

WATERLOO RECYCLING CENTRE

Site Working Plan

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Civic Amenity Sites
Pembrokeshire County Council
County Hall, Haverfordwest, SA61 1TP
Site Working Plan

Introduction

EMS.

This Working Plan is in respect of the Civic Amenity Site, developed for the treatment of household waste at **Waterloo Recycling Centre, Eastern Avenue, Waterloo Industrial Estate, Pembroke Dock, Pembrokeshire, SA72 4RT.**

The site will be operated as a **Civic Amenity Facility**, authorising the keeping and treatment of controlled waste. The relevant Certificate of Technical Competence is "Managing Transfer Operations Special Waste", identified in the WAMITAB code as TSS4. Although the site is licensed to accept asbestos, the working plan states that this will **NOT** be accepted at the site. The Environment Agency will require evidence that this level of technical competence has been achieved prior to the site accepting any hazardous wastes.

This working plan has been prepared with reference to the Environment Agency document "Working Plan Guidance and Specification, Volume 1: Waste Management Licences Edition 2", and the paragraph reference numbers follow those contained in the above specification.

In support of this working plan, the Risk Assessment, Reference Number E / RA / 1 is submitted as part of the licence application as Appendix 1.

1.1

Specified Operations.

The proposed operations are in the form of a Civic Amenity Site. Table 1 outlines the scope of activities authorised at this facility. Site operations, from waste acceptance to removal will follow the procedures described in this document.

Waste Types are generally contained in the description of household and commercial wastes, excluding hazardous wastes. The following waste categories are to be accepted at the civic amenity site:

1. Inert construction and demolition waste (EWC Categories, 17 and 20)
2. Degradable Household Commercial, Industrial waste (EWC Categories, 17 and 20)
3. Metal & Discarded (scrap) composite equipment – Hazardous waste, Metal & Discarded (scrap) composite equipment – other waste (EWC Categories, 17 and 20)
4. WEEE (EWC Categories, 15 and 20)

(Full details of these waste categories can be found in Appendix 4)

The wastes are not of categories which are considered to form serious risks to human health or the environment and the schedule of wastes, activities and the associated risks are shown on the Risk Assessment Schedule, E / RA / 1 outlined in Appendix 1.

1.2

Ownership of Materials on Site

It must be pointed out that all materials deposited at the Civic Amenity Sites/Recycling Centres become the property of Pembrokeshire County Council and therefore if any materials are sold or given away the matter will be treated as theft and such incidents may be passed on to the relevant authorities.

If approached by members of the public looking for odds and ends, parts or various items the attendants may use this document to show that no items are to be removed from the site. Any deliberate breach in the above practice will be a serious matter and subject to an investigation by Pembrokeshire County Council.

1.3

Permitted Waste Types and Quantities

Table 2 identifies the types and maximum quantities of waste permitted at this site. No waste other than those categorised in the table shall be accepted. The quantities of waste accepted shall not exceed those listed in the table. The maximum total quantity of waste accepted shall not exceed 24,999 tonnes per annum.

TABLE 1

Waste Classification Code	Waste Management Operation	Included Activities
D9	Physico-chemical treatment of waste not listed elsewhere in Part III which results in final compounds or mixtures which are disposed of by means of the operations numbered D1 to D12	Separation and sorting of wastes e.g. sorting of wastes into different components, repackaging of waste types which involves sorting or mixing of different waste types or components, or other treatment.
D13	Blending or mixture of waste prior to the waste being submitted to any of the operations numbered D1 to D12	Mixing of different wastes and waste types: blending, bulking, compaction or baling of the same waste types.
D14	Repackaging of waste prior to the waste being submitted to any of the operations numbered D1 to D13	Repackaging of the same waste types without sorting or mixing, including compaction and baling of the same waste types where the wastes are dry and the compaction or baling does not give rise to any emissions or exudates from the waste.
D15	Storage pending any operations numbered D1 to D14 (excluding temporary storage, pending collection, on the site where it is produced)	Storage may involve segregation of unmixed wastes. This does not include sorting and / or separation of mixed wastes into any of its constituents, which, may be an inherent part of a specified waste treatment operation.
R13 (R2 & R3)	Storage of waste consisting of materials intended for submission to any operation numbered R1 to R12, but excluding temporary storage, pending collection. On the site where it is produced	(R2) Storage of paper / cardboard (organic substances which are not used as solvents) for recycling or reclamation purposes (R3) Storage of metals and metal compounds removed from general waste for recycling or reclamation purposes

TABLE 2

Permitted Waste Categories	Quantities
Inert wastes (Category 17 and 20)	The total amount of waste stored on site at any one time will not exceed 945 cubic metres.
Scrap metal including lead acid batteries (Category 17 and 20)	
Household wastes (Category 20)	
Commercial wastes (Category 20)	

1.4 Hours of Operation

The hours of operation are as follows:

1 st April / 30 th September	(Summer)	8.00 am to 6.00 pm
1 st October / 31 st March	(Winter)	8.00 am to 4.00 pm

Permitted operational working hours 06.00 – 22.00 hrs daily.

1.5 Site Security

The site is protected by a 2.4m high steel palisade security fence supplemented by a heavy steel framed gate at entry/exit points. The site security will be inspected in accordance with the site attendant duties and frequencies checklist (items 2 and 3) specified in Appendix 2 of the working plan. Any defective areas of fencing and / or security gates will be made secure by temporary repair by the end of the working day. Permanent repairs or replacement shall be undertaken within 3 working days of the damage being detected unless otherwise agreed in writing with the Agency. All inspections, defects, damage and repairs will be recorded in the site diary.

The site will be protected with a CCTV system and will record activities digitally. During opening hours the access / exit points will be in full control by site staff who monitor vehicle movements.

Whenever the site is left unmanned, the gates will be locked shut.

1.6 Security and Availability of Records

Documentation will be securely retained in the main office in Thornton in "hard" copy form for a minimum of three years before being archived. All documents and will be made available to any authorised officer of the Environment Agency upon request. Any detailed storage or security requirement is considered to be confidential to any document to be retained on the public register but can be a matter to be discussed and agreed with the Environment Agency.

The following table lists the records to be kept and who is responsible for them.

Records	Person Responsible
Site Diary / Log	Site Attendant
Outgoing waste weighbridge tickets / collection notes	CA Sites Supervisor
Outgoing recyclables weighbridge tickets / collection notes	CA Sites Supervisor
Duty of care / consignment notes from commercial customers	Site Attendant
Environment Agency quarterly returns	CA Sites Supervisor

2.1

Site Engineering for Pollution Prevention and Control

In order to reduce the risk of pollution and to control any fluid escapes from the site, the site has been designed and re-engineered to the following principals:

- a) Linear kerb drain system on perimeter of site via bypass oil separator and discharged in to the estuary via an outfall and flap valve
- (b) Linear slot drains under compactor shed piped to foul drainage and connected to existing sewer. Roof waters of buildings to be collected and piped to outfall.
- c) A perimeter water collection system consisting of a mixture of linear drain, kerbs and gullies designed to suit site contours, piped to silt trap and interceptor prior to discharge at outfall point.

Any new surfacing to be constructed in the event of any damage occurring which breaches the integrity of the engineered containment shall be either of concrete 150mm - 175mm thick (of a quality adequate to ensure an impermeable surface) or Bitumen Macadam along any access routes or clean compacted stone at any empty skip storage area.

Any liquid collected in the interceptor and silt traps to be removed and disposed of at suitable licensed disposal site. Inspections and emptying of the interceptor and silt traps shall be recorded in the site diary - *will be recorded in ENS.*

Rainwater accumulations from any bunding shall be removed by bailing or pumping and shall be treated as contaminated water. It shall be disposed of to an approved discharge point or suitably licensed facility. ?

All engineering designs and constructural standards to meet the appropriate code of practice, building regulations planning requirements. Design and construction to be overseen by a Chartered Civil Engineer.

2.2

Potentially Polluting Leaks and Spillage's

The following site equipment shall be stored on site at all times and be available for immediate use when required.

- a) COSHH Data Sheets + Risk Assessments (kept in site office).
- b) Comprehensive clean up kit / absorbent materials / P.P.E.
- c) Appropriate spill kits.
- d) Over sized drums

In the event of any potentially polluting leak or spillage occurring on site the following control and spill remediation procedures shall be implemented immediately:

- a) Identify material spilled.
- b) Categorise spill, potentially hazardous or high risk to public or staff or Low Risk.

If Potentially Hazardous or High Risk to Public or Staff:-

- a) Evacuate public and staff.
- b) Close site gates.
- c) Phone emergency services.
- d) Phone depot or emergency duty officer.
- e) Inform Environment Agency.
- f) Record incident in Site diary after incident is over.

Major Spill – Inert Material or Low Risk

- a) Consult COSHH data sheets.
- b) Record or check appropriate risk assessment & put on P.P.E.
- c) Contain spill by appropriate method.
- d) Protect ingress in to drainage system with socs from spill kit
- e) Absorb/Pump materials spilled.
- f) Place material in oversized drum and place drum in designated quarantine area
- g) Telephone depot or emergency duty officer.
- h) Inform Environment Agency and report incident.
- i) Await officer to check on silt traps and interceptors/arrange tankering.
- j) Hazchem team to collect and dispose of spilled waste at a suitably licensed facility.
- k) Record incident in site diary.

Minor Spill – Inert Material or Low Risk

- a) Consult COSHH data sheets.
- b) Read/check appropriate risk assessment and put on P.P.E.
- c) Contain spill by appropriate method.
- d) Protect ingress in to drainage system with socs from spill kit
- e) Absorb pump spilled material.
- f) Place material in oversized drums and place in designated quarantine area
- g) Telephone depot to arrange collection and disposal by Hazchem teams.
- h) Record incident in site diary.

2.3

Control of Mud and Debris

Inspections for evidence of mud and debris upon the site road, public highway at the site entrance, and all internal paved areas arising from the site will be inspected by site personnel in accordance with the site attendant duties and frequencies checklist (items 6 and 8) as specified in Appendix 2 of the working plan. In the event of any mud or debris arising from the site is deposited on to these areas the following measures be implemented immediately

i) Minor Clean up.

Scope: Within site boundary.

- a) Consult appropriate risk assessment.
- b) Put on P.P.E
- c) Place traffic cones and signs.
- d) Clean up affected area using appropriate equipment. (no detergents should be used)
- e) Record incident in site diary.

ii) Major Clean up.

Scope: Site paved areas, Approach roadways.

- a) Consult appropriate risk assessment.
- b) Put on P.P.E.
- c) Place traffic warning signs and cones.
- d) Telephone depot or emergency duty officer.
- e) Depot or duty officer to arrange mechanical clean up using L.G.V. based sweeper, within two hours
- f) Record incident in site diary.

The following site equipment shall be stored on site at all times and be available for immediate use when required.

- a) Risk Assessment (kept in site office).
- b) Shovels.
- c) 2 Brooms.
- d) 1 Wheel barrow.
- e) Traffic cones/ Warning signs.
- f) P.P.E.

2.4 Waste Quantity Measurement System

Consignments of waste / recyclables leaving the site are taken to a suitably licensed waste disposal site / recycling merchant. Gross and Tare weights will be recorded at these sites and relevant documentation forwarded to the Business Unit in Thornton, who will maintain the records.

2.5 Silt Trap and Oil Interceptors – Monitoring

The sealed drainage system for contaminated water, the silt trap and oil interceptor will be inspected on a monthly basis. A record of each inspection will be kept in the site diary.

The silt trap and oil interceptors will be emptied when required by Pembrokeshire County Council Drainage Section who will maintain all relevant documentation.

*EMS
checked & Available
for inspection*

2.6 Control, Monitoring and Reporting of Dusts, Fibres and Particulates

Dust which may be produced by the storage and sorting of inert waste or by movement of vehicles on site. All staff supervising the waste handling operations will undertake visual monitoring of aerial emissions of dusts fibres or particulates throughout the working day. The decision on the need to implement the dust suppression procedure will be exercised by the on site attendant, having regard to on-site conditions and forecast adverse weather and visual monitoring.

Upon detection or complaint of any visible aerial emissions that are likely to be transported beyond the site boundary then immediate action will be taken stop the waste handling operations giving rise to the emission. A water bowser will also be provided on site to suppress dust, fibres and particulates by the application of a water spray in the event of a problem. The use of the bowser or actions taken to releases of dusts, fibres and particulates from the site will be recorded in the site diary.

2.7 **Control of Odours**

All putrescible waste will be stored under cover where possible which should limit odour releases from the site. Should offensive odours be detected by a member of the site staff a proprietary brand of deodoriser will be available for application and applied using a fine spray over the offending waste. The offending waste will then be removed within six hours of its discovery unless otherwise agreed with the Agency. The incident and all remedial action shall be recorded in the site diary.

2.8 **Control and Monitoring of Noise**

All site equipment will comply with the appropriate standard relating to noise suppression.

2.9 **Control of Pests**

A routine inspection to check for the presence or evidence of pest infestation will be undertaken in accordance with the site attendant duties and frequencies checklist (item 34) specified in Appendix 2 of the working plan. A record of the inspection will be ~~recorded in the site diary.~~

In the event of evidence of a pest infestation being detected, expert treatment will be implemented by specialist sub-contractors or Environmental Health Officers to eliminate the pest infestation. Details of any incident that requires such treatment will be recorded in the site diary.

2.10 **Control of Litter**

All staff supervising the waste handling operations will monitor and pickup any windblown litter on an ad-hoc basis throughout the working day. However a more formal site inspection for windblown litter arising from the site will be undertaken in accordance with the site attendant duties and frequencies checklist (item 1) as specified in Appendix 2 of the working plan. Any litter discovered will be dealt with without delay either by hand picking or sweeping. If litter escapes beyond the site boundary it will be retrieved as soon as possible. The need to implement the litter clearing operation above the daily minimum will be recorded in ~~the site diary.~~

3.1

Acceptance and Despatch of Household, Commercial and Industrial Waste

waste carriers -
WTN.

Wastes received at the site from householders wherever possible shall be inspected upon its receipt. All commercial and industrial vehicles delivering waste will, upon entering the site, have their paperwork and load checked by the site attendant.

The following information will be recorded for all commercial and industrial vehicles delivering waste to the site.

- a) Date and time of delivery.
- b) Registration number of the vehicle.
- c) Identification number of vehicle or container (if appropriate).
- d) Name of Customer and collection point from which the waste originates.
- e) Name of delivering organisation.
- f) Waste carriers certificate if required
- g) Waste type.
- h) Approximate quantity / weight of waste

A summary of the waste delivered to the site, including the quantity of waste and waste types will be forwarded to the Environment Agency on a quarterly basis in accordance with the site Waste Management Licence.

In the event that there are irregularities in the information provided upon arrival at the site, the vehicle will be held. If the situation cannot be resolved to the Company's satisfaction, the Environment Agency will be consulted on the action to be taken. The event will be recorded in the daily log, kept in the site office. Any waste which is identified by the site attendant as unsuitable for handling at the site will be refused entry.

Any waste that has been identified as suitable for storage at the site, but has not been described correctly in the Duty of Care Transfer note, will be allowed on completion of a further Transfer Note by the customer. In the event of the action required not conforming to the Company's satisfaction, the Environment Agency will be consulted on the action to be taken.

The site will be manned at all time when waste is being accepted and removed and there are specific provisions for various specified waste types accepted at the site outlined within this section of the working plan (namely sections 3.2, 3.3, 3.5, and 3.8 of the working plan). Wherever possible the public will be directed to the correct skip or container on the site in order to deposit their waste in the correct container. No wastes will be stored directly upon the impermeable pavement unless otherwise agreed in writing with the Agency.

For 'Acceptance and Despatch Procedures' for Hazardous Municipal Waste permitted by the Licence refer to Appendix 5 of the Working Plan.

~~Non-permitted waste - Procedure for handling under 0.~~

Any waste that has been identified as non-conforming waste and unsuitable for storage at the site, following its deposition in the tipping area, will be isolated to the "quarantine area" as shown on the site plan. Quarantined waste shall be removed from the site within 7 days of its receipt unless otherwise agreed in writing with the Agency. All gas bottles found will be removed from the general waste and placed in the quarantine area. Any asbestos found within a load of waste will be removed and placed within a secure locked container in accordance with section 3.2 of this working plan. ~~The Environment Agency will be informed in writing within 24 hours of any waste being~~ temporarily stored within the quarantine area and an appropriate course of action will be agreed. No more than 8 cubic metres of waste shall be stored in the quarantine area at any one time.

All wastes despatched from the site shall be inspected prior to despatch to confirm their description and composition.

** details included - EWC, Source, etc.*

3.2

Asbestos Waste at Civic Amenity Sites – Quarantine Only

Asbestos wastes are not to be accepted at the site. It is imperative that EACH AND EVERY INERT LOAD brought into the Civic Amenity Site is thoroughly inspected by the attendant on duty before giving consent to discharge into the container. With some loads it may be necessary to supervise the discharging of the load or to use a shovel to check through the contents of a trailer ensuring that no waste material is broken. Attendants must be vigilant to ensure that site users do not attempt to conceal asbestos under other acceptable wastes.

Checks of other wastes before they are discharged into the appropriate containers should continue as time permits but it is appreciated that the frequency will depend upon how busy the sites are.

If you are unsure whether a material is asbestos or not, the material should not be accepted. The name and address of the person with the unidentified material should be logged into the Site Diary then be passed on to your Supervisor for further identification to be made. Any load that is turned away for whatever reason should also be recorded in the site diary.

If despite all your best efforts you become aware of any asbestos on site and do not know from where it originated place it within a sealed lockable container located within the quarantine area and notify the Waste Management Section immediately to arrange its removal. No asbestos wastes should be broken in to smaller pieces on site. You must not try to conceal it in any container destined for the refuse disposal site. Checks will be carried out to ensure that attendants are inspecting ALL INERT LOADS.

If you are subject to verbal or potential physical abuse, when rejecting waste of this type please issue this telephone number 01437 775968 / 776677 where the matter can be resolved.

For all other 'specific handling procedures' for Bonded Asbestos, refer to Appendix 3 of the Working Plan.

3.3

Batteries

The following site equipment shall be stored on site at all times and be available for immediate use when required.

- a) Risk assessment (kept in site office).
- b) P.P.E.
- c) Sack truck with plastic bin.
- d) Plan detailing specified unloading area.

Waste vehicle batteries shall be accepted, kept and stored only within a battery bank in accordance with the following procedures. Appropriate training will be carried out, where necessary.

- a) Appropriate P.P.E. (goggles, PVC apron and gloves as a minimum) to be worn before work commences.
- b) All staff to be fully competent in manual handling techniques.
- c) Battery Bank must be stored upon impermeable pavement.
- d) Waste battery to be lifted from vehicle by site staff and placed in a plastic bin on the sack truck.
- e) Waste battery to be lifted into a sealed and lockable battery bank and stored upright.
- f) Lid of battery bank to be closed, to prevent water ingress, and locked at all times, except for access.
- g) An authorised contractor will undertake the disposal of batteries. The nominated contractor will supply a work procedure for this task.

Waste household batteries shall be accepted, kept and stored only within a battery bank, kept within a Municipal Hazardous Waste container in accordance with the following procedures. Appropriate training will be carried out, where necessary.

- a) Waste household battery bank will be stored upon impermeable pavement.
- b) Waste household batteries to be deposited into battery bank by householder, under supervision of site attendant.
- c) An authorised contractor will undertake the collection and disposal of batteries. The nominated Contractor will supply a work procedure for this task.

3.4 **Children & Animals on Site**

Children under 14 are to remain in vehicles whilst on site. When a situation arises when a child is out of the vehicle on site please inform the parent that there is a policy in force and could they ask the child to return to the vehicle. If you deem it necessary you could point out the sign to the parent. Explain that the reason for this policy is to prevent accidents and injuries and if the parent refuses to ask the child to conform, please record the vehicle details in the incident book. Animals such as dogs are also to remain in vehicles on site

3.5 **Fridge's and Freezers**

All fridge's and freezers received on site will be inspected by the site attendant. Those suspected of containing C.F.C. or other propellant gases (e.g. ammonia or propane) will be unloaded in such a manner so as to reduce the possibility of fracture and release of the gas.

All fridge's and freezers must be handled with great care and must never be lifted by the gas chamber/piping. Fracture to these will result in leakage of the gas which is at -120°C and can cause **extreme** freeze damage to limbs. Never touch leaking refrigerant.

Items suspected of containing C.F.C. or other propellant gases must be placed back to back in an upright position, and stored in the designated Fridge Freezer storage area, as identified on the site plan.

No more than 70 Fridge / Freezers shall be stored on the site at any one time. When the quantities of these items are nearing maximum the Supervisor is notified, by the Attendant, to arrange for the Fridge / Freezers to be collected by a designated contractor.

Japanese Knot Weed and Ragwort

Japanese Knotweed must not be accepted in any circumstances. Ragwort may be accepted at the sites and in all cases must be placed in the compacting unit for that site. It must not be placed in any other container or placed with the green waste for mulching.

Businesses must pay for all loads of ragwort at the normal rates for disposal of waste. If the customer declares that the ragwort is from their domestic property the initial 2 bags are free of charge. Any subsequent loads must be charged at the normal rates for waste disposal. Ragwort from allotments, paddocks, etc is **NOT** domestic waste and is chargeable.

Plastic Agricultural Waste

not Permitted ~ Permit

Hand able quantities brought in vans, transport box or similar, to be charged as small loads. Hand able quantities brought in on low sided trailers, horse box or similar to be charged as large load. All vehicles any bigger, such as silage trailers or similar to be directed to Withy hedge Landfill Site and advised to contact SITA before delivering on 01437 741223. Disposal costs not payable by this Authority.

All plastics brought in to be placed only into compacting containers.

L.P.G. Cylinders and Cartridges (currently not accepted at this site, July 2012)

The following site equipment/infrastructure shall be stored / equipped on site at all times and be available for immediate use when required.

- a) Risk assessment / COSHH Data Sheets/Code of Practice 7 (kept in site office).
- b) Compounds built to meet Code of Practice 7 requirements.
- c) Adequate fire fighting provision as per Code of Practice 7.
- d) Adequate water supply.
- e) P.P.E.
- f) Bottle trolley.

L.P.G. Cylinders and Cartridges shall be accepted, kept and stored only within a secure bottle compound in accordance with the following procedures. Appropriate training will be carried out as required.

- a) Identify type of cylinder being deposited, only domestic type Butane and Propane gas cylinders can be accepted.
- b) All other gas containers must be rejected and the customer given address of appropriate retail stockist/supplier if known.
- c) Operative to check visually condition of waste container, looking out for signs of leakage i.e. odour and freezing.
- d) If acceptable, attendant to off load cylinder from vehicle and place in bottle trolley. The bottle is then moved to the secure gas bottle compound, as indicated on the site plan, and placed into storage. No cylinders shall be stored other than in the secure gas bottle compound.
- e) All nominally empty LPG cylinders should be stored upright with their valves uppermost
- f) If the bottle is found to be leaking, follow emergency fire procedure / evacuation drill.
- g) Maximum Quantities Stored for Collection: 110 Cylinders.

Attendants must only release Gas Cylinders to authorised collectors who will have a faxed copy with the number of cylinders that he is to collect from each site listed. You must ensure that only the cylinders that are on the list are removed. No other persons other than the person with a faxed copy must be allowed to remove cylinders. Please obtain a receipt for the cylinders from the collector.

3.9

Oil

The following site equipment/infrastructure shall be stored / equipped on site at all times and be available for immediate use when required.

- a) Risk assessments / COSHH Data Sheets / P.P.E. (kept in site office).
- b) Double skinned bunded oil storage tank (bund with 110% capacity of inner tank).
- c) Liquid capture and recycle pan.
- d) Absorbent & Spill Kits / Spill Trays.
- e) Signed unloading area.

Waste Oils shall be accepted, kept and stored in accordance with the following procedures.

- a) Visual inspection of waste by attendant.
- b) Only waste engine oil from domestic sources can be accepted. Oil filters and other oil bearing wastes cannot be accepted.
- c) Customer to discharge waste oil into oil recycling bank.
- d) Empty containers to be placed in compactor by customer.
- e) Attendant to monitor cleanliness of oil recycling area.
- f) Any spills to be removed following spill clean up procedure.
- g) When oil tanks are full attendant to put stop plates in place, inform Supervisor and record in log.
- h) Supervisor to arrange tank emptying by a specialist contractor. Tanks will be accessed from working area away from public reception area. Any spills to be removed following the spill clean up procedure.
- i) The specialist contractor is responsible for supplying the Duty of Care / Consignment Note and quantity of oil removed.

Note: All members of the public bringing waste oil to the site must bring it in containers suitable to transfer it into the oil bank. Any waste oil which cannot be transferred must not be accepted.

3.10

Payments

Payment for waste disposal etc. should be made in cash or by cheque accompanied by a valid cheque guarantee card. Please write the card number and card expiry date on the rear of the cheque. When receiving cheques for waste disposal charges at Civic Amenity Sites ensure that they are made out to Pembrokeshire County Council in full. Abbreviations such as PCC are not acceptable. — **WASTE TRANSFER NOTES.**

3.11

Paper Igloos

Only newspapers and magazines should be placed into these igloos. Igloos are to be regularly checked and any other materials such as plastic bags, cardboard etc. is to be removed. The Supervisor is to be informed when the igloos need emptying.

3.12 **Emptying of Waste Oil Collection Tanks**

The emptying of the oil collection tanks will be carried out by an approved contractor. The nominated contractor will supply a work procedure for this task.

3.13 **Emptying of Sealed Septic Drainage Tanks (Sewer)**

The emptying of the sealed septic drainage tanks will be carried out by an approved contractor. The nominated contractor will supply a work procedure for this task.

3.14 **Emptying of Oil Interceptor and Silt Trap**

The emptying of the oil collection interceptor and silt trap tanks will be carried out by an approved contractor. The nominated contractor will supply a work procedure for this task.

3.15 **Scrap Metal**

Metal waste should be placed in the designated container, identified on the site plan, care should be taken to ensure that

- not Permitted*
- a) Any items of WEEE (Waste Electrical Electronic Equipment) shall not be placed in to the scrap metal container. These items must be placed in the appropriate containers provided.
 - b) Any engine, transmission and similar devices are drained of oil prior to placing in skip. They must be rejected if they contain any oil.
 - c) Tyres are to be removed from wheel rims except for bicycle tyres.
 - d) Asbestos cement drainage pipes can easily be mistaken for cast iron, diligence required to prevent unauthorised deposition of hazardous waste.

The Supervisor is to be informed when the container needs emptying.

3.16 **Fluorescent Tubes & Energy Saving Bulbs**

not Permitted.

3.16.1 The following site equipment shall be stored on site at all times and be available for immediate use when required.

- a) Risk assessments / COSHH Data Sheets. (kept in site office)
- b) Appropriate storage containers.
- c) Spill clean up kit.
- d) PPE (Personal Protective Equipment e.g. goggles or other eye protection, gloves, high visibility waistcoat and protective footwear)
- e) Plan detailing specified unloading / storage area. (kept in site office)
- f) Signed disposal / unloading point.

3.16.2 Fluorescent Tubes & Energy Saving Bulbs shall be accepted, kept and stored in accordance with the following procedures. Appropriate training will be carried out, where necessary.

- a) Visual inspection of waste by attendant
- b) Cardboard sleeves to be removed and placed in the cardboard compactor.
- c) Tubes or bulbs to be placed carefully in to designated containers to avoid breakages or spills. These items must be stored in a covered container to avoid water ingress.
- d) Any breakages or spills to be removed following spill clean up procedure.

- e) Tubes or Bulbs are not to be accepted from businesses.
- f) When containers are full attendant to inform Supervisor and record in Site Log.
- g) Supervisor to arrange emptying by specialist contractor. No unauthorized personnel will be permitted to collect from these containers.
- h) All loading, unloading and transportation of the containers will be carried out in accordance with current site Health and Safety Controls.
- i) The specialist contractor is responsible for supplying the Duty of Care / Consignment Note and quantities removed.

3.17

Paints, (solvent & water based) Paint Strippers, Polishes, Inks, Glues, Pesticides, Weed Killers, Insect Killers, Cleaning Agents & Bleaches. (not comprehensive list) — *not permitted*

3.17.1 The following site equipment shall be stored on site at all times and be available for immediate use when required.

- a) Risk assessments / COSHH Data Sheets (kept in site office)
- b) Appropriate impermeable storage boxes / containers.
- c) Lockable storage container for storage boxes / containers
- d) Absorbent granules and spill kits.
- e) Adequate fire fighting equipment and water supply.
- f) PPE (goggles or other eye protection, Latex, vinyl or other solvent resistant gloves, high visibility waistcoat & protective footwear).
- g) Plan detailing specified unloading / storage area.(kept in site office)
- h) Signed disposal / unloading point

3.17.2 Paints, (solvent & water based) Paint Strippers, Polishes, Inks, Glues, Pesticides, Weed Killers, Insect Killers, Cleaning Agents & Bleaches. (not comprehensive list) shall be accepted kept and stored in accordance with the following procedures. Appropriate training will be carried out, where necessary.

- a) Attendants to supervise householders when disposing and handling material on site, and to direct customers to the correct container
- b) Visual inspection of waste by attendant.
- c) Only waste in original packaging will be accepted and placed in to designated containers. The attendant has the right to refuse any unidentified wastes.
- d) Any leaking containers / pots / tins will not be accepted.
- e) These items must be stored in a covered container to avoid water ingress.
- f) Any empty containers should be placed in the appropriate compactor / skip.
- g) Any spillages should be cleaned up immediately following procedure and contaminated materials placed in suitable container for disposal.
- h) No paints etc to be accepted from businesses.
- i) When containers are full attendant to inform Supervisor and record in Site Log.
- j) Supervisor to arrange emptying by specialist contractor. No unauthorized personnel will be permitted to collect from these containers.
- k) All loading, unloading and transportation of the boxes / containers will be carried out in accordance with current site Health and Safety Controls.
- l) The specialist contractor is responsible for supplying the Duty of Care / Consignment Note and quantities removed.

Televisions & Computer Monitors (cathode ray tubes)

3.18.1 The following site equipment shall be stored on site at all times and be available for immediate use when required.

- a) Risk assessments / COSHH Data Sheets (kept in site office)
- b) Appropriate storage boxes to be kept undercover or inside containers
- c) PPE (goggles, ballistic trousers, high visibility waistcoat and gloves)
- d) Sack trolley
- e) Plan detailing specified unloading / storage area.(kept in site office)
- f) Signed disposal / unloading point
- g) Spill clean up equipment

Not Permitted

3.18.2 Televisions & Computer Monitors (cathode ray tubes) shall be accepted, kept and stored in accordance with the following procedures. Appropriate training will be carried out, where necessary.

- a) Attendants to supervise householders when disposing and handling material on site, and to direct customers to the correct container.
- b) Visual inspection of waste by attendant.
- c) Televisions and monitors to be handled with great care and stored carefully in to designated and signed containers.
- d) All staff to be fully competent in manual handling techniques.
- e) Televisions and monitors not to be accepted from businesses.
- f) When containers are full attendant to inform Supervisor and record in Site Log
- g) Supervisor to arrange emptying by specialist contractor. No unauthorized personnel will be permitted to collect from these containers.
- h) Lifting equipment (forklift) and a qualified driver will be present on site for the exchange of full containers with empty replacements.
- i) All loading, unloading and transportation of the containers will be carried out in accordance with current site Health and Safety Controls
- j) The specialist contractor is responsible for supplying the Duty of Care / Consignment Note and quantities removed.

Small Electrical Appliances (WEEE e.g. video and DVD Players, hair dryers & music centres)

3.19.1 The following site equipment shall be stored on site at all times and be available for immediate use when required.

- a) Risk assessments / COSHH Data Sheets (kept in site office)
- b) Appropriate storage containers
- c) PPE (Personal Protective Equipment e.g. goggles, ballistic trousers, high visibility waistcoat and gloves)
- d) Plan detailing specified unloading / storage area.(kept in site office)
- e) Signed disposal / unloading point
- f) Spill clean up equipment

3.19.2. Small Electrical Appliances shall be accepted, kept and stored in accordance with the following procedures. Appropriate training will be carried out, where necessary.

- a) Attendants to supervise householders when disposing and handling material on site, and to direct customers to the correct container
- b) Visual inspection of waste by attendant

- c) Appliances to be handled with great care and stored carefully in to designated and signed containers.
- d) All staff to be fully competent in manual handling techniques
- e) Small appliances not to be accepted from businesses.
- f) When containers are full attendant to inform Supervisor and record in Site Log
- g) Supervisor to arrange emptying by specialist contractor. No unauthorized personnel will be permitted to collect from these containers
- h) Lifting equipment and a qualified driver will be present on site for the exchange of full containers with empty replacements
- i) All loading, unloading and transportation of the containers will be carried out in accordance with current site Health and Safety Controls
- j) The specialist contractor is responsible for supplying the Duty of Care / Consignment Note and quantities removed.

3.20

Large Electrical Appliances (WEEE e.g. Tumble dryers, washing machines & microwaves)

3.20.1 The following site equipment shall be stored on site at all times and be available for immediate use when required.

- a) Risk assessments / COSHH Data Sheets (kept in site office)
- b) Appropriate storage area
- c) PPE (Personal Protective Equipment e.g. goggles, ballistic trousers, high visibility waistcoat and gloves)
- d) Sack trolley
- e) Plan detailing specified unloading / storage area. (kept in site office)
- f) Signed disposal / unloading point

3.20.2 Large Electrical Appliances shall be accepted, kept and stored in accordance with the following procedures. Appropriate training will be carried out, where necessary.

- a) Attendants to supervise householders when disposing and handling material on site and to direct customers to the correct disposal point.
- b) Visual inspection of waste by attendant
- c) Appliances to be handled with great care and stored carefully in to designated and signed area.
- d) All staff to be fully competent in manual handling techniques
- e) Large appliances not to be accepted from businesses.
- f) When storage area is full attendant to inform Supervisor and record in Site Log
- g) Supervisor to arrange collection by specialist contractor. No unauthorized personnel will be permitted to collect appliances
- h) Lifting equipment and a qualified operator / driver will be present on site for the collection of the appliances
- i) All loading, unloading and transportation of the appliances will be carried out in accordance with current site Health and Safety Controls
- j) The specialist contractor is responsible for supplying the Duty of Care / Consignment Note and quantities removed.

3.21

Cardboard

Cardboard waste should be placed in the designated container, identified on the site plan, care should be taken to ensure that -

- a) All cardboard placed in the container to be clean and not mixed with other waste e.g. polystyrene and plastic bags

- b) Any banding to be removed and placed in household waste container
- c) Supervisor to be informed when container is full

3.22

Wood & Timber

Wood & Timber waste should be placed in the designated container, identified on the site plan, care should be taken that

- a) Only current agreed types of wood & timber are placed in wood container (check with Supervisor for current list)
- b) All wood & timber is clean and free from large ironmongery e.g. large hinges, locks and knobs
- c) Any mirrors are removed from items of furniture and doors
- d) Supervisor to be informed when container is full

Relevant COSHH Risk Assessments and Data Sheets can be found in Appendix 3.

Accident Reporting

The Accident Form is in 5 self-carbonating copies and should be completed whenever there is an accident on site whether it involves you, another member of the authority's staff or a member of the public. Section A is the only section that you are required to ensure is completed. It should preferably be completed by the person who sustains the injury/accident though someone may have to do this on their behalf.

Once completed the green copy should be kept by the person who sustained the accident/injury. All other copies will be collected on a regular basis by the Supervisor on visits to the site. If however there is a dangerous occurrence / accident then the depot should be notified immediately. (Out of hours please contact the Duty Officer on 01437 775522).

A dangerous occurrence / accident may be one of the following:

Fractures

Accidents to eyes

Loss of consciousness

Acute illness

Any accident/injury requiring hospital treatment

Any accident/injury that causes your absence from work

If in doubt play safe and notify the depot or Duty Officer as soon as possible. If you have any queries please do not hesitate to contact the Supervisor.

4.1

General Safety

High visibility waistcoats, ballistic trousers & safety boots/shoes must be worn at all times when out of the office.

Other PPE to be worn as required, e.g. safety helmet, goggles & gloves.

4.2

Safety checks before Loading, Transportation and Unloading of containers and trailers

- Be aware of other vehicles, pedestrians, etc, when driving and reversing to pick-up or drop-off containers or trailers. When ever possible obtain the assistance of a suitable person such as a site attendant to provide guidance.
- Ensure that the door locking mechanism is in good working order and secured.
- Ensure that any sheet or net used to cover loads is in good condition.
- Sheeting should take place when the containers or trailers are in the bays and climbing on to loads must be avoided at all times.
- Ensure that all ropes for tying sheets or nets are in good condition and all rope tying hooks are serviceable.
- All loading, tipping or unloading should be carried out on level and firm ground.
- Beware of any overhead obstructions before operating lifting apparatus.

- Ensure that the lifting apparatus is properly engaged before commencing loading on to the vehicle.
- Ensure that all securing devices are in operation before moving the vehicle.
- All relevant personal protective equipment must be worn at all times.
- Ensure that all operating mechanisms such as hinges, doors, pins, keys, etc, on all containers and trailers are regularly lubricated and maintained in good working order.
- Containers should be lowered to ground level for unsheeting.
- Care should be taken when opening container and trailer doors that they do not swing open, causing injury, due to pressure placed on the door by the material inside.
- Doors must be secured in the open position, when designed to do so, before commencing to tip.
- If any container or trailer requires any repair, the supervisor should be notified and the repair carried out before it is relocated.
- On the compacting containers the meshed frame must be place on the back door of the container to prevent any accidental spillage during transit.
- Flashing lights should be switched on during all loading and unloading operations and when working within site boundaries.

4.3

Safety Checks Before Loading, Transportation and Unloading of Bottle Banks

- Be aware of other vehicles, pedestrians, etc, when driving and reversing to pick-up or drop-off bottle banks.
- Check that all rubber flaps over the bottle inserting holes are in position and serviceable.
- If any are missing or broken, adhesive tape must be placed over the offending hole or holes to prevent any bottles from falling out during transit.
- After discharging the glass cullet in the appropriate bays, the bank must be taken to the garage to have the rubber flaps replaced before being relocated.
- Check that all discharging doors are secure before loading for transit.
- Beware of any overhead obstructions before operating lifting apparatus.
- Ensure that the bank is secure on the lifting lugs before lifting.
- Ensure that the bank is lifted in a manner that it will not swing and cause damage to anything in the immediate vicinity.
- Ensure that the bank is stable and securely placed on the vehicle before commencing journey.
- All relevant personal protective must be worn at all times when dealing with bottle banks, including the wearing of a suitable eye protection when discharging at the bays.
- Ensure that all operating mechanisms such as hinges, doors, locks, etc on the bottle banks are regularly lubricated and maintained in good working order.
- Care should be taken when unlocking bottle bank doors that they do not swing open, causing injury, due to pressure placed on the door by the material inside.
- If any bottle bank that requires any repair, the supervisor should be notified and the repair carried out before it is relocated.
- Ensure that all doors are secured and locked when the bottle bank is left on site.

Safety Checks Before Loading, Transportation and Unloading of Paper Igloos

- Be aware of other vehicles, pedestrians, etc, when driving and reversing to empty paper igloos.
- Beware of any overhead obstructions before operating lifting apparatus.
- Ensure that the igloo is secure on the lifting lugs before lifting.
- Ensure that the igloo is lifted in a manner that it will not swing and cause damage to anything in the immediate vicinity.
- Ensure that the container is stable and securely placed on the vehicle before commencing journey.
- All relevant personal protective must be worn at all times when dealing with paper igloos.
- If any paper igloo that requires any repair, the supervisor should be notified and the repair carried out before it is relocated.

Fire Drill

In the event of a fire occurring on site, the person discovering it is to raise the alarm immediately. The appropriate emergency services are to be notified as soon as possible after the fire has been discovered. The senior person on the site is to liaise with the emergency services and to provide any assistance required. The CA Sites Supervisor is to also be informed as soon as possible.

The public are to be ushered from the site as quickly and orderly as possible and further entry to the site stopped until the incident is over. All staff are to proceed to the designated Assembly Point.

If safe to do so, attempts to control the fire by the use of extinguishers and/or fire water hoses, may be undertaken until the fire is extinguished or the emergency services arrive.

Once the incident has been dealt with to the satisfaction of the Senior Emergency Officer the Environment Agency is to be informed.

A full report is to be prepared and relevant information detailed in the site diary.

Appendix 1- Environmental Risk Assessment Schedule E/RA/1

UP date

Environmental Hazard	Risk	HML	Group Affected	Controls	Residual Risk H/M/L	Action Plan
Escape of Fluid e.g. Oil/Leachate/ Sewage	Water Course Contamination	H	Public ENV.	Procedures & Policy Interceptors Managed Drainage System	L	Capital Improvements
Escape of Fluid to Ground Water e.g. Oil/Leachate/ Sewage	Water Course Contamination	H	Public ENV.	Procedures & Policy Impervious Pavements Cover Areas over Compactors	L	Capital Improvements
Escape of Dust Fibres & Particulates	Air Pollution & Ground Level Fall Out	M	Public & Site Staff	Procedures & Policy Impervious Areas over Compactors	L	Capital Improvements
Escape of Odour	Air Pollution & Complaints	M	Public & Site Staff	Procedures, Policy, Site Equipment	L	Training
Escape of Litter	Complaints Aesthetic Deterioration & Wildlife Casualties	M	Public, Conservation Groups & Site Staff	Public, Conservation Groups & Site Staff	L	Capital Improvements & Training
Noise	Complaints & Safety	H	Public & Site Staff	Purchasing Policy	L	Capital Improvements
Pests e.g. Rats/Mice/Flies Nuisance	Spread of Disease/Infection	H	Public, Site Staff & Business	Policy & Control Measures	L	Training
Soil or Mud Spillage	Aesthetic & Safety	M	Public & Site Staff	Policy & Site Equipment	L	Capital Improvements & Training
Site Fires	Complaints, Air Pollution & Safety	H	Public, Site Staff Wildlife	Procedures, Policy & Site Equipment/ Training	L	Training
Gas Escapes CFC & Propane Butane	Air Pollution, Environmental Damage & Safety	H	Public ENV.	Procedures, Policy & Site Equipment/ Training	L	Training
Vapour Release (Green Waste)	Air Pollution, Environmental Damage	M	Public	Procedures & Policy	?	To be investigated
Special Wastes	Safety Complaint & Prosecution	H	Public	Procedures & Policy	L	Training & Enforcement

ENV.
What response if it occurred in water course.

Appendix 2 - Site Attendants Duties & Frequencies Check List

LIST OF DUTIES	FREQUENCIES
1. Litter pick yard and along security fencing	Daily (minimum)
2. Check site security for evidence of unauthorised access / damage.	Daily.
3. Check containers for unauthorised dumping when site was closed.	Daily.
4. Check entrance for waste illegally dumped outside and clear if any found. <i>log u EMS.</i>	Daily. Search for names and addresses in bags.
5. Sweep yard and hardstandings.	As and when required
6. Check incoming loads for acceptable and unacceptable materials.	Each load.
7. Clear up any spillage.	As and when required
8. Direct the public to the relevant containers.	As and when required
9. Assist the public to unload.	As and when required.
10. Ensure that all articles brought to site are placed in the relevant container.	Each load..
11. Fill in the Site Diary / Log book.	As and when required.
12. Report full containers, trailers or skips to Waste Management section.	As and when required.
13. Ensure all activities on site are carried out in a safe manner.	As and when required.
14. Wear Personal Protective Equipment provided.	At all times.
15. Lubricate hinges and ensure containers, trailers, skips and recycling banks door locking devices are in good working order.	As required by duty.
16. Advise waste/recycling section of any defect or damage to any incoming container, trailer, skip or recycling bank.	Whenever exchanged.
17. Advise the waste/recycling section of any damage that has occurred on site.	Whenever exchanged.
18. Advise the waste/recycling section of any breakdown or malfunction of any of the sites plant and equipment.	As and when required.
19. Establish source of waste as being household or commercial.	Each Load
20. Evaluate quantity of commercial waste and to charge customer accordingly.	Each load.
21. Provide commercial customers with a written receipt for monies received.	Each commercial load.
22. Ensure that commercial users are covered by a current Duty of Care form.	Each commercial load.
23. Check and maintain the authority's equipment in good working order.	As and when required.
24. Wash down containers, trailers, skips and recycling banks.	As and when required.
25. Maintain site office and any other site buildings in a clean and tidy condition.	As and when required.
26. Segregate any unauthorised materials found on site and notify the waste/recycling section.	At all times.
27. Ensure that all safety access doors are closed at all times except for maintenance or repair when compactors should be made inoperable.	As and when required.
28. Ensure that all safety bars and switches are functioning properly and not use any equipment found to be defective until they are repaired.	At all times.
29. Ensure that the battery boxes are closed at all times except for access. Goggles, PVC apron and gloves must be worn when handling batteries.	At all times.
30. Ensure that any children under 14 remain in their vehicles while on site.	At all times.
31. Ensure that there are no members of the public left on site before locking the site gates at cease work.	At all times.
32. Inspect site and entrance / exit for evidence of mud and debris.	At all times.
33. Inspect site for evidence of pest infestation.	Weekly
34. Inspect sealed drainage system, silt trap and oil interceptor	Monthly
35. Any other allied duties.	As and when required.

Appendix 3 – COSHH Risk Assessments and Data Sheets

List of current Risk Assessments kept in separate file in site office

Appendix 4 – Addendum to Working Plan

1. Additional Site Operational Procedures to accept hazardous municipal waste from householders:

1.1 The following hazardous municipal waste categories are to be accepted at the site:

<i>Item</i>	<i>EWC Code</i>	<i>D Code</i>	<i>Disposal Route</i>
Household Batteries	20 01 33 20 01 34	D15 D9	Disposal – physio-chemical treatment, storage
Paints, Paint Thinners, Paint Strippers, Inks, Polishes, Creosote	20 01 27	D15, D13 D14, R1 R2 D10, D9	Disposal - blending, storage, incineration Recovery
Solvents/Glues, Adhesives	20 01 13	D15, D13 D14, R1	Disposal – blending, storage, incineration Recovery - to fuel
Fertilisers, Weed Killer, Insect Killer, Pesticides	20 01 19	D15 D10	Disposal – incineration, storage
Bleaches, Cleaning Agents, Detergents	20 01 15	D15 D8, D9	Disposal – storage, physio-chemical treatment
Fluorescent Tubes	20 01 21 *	D15 R4, R5	Disposal - storage Recovery – recycling/reclamation
Waste Oils Brake Fluids Cooking Oil	16 01 13 16 01 07 20 01 25	R9 D15, R1 D10	Disposal – incineration, storage Recovery – oil refining, to fuel
Electric/Electronic Equipment (cathode ray tubes)	20 01 35 16 02 13 16 02 15	D15 R4 R5	Disposal – storage Recovery – recycling/reclamation

2. Handling/segregation and storage procedures including waste acceptance and despatch:

- 2.1 All site attendants will be trained in handling/segregation, storage procedures relating to Hazardous Municipal Wastes and site procedures.
- 2.2 Householders will be supervised by a site attendant at all times, when handling hazardous municipal wastes on site.
- 2.3 Householders will report to a site attendant on arrival at the site.
- 2.4 The site attendant shall inspect all hazardous municipal waste, received at the site from householders, upon its receipt.
- 2.5 The site attendant will advise, direct and accompany the householder to the storage area in order to deposit their waste in the correct container.
- 2.6 The householder will be responsible for handling any hazardous municipal waste they are depositing to the site and will deposit their waste to the correct container as advised by the site attendant.
- 2.7 Only hazardous municipal wastes received in its original packaging, clearly identifiable, and in serviceable containers will be accepted.

Trained staff working

- 2.8 The site attendant has the right to refuse any waste, which is identified as unsuitable for handling at the site.
- 2.9 Containers will remain closed when not in use and locked when the site is non-operational.
- 2.10 Only the specialised contractor will collect and dispose of the full containers when requested or at a scheduled interval as agreed – no unauthorised personnel will be permitted to collect from containers.
- 2.11 Hazardous municipal wastes will be segregated in accordance with Safety Legislation and as requested by the Contractor, in specialised storage containers.
- 2.12 Separate containers, clearly labelled, will be available for the following items:
- Paints (solvent or water based) and/or any other solvent materials (thinners, wood preservatives, stains etc)
 - Glues, Adhesives
 - Bleaches, Cleaning Agents, Detergents
 - Household Batteries (non Lead Acid)
 - Fluorescent Tubes
 - Oily Wastes
 - Pesticides & Herbicides
 - Lead Acid Batteries
 - Asbestos
 - Cathode Ray Tubes (Electric/Electronic Equipment)
- 2.1.3 No wastes will be stored directly upon the impermeable pavement with the exception of tyres which will be stored upon the impermeable pavement.
- 2.1.4 Lifting equipment (forklift) and a qualified driver will be present on site for the exchange of full containers with empty replacements, held with the storage container.
- 2.1.5 The site attendant will be responsible for notifying the site supervisor when there are sufficient full boxes to warrant a collection from the Contractor. The site supervisor will be responsible for contacting the Contractor to arrange for collection/disposal.
- 2.1.6 The Contractor shall be responsible for the raising and completion of a 'collection ticket', detailing number and type of waste being collected. The site attendant and Contractors representative shall inspect all wastes despatched from the site prior to despatch to confirm their description and composition. Both parties will sign 'collection ticket' and a copy shall go to the Contractors representative and two copies to be retained by the site attendant.
- 2.1.7 Loading and off-loading of full/empty containers from the storage unit to the collection vehicle will be the responsibility of the Contractor. The Contractor will be responsible for ensuring loading/off-loading equipment and manpower is provided.
- 2.18 All loading, unloading and transportation of the containers will be carried out in accordance with current site Health & Safety Controls.
- 2.19 The specialist contractor is responsible for supplying the Duty of Care/Consignment Note and itemised details of quantity/weights of hazardous municipal wastes removed to enable a summary of the wastes types to be forwarded to the Environment Agency in accordance with the site Waste Management Licence.

Appendix 5 – Waste Categories

Waste for recycling - description	Waste Code	Notes
Green glass bottles and jars	15 01 07	
Brown glass bottles and jars	15 01 07	
Clear glass bottles and jars	15 01 07	
Mixed glass bottles and jars	15 01 07	
Flat glass	20 01 02	
Paper	20 01 01	Newspaper, office paper, not packaging
Cardboard	15 01 01	Corrugated boxes and other packaging
Books	20 01 01	
Mixed paper & card	20 01 01	
Steel cans	15 01 04	
Aluminium cans	15 01 04	
Mixed cans	15 01 04	
Other scrap metal	20 01 40	Excludes abandoned vehicles – not MSW
Aluminium foil	20 01 40	
Fridges & Freezers	20 01 23* 20 01 36	Correct code depends on whether or not they contain chlorofluorocarbons
Other white goods	20 01 35* 20 01 36	Correct code depends on whether or not they contain dangerous substances.
Other electrical goods – videos, CD players, toasters, Hairdryers, mobile phones etc.	20 01 35* 20 01 36	Correct code depends on whether or not they contain dangerous substances.
Tv's & Computer Monitors (CRT's)	16 02 15	
Plastic	20 01 39	
Clothes & footwear	20 01 10	
Other textiles / carpets	20 01 11	
Oil	20 01 25 20 01 26* 13 08 99	Correct code depends on whether or not they contain dangerous substances. For edible oils use 20 01 25
Green waste only	20 02 01	
Other compostable waste	20 02 01	
Biodegradable kitchen waste	20 01 08	
Wood	20 01 37* 20 01 38	
Furniture	20 01 38	
Rubble	17 01 07	
	20 02 03	
Co mingled materials	20 03 01	
Fluorescent tubes	20 01 21*	
Automotive batteries	20 01 33*	
Post consumer, non automotive batteries	20 01 34	
Paint	20 01 28	

Other Materials		
Construction & demolition waste	17 01 07	This code should be used for mixtures of brick concrete tiles and ceramics etc Soil & stones
	20 02 02	
Street cleansing	20 03 03	
Bulky waste	20 03 07	
Waste collected other than for recycling	EWC Code	
Regular household collection waste	20 03 01	
Mixed Civic Amenity site waste	20 03 01	
Abandoned vehicles	16 01 04* 16 01 06	Use first code if vehicles still contains polluting liquids
Beach cleansing	20 03 99	Exclude all flytipped waste except 20 03 01
Construction & demolition waste	17 09 04	From refurbishment of LA properties only
Waste arising from clearance of flytipped materials	17 01 07 17 09 04	C&D type
	20 03 01	Waste from households and similar only
Other Waste	EWC Code	Notes
Asbestos cement	17 06 05	
Tyres	16 01 03	
Animal Excreta	18 01 04	
Market waste	20 03 02	
Septic tank waste	20 03 04	This is an effluent

European Waste Catalogue (EWC) codes sourced from Living Guidance from the Environment Agency Version 1. April 2006.

Consider at Minimum

- Process operator
- Plant & Machinery.
- Waste disposal.
- Emissions / discharges - Plan - Sample area.
- Storage.
- Accidents incident plan -
- Staff training and competence. - training record.
- Copy of EMS + Permit on site.
- Delegation of Authority.