to a lesser degree during these conditions giving due regard to the potential effects of windblown litter.

- 4.6.3 All external storage of light waste is to be contained in a skip to prevent wind whipping.
- 4.6.4 Regular (minimum daily) inspections of the site boundary will be carried out for the presence of windblown litter and operatives will be instructed to collect the litter and place it in a skip for disposal/recovery before the end of the working day. In any event, all light waste will be placed in skips before the end of the working day. Staff carrying out litter picking duties will record their findings on CRL/RF/4 and report to the site manager.

4.7 Control of pests, birds and other scavengers

- 4.7.1 The site will be inspected daily for the presence of vermin and the results of the inspection noted in the site diary or site inspection form. If any occurrences are noted, a pest controller will be called to site to eradicate the problem.

4.8 Control and monitoring of noise & vibration

- 4.8.1 The location of the site means noise associated with the proposed operations will not greatly increase the existing noise level in the surrounding area. The waste operations will be carried out using the Best Practicable Means at all times.
- 4.8.2 A site-specific Noise Management Plan has prepared as part of this EMS and is shown in on the next page. These measures will ensure the noise levels at the site are managed appropriately by identifying: the likely sources of noise arising from the development; and, the actions to be taken / procedures to be followed or planned in order to prevent or minimise levels.

Potential Noise Source	Action to be taken to prevent or minimise noise
HGVs travelling to and from the site for delivery/collection of wastes/products.	<ul style="list-style-type: none"> • All vehicles are required to be driven onto and off site with due consideration for neighbouring premises. • HGV movements will be spread out evenly throughout the day.
Loading/unloading of waste delivery vehicles	<ul style="list-style-type: none"> • Vehicles must be well maintained and operated with silencers. Moving parts to be regularly lubricated. All vehicles must be driven slowly around the site (5mph site speed limit). • Engines to be switched off when not in use. • Reversing alarms to be preferentially fitted with white noise alarms to minimise impacts on neighbouring sites. • No shaking of vehicle bodies whilst raised.
Operation of mechanical treatment plant	<ul style="list-style-type: none"> • Engines to be switched off when not in use. • Plant to be well maintained and operated with silencers. Moving parts to be regularly lubricated. • Operation of the mechanical treatment plant in strict accordance with the hours set out in Section 1.5.1 of this EMS will ensure no impact on the surrounding area during 'unsociable' hours when surrounding industrial operations are less intensive or dormant. • Unit 7 is constructed BS noise attenuated cladding. • If mechanical treatment plant is causing a noise nuisance due to a malfunction, the plant will be shut down until the problem is rectified.
Operation of loading plant (i.e. telehandler/360)	<ul style="list-style-type: none"> • Drop heights to be kept to a minimum, particularly when loading empty tipper wagon/skip/container to minimise noise/vibration. • Engines to be switched off when not in use. • Plant to be well maintained and operated with silencers. Moving parts to be regularly lubricated. All vehicles must be driven slowly around site. • Loading plant/machinery will only be operated at ground level, i.e. never on stockpiles.
Small vehicles travelling to and from the site (e.g. staff and visitor's cars, courier van deliveries etc.)	<ul style="list-style-type: none"> • All those working on and visiting the site to be made aware of need for considerate driving and keeping vehicles well maintained. • Small vehicles will arrive marginally earlier than the main site operating hours.

4.9 Complaints procedure

- 4.9.1 All complaints are recorded on form CRL/RF/7 and will include a record of the complaint, particulars of the complainant and details of any action taken to alleviate the problem.

5 Emergency Procedures

5.1 General

- 5.1.1 In addition to obligations imposed by RIDDOR '13 (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) the permit holder will notify NRW of any serious injuries to employees of C A D Recycling Ltd, other site users or members of the public arising as a result of operations on site. Minor injuries such as cuts and grazes etc. will be recorded in the accident book on site. Separate procedures will be used for different types of emergency. An emergency at the site is defined by the site management as follows:

“Any incident which is likely to result in harm to human health or pollution of the environment or serious breach of permit conditions and serious detriment to the amenities of the locality.”

- 5.1.2 For all emergency situations, the deposit of any further waste will be suspended where necessary to allow action to be taken safely. If necessary, staff and other users of the site will be evacuated to an area which is a safe distance away from the hazards. Staff handling the emergency will be provided with and trained to use the necessary PPE (personal protective equipment) unless the manager instructs them that the hazard is too severe and outside help is needed from the emergency services or specialist waste contractors. A visitor's book will be kept to check who is on site at all times.

5.2 Fire

- 5.2.1 The site will be operated in accordance with an approved FPP which is a stand-alone document dealing with the prevention, mitigation and handling of any fires on site (please refer to Document Reference SPE-2411-B). Please refer to this FPP as the main site management document pertaining to fire-related issues and management, control and emergency procedures for fires on site.

- 5.2.2 For quick reference, the following actions will be taken when fire is detected or suspected (Site operatives):
- a) DON'T PANIC
 - b) RAISE THE ALARM (IF NOT DONE SO ALREADY)
 - c) NOTIFY THE SITE MANAGER (IF SAFE TO DO SO)
 - d) **DO NOT TRY TO TACKLE THE FIRE YOURSELF UNLESS YOU ARE TRAINED IN DOING SO AND YOU ARE SURE OF THE NATURE OF THE FIRE**
 - e) LEAVE THE USING THE MAIN ACCESS GATES AS QUICKLY AND AS ORDERLY AS POSSIBLE
 - f) ASSEMBLE AT THE SPECIFIED FIRE ASSEMBLY POINT WHICH IS LOCATED BY THE SITE ACCESS GATES.
 - g) THE SITE MANAGER OR DELEGATED OPERATIVE WILL BE IN CHARGE OF CALLING THE EMERGENCY SERVICES ON "999" AND ENSURING THAT ALL PERSONS WHO WERE WORKING ON THE SITE OR WHO SIGNED IN TO THE VISITOR'S BOOK ARE ASSEMBLED SAFELY
 - h) INFORM ALL NEIGHBOURING PREMISES WHO ARE LIKELY TO BE AFFECTED
 - i) INFORM NATURAL RESOURCES WALES
 - j) DO NOT RETURN TO THE SITE UNTIL YOU HAVE BEEN GIVEN THE 'ALL CLEAR' BY THE EMERGENCY SERVICES AND THE SITE MANAGER

5.3 Spillages

- 5.3.1 All fuel stored on site is bunded to contain any fuel leaks. If any oil and vehicle maintenance chemicals are kept on site, they will be stored securely. If any spills occur a spill containment kit (absorbent pads, booms or granules) will be used to prevent further spillage and the contaminated absorbents placed in a skip for disposal to a suitably permitted landfill. No chemical leaks are expected in the waste handling area but should they occur the procedures outlined in Section 5.4 will apply.
- 5.3.2 Any wastes which would be classified as having the potential to cause polluting runoff are stored within the concrete area which is a sealed drainage system.

5.4 Drums

5.4.1 The deposit of drummed waste will not be allowed at the site. If a drum is concealed within a skip and is not observed until the skip is deposited in the waste transfer area then the following procedure will apply:

- a) The staff member will visually check the condition of the drum from a safe distance, noting any labels referring to the possible contents or hazards.
- b) The site manager will be contacted to verify the observations and to decide on further action.
- c) The producer of the waste and NRW will be contacted for advice and further information if necessary and both will be informed that a breach of the Duty of Care and site permit conditions has occurred as the result of the unauthorised deposit.
- d) No further waste will be deposited until the emergency has been dealt with.
- e) All spillages will be cleared using a spill containment kit and all contaminated absorbents placed in a skip for disposal to a suitably permitted waste management site.
- f) If the deposit results in serious reactions with other waste or harmful emissions or the drum contents cannot be identified, then the emergency services and/or specialist waste contractors will be brought in to assist. If necessary, staff will be evacuated from the site or to a safe area within the site and all occupants of neighbouring properties will be informed.

5.5 Adverse reactions

5.5.1 No wastes are accepted which will react to present such a hazard. If unauthorised waste is found in a skip and does present such a hazard the same procedures as for the deposit of drums (above) shall apply.

5.6 High winds

- 5.6.1 There will be no sorting, processing or treatment of any wastes which are likely to be blown around during conditions of high winds. Vehicles leaving the site will be sheeted to comply with the requirements of the Duty of Care legislation.

5.7 Poor visibility

- 5.7.1 The site will not operate in conditions of poor visibility such as dense fog to reduce the risk of vehicle collision.

5.8 Operational failure

- 5.8.1 The manager will be contacted by staff in the event of any operational failure such as the breakdown of plant, systems or equipment and will decide whether operations are to continue or be suspended prior to corrective action being taken. Serious operational failures, which result in the closure of the site, will be recorded in the site diary.

5.9 Bomb scare

- 5.9.1 In the unlikely event of a bomb scare, the site will be evacuated and the police contacted. The police will then assume control of the site until the threat has been verified or the device defused and removed. NRW will be kept informed of the events on site.

6 Training for Site Staff

6.1 Training needs assessment

- 6.1.1 All new and existing site staff are subject to a specific training regime based on their responsibilities at the site to ensure all operations are carried out without harm to the environment or amenity of the surrounding area. Training in all aspects of the site and waste operations at the site with regard to the individual responsibilities of the site staff will help to prevent incidents occurring which may have an adverse impact on the environment and/or the employees and their co-workers.
- 6.1.2 An employee training record (i.e. CRL/RF/6 in Appendix II) shall provide a comprehensive checklist for the training needs of all new site staff and also serves as a training review for existing site staff which will be carried out annually or a period set at the operator's preference.

6.2 Site rules and infrastructure training

- 6.2.1 This information is provided to all employees, visitors and contractors with a full understanding of the site's conditions of use, which is communicated and documented at induction for all staff with specific induction for visitors and contractors.
- 6.2.2 Competency should be demonstrated within this field to ensure the employee is fully aware of the site's surroundings and operations to ensure their safety and compliance with specific operating conditions at the site.

6.3 Emergency procedures training

- 6.3.1 All employees are required to be familiar with the Environmental Controls in Section 4.0 and the Emergency Procedures as detailed in the Section 5.0.

- 6.3.2 In addition to normal operating conditions as specified in the site rules, employees must also be trained in dealing with eventualities which may occur outside the scope of normal operating conditions, so they are aware of how to deal with these situations in advance of an occurrence.

6.4 Fire safety / firefighting training

- 6.4.1 Management must provide all employees with appropriate fire safety training with regard to their individual responsibilities as detailed in the site's Fire Prevention Plan (FPP).
- 6.4.2 Emergency procedures detailing what measures employees should adopt should a fire occur at the site are also detailed in Section 5.2 and are covered by the 'emergency procedures' training (see Section 6.3).
- 6.4.3 Regular fire drills are undertaken by site management to ensure proper procedures are followed by employees in the unlikely event that a fire incident occurs. These will be unannounced drills and will not form part of the induction or review training as specified in Section 6.1.

6.5 Recognition of waste types training

- 6.5.1 All employees are given induction training and subsequent regular training to identify those waste types which are permitted for acceptance at the site under the site's EP and those wastes which are not. This will include specific training to identify those common wastes which may be found following deposit and are not permitted at the site and will also include more obscure wastes and how to handle these wastes safely. All employees are advised that they should refer any unrecognisable or unknown wastes to senior management, who should, in turn, follow procedures outlined in the EMS and/or contact NRW to agree a suitable method for removal.
- 6.5.2 Training is provided to all site users who handle waste on site and those in charge of administration and reporting. In-depth training will also be provided to drivers responsible

for collecting wastes from the site of production in accordance with Section 3.0. They will be trained to identify any wastes not covered by the EP for the site and inform the producer that an alternative facility must be sought for any non-compliant wastes.

6.6 Storage areas / limits training

- 6.6.1 Those employees who carry out their responsibilities at the site and those in senior posts must be trained to identify appropriate waste storage areas to ensure that waste storage operations comply with the requirements of the EP for the site.
- 6.6.2 Employees in these roles must also be trained to recognize storage limits to ensure that they are in accordance with those specified in Section 1.6.

6.7 Vehicle / plant preventative maintenance training

- 6.7.1 This training is provided specifically for the vehicle and plant operators in order to ensure that all plant and machinery is checked regularly to prevent any occurrences which may lead to any adverse impacts on the environment or human health.
- 6.7.2 Training will be in accordance with Section 3.5 of this document and will be based on the preventative maintenance schedule supplied by the plant/equipment manufacturer.
- 6.7.3 The same training will be provided to senior management enabling a dual-level maintenance programme.

6.8 Duty of care training

- 6.8.1 All employees dealing with consignments of waste are trained in the completion of Duty of Care Waste Transfer Notes and the appropriate auditing of destination sites and/or contractors to ensure compliance.

6.9 Plant operation training

- 6.9.1 Any employees who are required to operate loading or treatment plant for the movement or processing of waste will be required to undertake the necessary qualifications for the operation of the specific item of plant in question. This will be required prior to operating the plant and will be obtained through necessary external certification programmes.
- 6.9.2 Regardless of general plant operation certification, all operatives will be fully inducted in the operation of the specific make and/or model of plant used on site.

6.10 Permit / Management System / Fire Prevention Plan training

- 6.10.1 All employees will be inducted into the operating conditions as prescribed in the EP for the site. Whilst much of the above training will provide specific guidance on many aspects of these documents, all employees will be made aware of the location of the EP and EMS in the site office. All managerial positions will be made fully aware of the site's operating conditions.

6.11 Training for contractors

- 6.11.1 General site training will be provided to any contractors who are working on the site on a temporary basis as described in Sections 6.2, 6.3 and 6.4 above.
- 6.11.2 Additional training will be provided to contractors in their area of expertise. If they are dealing with specific items of plant/machinery, site operating conditions and a general understanding of the EP conditions will be provided to prevent any adverse impacts on the environment.

Appendix I

Drawings



Drawing No:	SIE/2411/01	Rev:	-
Title:	SITE LOCATION MAP		
Site:	Spencer Trading Estate, Rhyl Road, Denbigh LL16 5TQ		
Client:	C A D Recycling Ltd		
Date:	16 March 2018	Job:	3867
Drawn:	CP	Checked:	--
		Client:	2411
Scale:	1:25,000	Printed @:	A4

KEY:

● Site location

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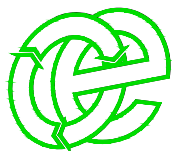
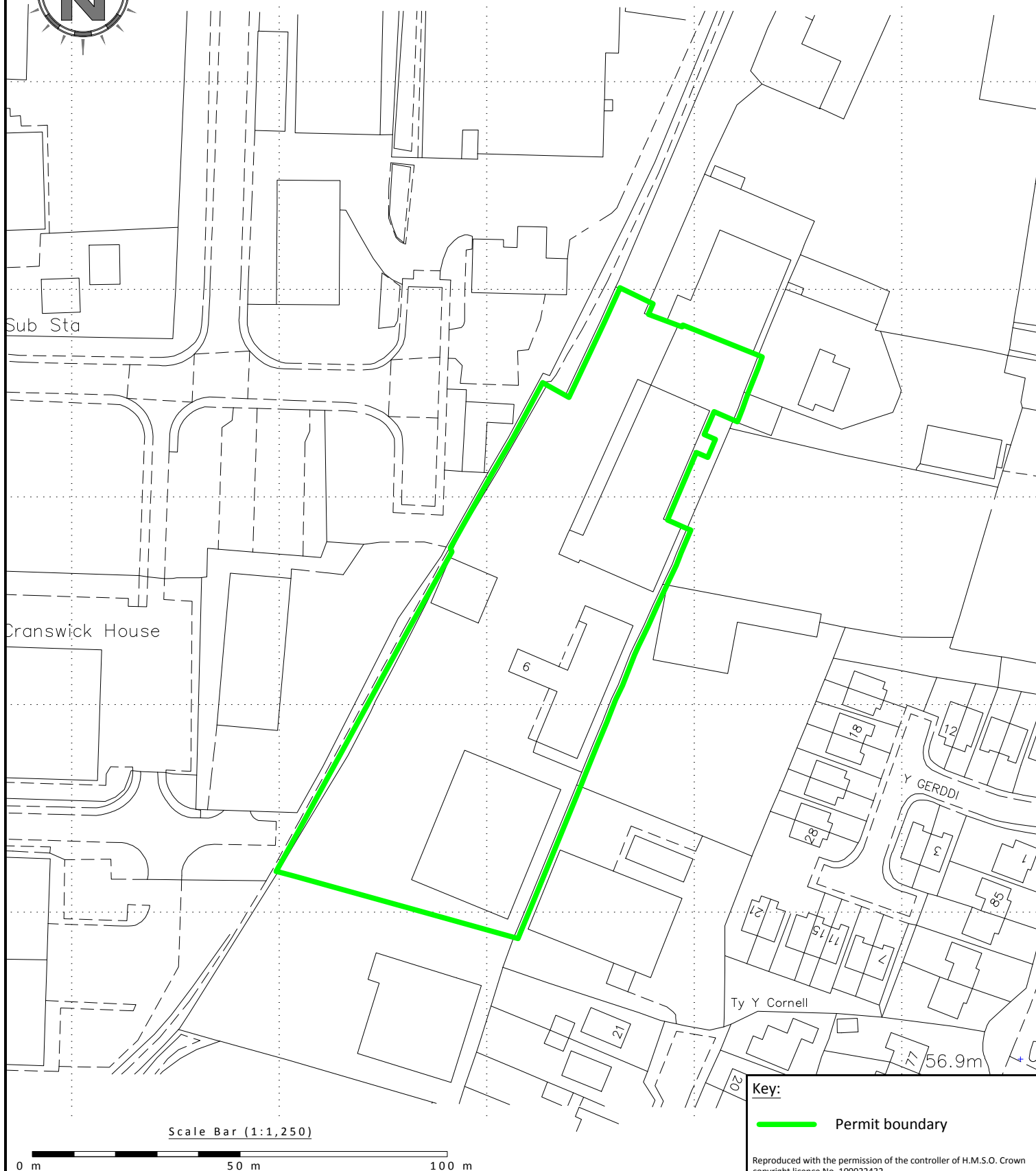
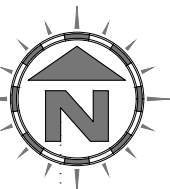
Scale Bar (1:25,000)

0 km 0.2 0.4 0.6 0.8 1 km

REVISION HISTORY

Rev:	Date:	Init:	Description:
-	16/03/18	CP	Initial drawing





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Site: **Spencer Trading Estate, Rhyl Road, Denbigh
LL16 5TQ**

Date: **10 April 2018**

Title: **PERMIT BOUNDARY PLAN**

Drawing No: **SPE/2411/02**

Client: **C A D Recycling Ltd**

Scale: **1:1,250**

Revision: **-**

Job No: **3867**

Drawn By: **CP**

Client No: **2411**

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Checked: **TS**

REVISION HISTORY

Rev:	Date:	Init:	Description:
-	10/04/18	CP	Initial drawing

Appendix II

Record Keeping Forms

C A D RECYCLING LTD**WASTE INPUT RECORD FORM - CRL/RF/1****DATE:**

TIME	PRODUCER/ SOURCE	WASTE TYPE	QUANTITY (TONNES/ m ³)	NAME OF CARRIER	DRIVERS NAME	DRIVERS SIGNATURE	VEHICLE REG. NO.	WASTE ACCEPTED/ INSPECTED BY
TOTAL FOR THIS SHEET								
TOTAL FROM PREVIOUS SHEET				SHEET No. OF . CHECKED.....				
TOTAL WASTE DEPOSITED								

C A D RECYCLING LTD
REJECTED WASTE - RECORD FORM CRL/RF/2

DATE	
TIME	
WASTE DESCRIPTION	
QUANTITY OF WASTE	
PRODUCER/HOLDER'S NAME, ADDRESS & TELEPHONE No.	
NAME OF CARRIER	
VEHICLE REGISTRATION	
CARRIER REG. No.	
REASON FOR REJECTION OF WASTE	
ACTION TAKEN	

C A D RECYCLING LTD**WASTE AND PRODUCT OUTPUT RECORD FORM - CRL/RF/3****MONTH.....**

DATE	TIME	WASTE TYPE	QUANTITY (TONNES)	DESTINATION SITE	NAME OF CARRIER OR EMPLOYEE REMOVING WASTE	VEHICLE REG. NO.
TOTAL FOR THIS SHEET						
TOTAL FROM PREVIOUS SHEET				SHEET No. OF . CHECKED.....		
TOTAL WASTE EXPORTED						

C A D RECYCLING LTD
SITE INSPECTION FORM (DAILY INSPECTIONS) – CRL/RF/4

WEEK STARTING								
TYPE OF INSPECTION		DAY						
		M	T	W	T	F	S	S
SITE ENTRANCE/NOTICE BOARD								
SECURITY - GATES								
SECURITY - FENCING								
SITE ROADS (CLEAR FROM HAZARDS)								
IMPERMEABLE CONCRETE AREAS (INTEGRITY)								
DRAINAGE SYSTEM FOR CONCRETE PADS								
WASTE CONTAINERS & BAY WALLS								
WASTE STORAGE LIMITS	INERT							
WASTE STORAGE LIMITS	BIODEGRADABLE							
WASTE STORAGE LIMITS	COMBUSTIBLE							
WASTE STORAGE LIMITS	EXEMPTIONS							
CONTAINMENT OF REJECTED WASTE								
NOISE LEVELS								
FIRES (ANY INCIDENTS REPORTED)								
NO SMOKING SIGNS IN PLACE								
FUEL TANK/BUND								
LITTER (ON SITE AND OUTSIDE SITE BOUNDARY)								
DUST (VISUAL INSPECTIONS)								
ODOUR (OLFACTORY INSPECTIONS - ODOUR MANAGEMENT PLAN)								
VERMIN								
RECORDS								
COMPLAINTS RECEIVED								
OTHER (SEE NOTES BELOW)								
INSPECTION CARRIED OUT BY								
NOTES/ACTION (CONTINUE ON A SEPARATE SHEET IF NECESSARY):								
CHECKED BY		SIGNATURE						
POSITION		DATE						
<i>Sheet</i>		<i>of</i>						

C A D RECYCLING LTD

EMPLOYEE TRAINING NEEDS ASSESSMENT / REVIEW - CRL/RF/6

EMPLOYEE NAME					DATE					
POSITION					REVIEW DUE					
TRAINING CARRIED OUT BY										
POSITION										
TRAINING REQUIRED	GENERAL OPERATIVES		HGV DRIVER		PLANT OPERATOR		YARD MANAGER		TECHNICALLY COMPETENT MANAGER	
CARRIED OUT?	Y/N	SIGNED BY EMPLOYEE	Y/N	SIGNED BY EMPLOYEE	Y/N	SIGNED BY EMPLOYEE	Y/N	SIGNED BY EMPLOYEE	Y/N	SIGNED BY EMPLOYEE
SITE RULES AND INFRASTRUCTURE										
EMERGENCY PROCEDURES										
FIRE SAFETY/ FIRE FIGHTING										
RECOGNITION OF WASTE TYPES										
STORAGE AREAS/LIMITS										
RECORD KEEPING										
VEHICLE CHECKS (Preventative Maintenance)										
PLANT CHECKS (Preventative Maintenance)										
DUTY OF CARE WASTE TRANSFER NOTES										
PLANT OPERATION - LOADING PLANT										
PLANT OPERATION - TREATMENT PLANT										
MANAGEMENT SYSTEM, FIRE PREVENTION PLAN & PERMIT										
OTHER 1 (PLEASE SPECIFY)										
OTHER 2 (PLEASE SPECIFY)										

C A D RECYCLING LTD
COMPLAINTS REPORT FORM (CRL/RF/7)

Date Recorded:	Reference Number:
Name and address of caller	
Telephone number of caller	
Time and Date of call	
Nature of complaint (noise, odour, dust, other) (date, time, duration)	
Weather at the time of complaint (rain, snow, fog, etc.)	
Wind (strength, direction)	
Any other complaints relating to this report	
Any other relevant information	
Potential reasons for complaint	
The operations being carried out on site at the time of the complaint	
Follow Up	
Actions taken	
Date of call back to complainant	
Summary of call back conversation	
Recommendations	
Change in procedures	
Changes to Environmental Management System (EMS)	
Date changes implemented	
Form completed by	
Signed	
Date completed	

COMPLAINT RECORDING PROCEDURE:

Any complaints received will be recorded on form CRL/RF/7. This form will normally be completed, signed and dated by the Site Manager; if they are not available the Office Manager will complete the form.

- 1) The name, address and telephone number of the caller will be requested.
- 2) Each complaint will be given a reference number.
- 3) The caller will be asked to give details of:
 - a) the nature of the complaint;
 - b) the time;
 - c) how long it lasted;
 - d) how often it occurs;
 - e) Is this the first time the problem has been noticed; and
 - f) what prompted them to complain.
- 4) The person completing the form will then, if possible, make a note of:
 - a) the weather conditions at the time of the problem (rain, snow, fog etc.);
 - b) strength and direction of the wind; and
 - c) the activity or activities taken place on the site at the time the noise was detected, particularly anything unusual.
- 5) The reason for the complaint will be investigated and a note of the findings added to the report.
- 6) The caller will then be contacted with an explanation of the source of the complaint if identified and the action taken to prevent a recurrence of the problem in future.
- 7) If the caller is unhappy about the outcome or unwilling to identify themselves the caller will be invited to contact Natural resources Wales and or the Local Authority.

Note: Following any complaint the relevant management plan(s) will be reviewed to ensure appropriate actions are in place to counter any problems.

Appendix III

SR2008No3 & Copy of Issued Environmental Permit

Standard rules

Chapter 4, The Environmental Permitting
(England and Wales) Regulations 2016



Standard rules SR2008 No3 - household, commercial and industrial waste transfer station with treatment

Introductory note

This introductory note does not form part of these standard rules

When referred to in an environmental permit, these rules will allow the operator to operate a Household, Commercial and Industrial Waste Transfer Station with waste treatment at a specified location, provided that the permitted activities are not carried out within 500 metres of a European Site¹, Ramsar site or a Site of Special Scientific Interest (SSSI); or within 50m of any well, spring or borehole used for the supply of water for human consumption. This must include private water supplies. Furthermore, specified waste cannot be treated outside a building within a specified Air Quality Management Area (AQMA)².

Permitted wastes are limited to non-hazardous wastes and do not include hazardous wastes such as asbestos. The total quantity of waste that can be accepted at a site under these rules must be less than 75,000 tonnes a year. With the exception of specified waste, all bulking, transfer or treatment of non-hazardous waste must be carried out inside a building. Wastes can be bulked up for disposal or recovery elsewhere and can also be treated by sorting, separation, screening, baling, shredding, crushing and compaction. These rules will not permit the burning of any wastes, either in the open, inside buildings or in any form of incinerator.

These 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 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.

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

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

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 persons 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 activities specified in table 2.1 below ("the activities").

Table 2.1 activities	
Description of activities	Limits of activities
<p>D15: Storage pending any of the operations numbered D1 to D14 (excluding temporary storage, pending collection, on the site where it is produced)</p> <p>R13: Storage of wastes pending any of the operations numbered R1 to R12 (excluding temporary storage, pending collection, on the site where it is produced)</p> <p>D14: Repackaging prior to submission to any of the operations numbered D1 to 13</p> <p>D9: Physico-chemical treatment not specified elsewhere in Annex IIA which results in final compounds or mixtures which are discarded by means of any of the operations numbered D1 to D8 and D10 to D12</p> <p>R3: Recycling/reclamation of organic substances which are not used as solvents</p> <p>R4: Recycling/reclamation of metals and metal compounds</p> <p>R5: Recycling/reclamation of other inorganic materials</p>	<p>Treatment consisting only of manual sorting, separation, screening, baling, shredding, crushing or compaction of waste into different components for disposal, (no more than 50 tonnes per day) or recovery.</p> <p>No more than a total of 50 tonnes of intact and shredded waste vehicle tyres (waste codes 16 01 03 and 19 12 04) shall be stored at the site.</p>

2.2 Waste acceptance

2.2.1 Waste shall only be accepted if:

- (a) it is of a type and quantity listed in table 2.2 below; and
- (b) it conforms to the description in the documentation supplied by the producer and holder.

Table 2.2. Waste types and quantities	
Maximum Quantities	
The total quantity of waste accepted at the site shall be less than 75,000 tonnes a year.	
Exclusions	
Wastes having any of the following characteristics shall not be accepted:	
<ul style="list-style-type: none"> • Consisting solely or mainly of dusts, powders or loose fibres • Wastes that are in a form which is either sludge or liquid. 	
Waste Code	Description

Table 2.2. Waste types and quantities	
01	WASTES RESULTING FROM EXPLORATION, MINING, QUARRYING, AND PHYSICAL AND CHEMICAL TREATMENT OF MINERALS
01 01	wastes from mineral excavation
01 01 01	wastes from mineral metalliferous excavation
01 01 02	wastes from mineral non-metalliferous excavation
01 03	wastes from physical and chemical processing of metalliferous minerals
01 03 06	tailings other than those mentioned in 01 03 04 and 01 03 05
01 03 09	red mud from alumina production other than the wastes mentioned in 01 03 07
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
01 04 11	wastes from potash and rock salt processing other than those mentioned in 01 04 07
01 04 12	tailings and other wastes from washing and cleaning of minerals other than those mentioned in 01 04 07 and 01 04 11
01 04 13	wastes from stone cutting and sawing other than those mentioned in 01 04 07
02	WASTES FROM AGRICULTURE, HORTICULTURE, AQUACULTURE, FORESTRY, HUNTING AND FISHING, FOOD PREPARATION AND PROCESSING
02 01	wastes from agriculture, horticulture, aquaculture, forestry, hunting and fishing
02 01 03	plant-tissue waste
02 01 04	waste plastics (except packaging)
02 01 07	wastes from forestry
02 01 10	waste metal
02 02	wastes from the preparation and processing of meat, fish and other foods of animal origin
02 02 03	materials unsuitable for consumption or processing
02 03	wastes from fruit, vegetables, cereals, edible oils, cocoa, coffee, tea and tobacco preparation and processing; conserve production; yeast and yeast extract production, molasses preparation and fermentation
02 03 04	materials unsuitable for consumption or processing
02 04	wastes from sugar processing
02 04 01	soil from cleaning and washing beet
02 04 02	off-specification calcium carbonate
02 05	wastes from the dairy products industry
02 05 01	materials unsuitable for consumption or processing
02 06	wastes from the baking and confectionery industry
02 06 01	materials unsuitable for consumption or processing
02 06 02	wastes from preserving agents
02 07	wastes from the production of alcoholic and non-alcoholic beverages (except coffee, tea and cocoa)
02 07 01	wastes from washing, cleaning and mechanical reduction of raw materials
02 07 02	wastes from spirits distillation
02 07 04	materials unsuitable for consumption or processing
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 01 05	sawdust, shavings, cuttings, wood, particle board and veneer other than those mentioned in 03 01 04

03 03	wastes from pulp, paper and cardboard production and processing
03 03 01	waste bark and wood
03 03 07	mechanically separated rejects from pulping of waste paper and cardboard
03 03 08	wastes from sorting of paper and cardboard destined for recycling
03 03 10	fibre rejects, fibre-, filler- and coating-sludges from mechanical separation
04	WASTES FROM THE LEATHER, FUR AND TEXTILE INDUSTRIES
04 01	wastes from the leather and fur industry
04 01 08	waste tanned leather (blue sheetings, shavings, cuttings, buffing dust) containing chromium
04 01 09	wastes from dressing and finishing
04 02	wastes from the textile industry
04 02 21	wastes from unprocessed textile fibres
04 02 22	wastes from processed textile fibres
06	WASTES FROM INORGANIC CHEMICAL PROCESSES
06 09	wastes from the MSFU of phosphorous chemicals and phosphorous chemical processes
06 09 02	phosphorous slag
06 09 04	calcium-based reaction wastes other than those mentioned in 06 09 03
06 11	wastes from the manufacture of inorganic pigments and opacifiers
06 11 01	calcium-based reaction wastes from titanium dioxide production
07	WASTES FROM ORGANIC CHEMICAL PROCESSES
07 02	wastes from the MFSU of plastics, synthetic rubber and man-made fibres
07 02 13	waste plastic
09	WASTES FROM THE PHOTOGRAPHIC INDUSTRY
09 01	wastes from the photographic industry
09 01 07	photographic film and paper containing silver or silver compounds
09 01 08	photographic film and paper free of silver or silver compounds
09 01 10	single-use cameras without batteries
09 01 12	single-use cameras containing batteries other than those mentioned in 09 01 11
10	WASTES FROM THERMAL PROCESSES
10 01	wastes from power stations and other combustion plants (except 19)
10 01 01	bottom ash, slag and boiler dust (excluding boiler dust mentioned in 10 01 04)
10 01 05	calcium-based reaction wastes from flue-gas desulphurisation in solid form
10 01 07	calcium-based reaction wastes from flue-gas desulphurisation in sludge form
10 01 15	bottom ash, slag and boiler dust from co-incineration other than those mentioned in 10 01 14
10 01 19	wastes from gas cleaning other than those mentioned in 10 01 05, 10 01 07 and 10 01 18
10 01 24	sands from fluidised beds
10 02	wastes from the iron and steel industry
10 02 01	wastes from the processing of slag
10 02 02	unprocessed slag
10 02 08	solid wastes from gas treatment other than those mentioned in 10 02 07
10 02 10	mill scales
10 02 14	filter cakes from gas treatment other than those mentioned in 10 02 13
10 02 15	other filter cakes
10 03	wastes from aluminium thermal metallurgy
10 03 02	anode scraps
10 03 05	waste alumina
10 03 16	skimmings other than those mentioned in 10 03 15
10 03 18	carbon-containing wastes from anode manufacture other than those mentioned in 10 03 17
10 03 24	solid wastes from gas treatment other than those mentioned in 10 03 23
10 03 26	filter cakes from gas treatment other than those mentioned in 10 03 25
10 03 28	wastes from cooling-water treatment other than those mentioned in 10 03 27
10 03 30	wastes from treatment of salt slags and black drosses other than those mentioned in 10 03 29

10 04	wastes from lead thermal metallurgy
10 04 10	wastes from cooling-water treatment other than those mentioned in 10 04 09
10 05	wastes from zinc thermal metallurgy
10 05 01	slags from primary and secondary production
10 05 09	wastes from cooling-water treatment other than those mentioned in 10 05 08
10 05 11	dross and skimmings other than those mentioned in 10 05 10
10 06	wastes from copper thermal metallurgy
10 06 01	slags from primary and secondary production
10 06 02	dross and skimmings from primary and secondary production
10 06 10	wastes from cooling-water treatment other than those mentioned in 10 06 09
10 07	wastes from silver, gold and platinum thermal metallurgy
10 07 01	slags from primary and secondary production
10 07 02	dross and skimmings from primary and secondary production
10 07 03	solid wastes from gas treatment
10 07 05	filter cakes from gas treatment
10 07 08	wastes from cooling-water treatment other than those mentioned in 10 07 07
10 08	wastes from other non-ferrous thermal metallurgy
10 08 09	other slags
10 08 11	dross and skimmings other than those mentioned in 10 08 10
10 08 13	carbon-containing wastes from anode manufacture other than those mentioned in 10 08 12
10 08 14	anode scrap
10 08 18	filter cakes from flue-gas treatment other than those mentioned in 10 08 17
10 08 20	wastes from cooling-water treatment other than those mentioned in 10 08 19
10 09	wastes from casting of ferrous pieces
10 09 03	furnace slag
10 09 06	casting cores and moulds which have not undergone pouring other than those mentioned in 10 09 05
10 09 08	casting cores and moulds which have undergone pouring other than those mentioned in 10 09 07
10 09 14	waste binders other than those mentioned in 10 09 13
10 09 16	waste crack-indicating agent other than those mentioned in 10 09 15
10 10	wastes from casting of non-ferrous pieces
10 10 03	furnace slag
10 10 06	casting cores and moulds which have not undergone pouring, other than those mentioned in 10 10 05
10 10 08	casting cores and moulds which have undergone pouring, other than those mentioned in 10 10 07
10 10 14	waste binders other than those mentioned in 10 10 13
10 10 16	waste crack-indicating agent other than those mentioned in 10 10 15
10 11	wastes from manufacture of glass and glass products
10 11 03	waste glass-based fibrous materials
10 11 10	waste preparation mixture before thermal processing, other than those mentioned in 10 11 09
10 11 12	waste glass other than those mentioned in 10 11 11
10 11 16	solid wastes from flue-gas treatment other than those mentioned in 10 11 15
10 11 18	filter cakes from flue-gas treatment other than those mentioned in 10 11 17
10 12	wastes from manufacture of ceramic goods, bricks, tiles and construction products
10 12 01	waste preparation mixture before thermal processing
10 12 05	filter cakes from gas treatment
10 12 06	discarded moulds
10 12 08	waste ceramics, bricks, tiles and construction products (after thermal processing)
10 12 10	solid wastes from gas treatment other than those mentioned in 10.12 09

10 12 12	wastes from glazing other than those mentioned in 10.12.11
10 13	wastes from manufacture of cement, lime and plaster and articles and products made from them
10 13 01	waste preparation mixture before thermal processing
10 13 04	wastes from calcination and hydration of lime
10 13 07	filter cakes from gas treatment
10 13 10	wastes from asbestos-cement manufacture other than those mentioned in 10 13 09
10 13 11	wastes from cement-based composite materials other than those mentioned in 10 13 09 and 10 13 10
10 13 13	solid wastes from gas treatment other than those mentioned in 10 13 12
10 13 14	waste concrete
11	WASTES FROM CHEMICAL SURFACE TREATMENT AND COATING OF METALS AND OTHER MATERIALS; NON-FERROUS HYDRO METALLURGY
11 01	wastes from chemical surface treatment and coating of metals and other materials (for example galvanic processes, zinc coating processes, pickling processes, etching, phosphating, alkaline degreasing, anodising)
11 01 10	filter cakes other than those mentioned in 11 01 09
11 01 14	degreasing wastes other than those mentioned in 11 01 13
11 02	wastes from non-ferrous hydrometallurgical processes
11 02 03	wastes from the production of anodes for aqueous electrolytical processes
11 02 06	wastes from copper hydrometallurgical processes other than those mentioned in 11 02 05
11 05	wastes from hot galvanising processes
11 05 01	hard zinc
11 05 02	zinc ash
12	WASTES FROM SHAPING AND PHYSICAL AND MECHANICAL SURFACE TREATMENT OF METALS AND PLASTICS
12 01	wastes from shaping and physical and mechanical surface treatment of metals and plastics
12 01 01	ferrous metal filings and turnings
12 01 03	non-ferrous metal filings and turnings
12 01 05	plastics shavings and turnings
12 01 13	welding wastes
12 01 17	waste blasting material other than those mentioned in 12 01 16
12 01 21	spent grinding bodies and grinding materials other than those mentioned in 12 01 20
15	WASTE PACKAGING; ABSORBENTS, WIPING CLOTHS, FILTER MATERIALS AND PROTECTIVE CLOTHING NOT OTHERWISE SPECIFIED
15 01	packaging (including separately collected municipal packaging waste)
15 01 01	paper and cardboard packaging
15 01 02	plastic packaging
15 01 03	wooden packaging
15 01 04	metallic packaging
15 01 05	composite packaging
15 01 06	mixed packaging
15 01 07	glass packaging
15 01 09	textile packaging
15 02	absorbents, filter materials, wiping cloths and protective clothing
15 02 03	absorbents, filter materials, wiping cloths and protective clothing other than those mentioned in 15 02 02
16	WASTES NOT OTHERWISE SPECIFIED IN THE LIST
16 01	end-of-life vehicles from different means of transport [including off-road machinery] and wastes from dismantling of end-of-life vehicles and vehicle maintenance (except 13,14, 16 06 and 16 08)
16 01 03	end-of-life tyres

16 02	wastes from electrical and electronic equipment
16 02 14	discarded equipment other than those mentioned in 16 02 09 to 16 02 13
16 02 16	components removed from discarded equipment other than those mentioned in 16 02 15
16 03	off-specification batches and unused products
16 03 04	inorganic wastes other than those mentioned in 16 03 03
16 03 06	organic wastes other than those mentioned in 16 03 05
16 06	batteries and accumulators
16 06 04	alkaline batteries (except 16 06 03)
16 06 05	other batteries and accumulators
16 11	waste linings and refractories
16 11 02	carbon-based linings and refractories from metallurgical processes others than those mentioned in 16 11 01
16 11 04	other linings and refractories from metallurgical processes other than those mentioned in 16 11 03
16 11 06	linings and refractories from non-metallurgical processes others than those mentioned in 16 11 05
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 01	wood
17 02 02	glass
17 02 03	plastic
17 03	bituminous mixtures, coal tar and tarred products
17 03 02	bituminous mixtures other than those mentioned in 17 03 01
17 04	metals (including their alloys)
17 04 01	copper, bronze, brass
17 04 02	aluminium
17 04 03	lead
17 04 04	zinc
17 04 05	iron and steel
17 04 06	tin
17 04 07	mixed metals
17 04 11	cables other than those mentioned in 17 04 10
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 08	track ballast other than those mentioned in 17 05 07
17 06	insulation materials and asbestos-containing construction materials
17 06 04	insulation materials other than those mentioned in 17 06 01 and 17 06 03
17 08	gypsum-based construction material
17 08 02	gypsum-based construction materials other than those mentioned in 17 08 01
17 09	other construction and demolition wastes
17 09 04	mixed construction and demolition wastes other than those mentioned in 17 09 01, 17 09 02 and 17 09 03
19	WASTES FROM WASTE MANAGEMENT FACILITIES, OFF-SITE WASTE WATER TREATMENT PLANTS AND PREPARATION OF WATER INTENDED FOR HUMAN CONSUMPTION/INDUSTRIAL USE
19 01	wastes from incineration or pyrolysis of waste

19 01 02	ferrous materials removed from bottom ash
19 01 12	bottom ash and slag other than those mentioned in 19 01 11
19 01 18	pyrolysis wastes other than those mentioned in 19 01 17
19 01 19	sands from fluidised beds
19 02	wastes from physico/chemical treatments of waste (including dechromatation, decyanidation, neutralisation)
19 02 03	premixed wastes composed only of non-hazardous wastes
19 02 10	combustible wastes other than those mentioned in 19 02 08 and 19 02 09
19 04	vitrified waste and wastes from vitrification
19 04 01	vitrified waste
19 05	wastes from aerobic treatment of solid wastes
19 05 01	non-composted fraction of municipal and similar wastes
19 05 02	non-composted fraction of animal and vegetable waste
19 05 03	off-specification compost
19 12	wastes from the mechanical treatment of waste (for example sorting, crushing, compacting, pelletising) not otherwise specified
19 12 01	paper and cardboard
19 12 02	ferrous metal
19 12 03	non-ferrous metal
19 12 04	plastic and rubber
19 12 05	glass
19 12 07	wood other than that mentioned in 19 12 06
19 12 08	textiles
19 12 09	minerals (for example sand, stones)
19 12 10	combustible waste (refuse derived fuel)
19 13	wastes from soil and groundwater remediation
19 13 02	solid wastes from soil remediation other than those mentioned in 19 13 01
20	MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPARATELY COLLECTED FRACTIONS
20 01	separately collected fractions (except 15 01)
20 01 01	paper and cardboard
20 01 02	glass
20 01 08	biodegradable kitchen and canteen waste
20 01 10	clothes
20 01 11	textiles
20 01 34	batteries and accumulators other than those mentioned in 20 01 33
20 01 36	discarded electrical and electronic equipment other than those mentioned in 20 01 21, 20 01 23 and 20 01 35
20 01 38	wood other than that mentioned in 20 01 37
20 01 39	plastics
20 01 40	metals
20 01 41	wastes from chimney sweeping
20 02	garden and park wastes (including cemetery waste)
20 02 01	biodegradable waste
20 02 02	soil and stones
20 03	other municipal wastes
20 03 01	mixed municipal waste
20 03 02	waste from markets
20 03 03	street-cleaning residues
20 03 07	bulky waste

2.3 Operating techniques

- 2.3.1 The activities shall be operated using the techniques and in the manner described in Table 2.3 below.

Table 2.3 Operating techniques

- | |
|--|
| <ol style="list-style-type: none">1. Unless stored or treated outside as specified waste³:<ol style="list-style-type: none">a) all bulking, transfer or treatment of waste shall be carried out inside a building;b) all waste shall be stored in a building or within a secure container.c) all waste shall be stored and treated on an impermeable surface with sealed drainage system.2. Specified waste shall be stored and treated on hard standing or on an impermeable surface with sealed drainage system. |
|--|

2.4 The site

- 2.4.1 The activities shall not extend beyond the site, being the land shown edged in green on the site plan attached to the permit.
- 2.4.2 The activities shall not be carried out within 500 metres of a European Site or a SSSI.
- 2.4.3 The activities shall not be carried out within 50m of any well spring or borehole used for the supply of water for human consumption. This must include private water supplies.
- 2.4.4 No treatment of specified waste, unless undertaken in a building, shall take place within a specified AQMA.

2.5 Technical Requirements

Waste battery and accumulator treatment

- 2.5.1 Treatment of waste batteries and accumulators must meet the minimum requirements set out in Annex III, Part A of Directive 2006/66/EC of the European Parliament and of the Council on batteries and accumulators and waste batteries and accumulators and repealing Directive 91/157/EEC.

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 “specified waste” is defined in section 4.4 of these standard rules.

- 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.

3.4 Fire

- 3.4.1 The operator shall manage and operate the activities in accordance with a written fire prevention plan using the current, relevant fire prevention plan guidance.
- 3.4.2 The operator shall:
- (a) if notified by Natural Resources Wales that the activities could cause a fire risk, submit to Natural Resources Wales a fire prevention plan which identifies and minimises the risks of fire;
 - (b) operate the activity in accordance with the fire prevention plan, from the date of submission, 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 I" means Annex I to Directive 2008/98/EC of the European Parliament and of the Council on waste.

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

"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.

"building" means a construction that has the objective of providing sheltering cover and minimising emissions of noise, particulate matter, odour and litter.

"D" means a disposal operation provided for in Annex I to Directive 2008/98/EC of the European Parliament and of the Council on waste.

"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.

"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.

"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.

“specified 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.

“specified waste” means the following waste codes in Table 2.2: 01 01 01, 01 01 02, 01 04 08, 01 04 09, 01 04 13, 02 04 01, 10 11 12, 10 12 08, 10 13 14, 15 01 07, 17 01 01, 17 01 02, 17 01 03, 17 01 07, 17 02 02, 17 03 02, 17 05 04, 17 05 08, 19 12 05, 19 12 09 and 20 02 02.

“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

Appendix IV

Health & Safety – Conditions of Site Use

HEALTH AND SAFETY - CONDITIONS OF SITE USE

The following guidelines apply to all site personnel, contractors and visitors using the site (where applicable).

- 1) The site is covered by the Health and Safety at Work Act 1974 and its associated regulations and all users must abide by any relevant provisions. Any person found to be in contravention of the requirements of this Health and Safety Statement will be asked to leave the site.
- 2) All visitors and contractors must sign the visitor's book upon entry to and exit from the site. All vehicle drivers must report to the office and await instruction from the site manager/deputy before proceeding to deposit waste at the site.
- 3) All accidents, diseases, injuries or dangerous occurrences shall be reported to the site manager. All instructions issued by the site manager in respect of health and safety at the site must be followed by all site users.
- 4) A first aid box (including eye-wash bottles) is kept in the site office. If you are injured on site please alert a member of staff/trained first-aider for assistance.
- 5) All persons must wear the appropriate PPE on site including high visibility jackets and hard hat.
- 6) Safety boots must be worn by all persons in the waste treatment/storage areas.
- 7) Protective gloves must be worn for any operations which present a hazard of puncture to or laceration of the skin or for any manual handling work carried out on site.
- 8) Ear defenders, safety helmets (hard hats) and eye protection will be issued when deemed necessary and must be worn by all employees and contractors where required by the site manager or other site representatives.
- 9) Fire extinguishers are kept on site to deal with any fires - fires shall only be dealt with by employees of C A D Recycling Ltd unless alternative instructions are given by the site manager. Access to fire exits and firefighting equipment must be kept clear at all times. When the fire alarm sounds please follow instructions and leave the site in an orderly fashion.
- 10) Persons who are suspected to be under the influence of drugs or alcohol will be removed from the site.
- 11) Smoking is not permitted on the site.
- 12) Observe and follow all traffic directions and traffic/safety signs.
- 13) Drivers must comply with all safety instructions given by the site manager or appointed deputy.
- 14) All drivers are responsible for ensuring that their vehicle is safely loaded. Unsafe loads will not be accepted at the site and will not be allowed to leave the site until they have been made safe.
- 15) Drivers waiting to tip at the recycling centre shall follow the instructions of the operator and shall only tip in the designated area, unless advised otherwise. No tipping shall take place over sorted stockpiles.
- 16) Drivers must remain in the cab or stand well clear of the vehicle during loading or tipping. Once the vehicle has been loaded it must be securely sheeted (if necessary) before leaving the site. When sheeting and unsheeting the vehicle ensure that the engine is switched off, the ignition key removed and the parking brake is on. Do not gain access using the mudguards and wheels. Ensure that your ropes, hooks and sheets are in good condition.
- 17) Never travel with the vehicle body raised. Ensure you know the maximum height of the raised body of your vehicle.

Declaration: To be completed by site users

I have read and understand the conditions of use for this site and agree to comply with them at all times. I accept that neither C A D Recycling Ltd nor their employees shall be liable for any loss or injury arising from my non-compliance with the above conditions.

Signed.....

Print name.....

Company/Organisation.....

Date.....

Note: these conditions are included in the EMS for information only and may be revised regularly as part of the site health and safety policy.

Appendix V

ISO 9001 Quality Management Certification

Appendix VI

ISO 14001 Environmental Management System Certification