

**TALFAN FARM
LLANDDOWROR, ST CLEARS**

ENVIRONMENTAL MANAGEMENT SYSTEM

DECEMBER 2013

Prepared for:

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INTRODUCTION**

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1.0 INTRODUCTION

The purpose of this document is to summarise the procedures developed for the proposed development which will protect the surrounding environment to the required standard by outlining procedures, responsibilities and actions to be taken.

This document forms part of the environmental permit application for the development of an inert restoration scheme at Talfan Farm, Llanddowror, St Clears, (SH 225057 213877).

A Waste Recovery Plan has been submitted and agreed with Natural Resources Wales (NRW) prior to this permit application being submitted.

This EMS is a living document and will require review and refinement during the operational life of the site. Procedures and actions outlined are representative of measures that would result in good site management and protection of the surrounding environment, however these are not comprehensive and should be reviewed and updated as necessary.

Mr Tucker the site operator, is committed to the prevention of pollution by full compliance with any permit granted for the site and relevant legislation and guidance. Mr Tucker will continually review the processes conducted on site with a view to reducing the risk of damage to the surrounding environment from the site where possible.

This report was prepared by ExCAL Limited for the sole and exclusive use of Mr Mark Tucker in response to particular instructions. No duty of care exists for other parties using the information contained within this report.

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IDENTIFICATION OF ENVIRONMENTAL ASPECTS AND IMPACTS**

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1.0 PURPOSE, SCOPE AND RESPONSIBILITIES

1.1 Purpose

To ensure environmental aspects and impacts are identified.

1.2 Scope

This procedure gives guidance on the identification process of all environmental aspects and impacts associated with all operations undertaken by Mr Tucker at Talfan Farm.

1.3 Responsibilities

The Site Manager is responsible for the identification of Environmental Aspects and Impacts, and for compiling the environmental aspects and impacts register.

The Site Manager is responsible for the review of the environmental aspects and impacts register.

2.0 PROCEDURE

2.1 Identification of Environmental Aspects and Impacts

It is the duty of the Site Manager to identify aspects. Aspects can include: -

- Utilities;
- Chemicals;
- Maintenance;
- Raw materials;
- Products;
- Recyclables;
- Waste to landfill;
- Waste for treatment;
- Emissions to water;
- Emissions to air.

This list is not exhaustive. Aspects include activities, products or services that can interact with the environment within or outside the site boundary.

The information may be found in a variety of places, from stocksheets to utility bills.

2.2 Environmental Register

The Site Manager records all environmental aspects and impacts together with the media they impact, on form EAP01/SD01 Environmental Register in Appendix A.

An Environmental Register is a statement of environmental aspects relevant to site activities.

Within the Environmental Register, each aspect is ranked for: -

- its Severity to the Environment (see Section 2.2.1);
- quantity used or produced at the site (see Section 2.2.2); and
- the existence of relevant legislation to restrict its use, storage and/or disposal (see Section 2.2.3).

A Total Impact value is then calculated by multiplying the Severity Rating, Quantity Rating and Legislative Rating (see Section 2.2.4).

All scores are calculated and recorded using EAP01-SD02, Total Significance Rating Calculation Form, before being entered into the Environmental Register EAP01-SD01.

2.2.1 Severity Rating

The Site Manager will undertake this assessment based on the hazard of the materials used. The criteria considered include: -

- Energy utilisation;
- Hazardous properties;
- Persistence in the environment;
- Method of disposal;
- Impact on the manufacturing process;
- Control measures;
- Sustainable materials used.

Each of the above criteria is individually assigned a score from 0 to 5 based on environmental impact.

The 'Overall Severity' then calculated from the sum of the above scores.

Energy utilisation + hazardous properties + persistence in the environment + method of disposal + impact on the manufacturing process + control measures + sustainable materials used = **Overall Severity**

The overall severity score can not exceed 35.

2.2.2 Quantity Rating

The Site Manager will undertake this assessment based on the quantity of waste produced from materials used. Data for the quantity rating may be found, for example, within annual returns and mass balance.

Each material is individually assigned a score:



If the quantity of materials used increases over time, the Impact may increase.

2.2.3 Legislative Rating

This assessment is undertaken by the Site Manager based on whether legislation applies to any individual aspect. The Site Manager will review the legislative requirements of each aspect and if an aspect is no longer subject to legislation, the Impact rating will be amended.

Each aspect is individually assigned a score: -



All legislation with relevance to the site is listed in Table 1 Below

Table 1 – Relevant Legislation

Reference	Legislation
RoL 1	The Environmental Permitting Regulations (England and Wales) 2010
RoL 2	COSHH
RoL 3	Health and Safety at Work Act
RoL 4	Environment Agency, 2009, Environmental Permitting Regulations: Inert Waste Guidance, Standards and Measures for the Deposit of Inert Waste on Land
RoL 5	Noise at Work Regulations

2.2.4 Calculation of Total Impact

The total impact is determined using the previous three assessments as follows: -

$$\text{Total Impact} = \text{Severity rating} \times \text{Quantity rating} \times \text{Legislative rating}$$

2.2.5 Abnormal Conditions

Abnormal conditions would include, but are not limited to periods of abnormal site operation or emergency situations. This could include: -

- Broken process equipment;
- Broken remediation technologies such as interceptors;

- Spillages;
- Flooding;
- Fire.

Any abnormal condition could increase the impact of one or many aspects. The Total Impact has been multiplied by 2 to denote the significance of an abnormal condition.

$$\text{Abnormal Condition} = \text{Total Impact} \times 2$$

2.2.6 *Significant Aspect*

An aspect is determined to be significant if its Total Impact Score is above 85.

Any aspect that has a score above 85 should be immediately reviewed with a view to implementing corrective and preventative action as soon as possible. Action should be undertaken in accordance with EAP02 – Procedure for determining Environmental Objectives, Targets and Programmes. Any cases where issues of non-conformance or potential non conformance are identified, EAP09 – Corrective and Preventative action procedure will be implemented and followed.

2.2.7 *Indirect Impact*

Each aspect is assessed for its indirect impact which may be either local or global using the following descriptions: -

- Local - abnormal conditions will effect the total significance to the local environment i.e. contamination of air/land/water;
- Global – i.e. depletion of natural resources/global warming.

2.3 **Review of Environment Aspects and Impacts Register**

Once completed the ranked significant environmental aspects and impacts for all operations will be reviewed by Mr Tucker.

Mr Tucker considers the significant environmental aspects and impacts, and confirms their evaluation.

The Environmental Aspects and Impacts Register (EAP01/SD01) in Appendix A shall be assessed annually Mr Tucker.

APPENDIX A
EAP01 Records

		EAP01/SD01	Page 1 of 1		Issue Status: 1						
		Title: Environmental Aspects and Impacts Register			Date: December 2013						
		Environmental Impact		Severity Rating	Quantity Rating	Legislative Rating	Total Impact	Abnormal Condition	Indirect Impact	Environmental Legislation Reference (if applicable)	Significant?
Yearly Quantity (2013)	Units										
Impact from:		Air	Land	Water							

Suspended Solids N/A N/A X 8 2 2 32 No Local RoL 1 No

EAP01/SD02	Page 1 of 1	Issue Status: 1
Title: Total Significance Rating Calculation Form		Date: December 2013

Description of Aspect: Suspended Solids	Input	Output
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Severity Rating

Score 0 – 5
0 = minimum impact
5 = maximum impact

Criteria	Score
Energy Utilisation	0
Hazardous Properties	1
Persistence in the Environment	2
Method of Disposal	1
Impact of Manufacturing Process	0
Control Measures	1
Sustainable Materials Used	0
Overall Severity	5

Quantity Rating

Categories	Quantity Rating
Nil	0
Negligible	1
Average	2
Significant	4

Legislative Rating

Category	Score
Legislation applies	2
No legislation applies	1

Total Significance

Significance Category	Significance Category Score
Overall Severity Rating	5
Quantity Rating	2
Legislative Rating	2
Total Significance	20

	INSIGNIFICANT*
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* delete as appropriate

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**CHAPTER 3
PROCEDURE FOR DETERMINING ENVIRONMENTAL OBJECTIVES, TARGETS AND PROGRAMMES**

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1.0 PURPOSE, SCOPE AND RESPONSIBILITIES

1.1 Purpose

To ensure that environmental objectives and targets are set and prioritised.

This procedure also details the programme in place to ensure that objectives and targets are achieved.

1.2 Scope

This procedure gives guidance on the setting of objectives and targets of the environmental management system, and details how these are implemented into a schedule.

1.3 Responsibilities

The following personnel shall hold primary responsibility for ensuring that the requirements of this procedure are met.

- Site Manager

- Responsible for setting and implementing objectives and targets that are necessary during operations;
- Responsible for ensuring objectives and targets are realistic, and can be achieved throughout the life of the plant.

2.0 PROCEDURE

2.1 Identification of Objectives and Targets

Those aspects that are considered to have / could have a significant impact are given high priority for action. A significant impact occurs when total impact (i.e. severity rating x quantity rating x legislative rating) is greater than 85, as defined in EAP01.

Significant environmental aspects and their impacts will form the basis of a process which will identify objectives and targets. These will be recorded using the EAP02/SD01 form in Appendix A. The Site Manager is responsible for outlining the regulatory requirements and setting objectives based on a review of the aspects and impacts. On completion of this review, the Site Manager will then undertake ongoing environmental audits to monitor the status of targets and report progress to Mr Tucker.

The Site Manager considers the objectives set and confirms their evaluation, and also ensures they are consistent with the environmental policy, especially where there is any commitment to continual improvement.

The setting and reviewing of objectives and targets by the Site Manager will be based upon the following criteria: -

- Legal and other requirements;
- Significant environmental aspects;
- Technological options;
- Financial requirements;
- Operational requirements;
- Business requirements;
- Views of interested parties.

For each objective and target to be set the following details will be included and set: -

- Quantitative or qualitative goals;
- Expected Achievement Date;
- A programme for achievement;
- Named responsible individuals.

The Site Manager is responsible for ensuring objectives and targets are achieved and monitored. This involves an ongoing process to ensure targets are on-track and, if not, taking the appropriate corrective action.

Monitoring of objectives and any corrective action to be taken will be recorded by the Site Manager on the Environmental Monitoring Programme Form EAP02/SD01 in Appendix A

The objectives and targets plan form will be reviewed by Mr Tucker periodically to ensure objectives and targets are being met.

Where appropriate, the objectives and targets plan form will be amended to include new or modified activities, products or procedures.

APPENDIX A
EAP02 Records

EAP02/SD01		Page 1 of 1		Issue Status: 1
Title: Environmental Monitoring Programme Form				
Significant Environmental Aspect	Objective/Target	Expected Achievement Date	Person Responsible	Programme for Achievement
Protective Clothing	All staff are equipped with required PPE	Ongoing	Site Manager	New staff are equipped with the required PPE
Dust	Dust generation shall be adequately controlled so as not to detriment the surrounding environment of nearby sensitive receptors	Ongoing	Site Manager	Implementation and adherence to the dust management plan for the site.
Surface Water	Suspended Solids in water discharged shall be adequately controlled so as not to detriment the surrounding environment of nearby sensitive receptors	Ongoing	Site Manager	Installation and Maintenance of proposed drainage system

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WASTE ACCEPTANCE AND MONITORING PROCEDURE**

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1.0 PURPOSE, SCOPE AND RESPONSIBILITIES

1.1 Purpose

To ensure that accepted waste types are formally defined and that suitable waste acceptance criteria are in place for the site. The acceptance criteria will be applied to all deliveries and will define whether materials meet the inert waste specification and can be accepted. Any materials that do not meet the waste acceptance criteria will be rejected.

To ensure that a suitable testing and monitoring schedule is established to ensure that materials accepted onto site remain within the inert waste classification

To ensure a procedure is in place to reject any materials that do not meet the waste acceptance or fail the monitoring criteria; or in cases where material is already on site; to suitably quarantine the contaminated material until it can be removed to an appropriate facility.

1.2 Scope

This procedure details who has responsibilities and authority for ensuring that: -

1. Accepted waste types are defined;
2. Waste acceptance criteria for the accepted materials are defined;
3. Procedure to reject/quarantine contaminated material is documented;
4. Monitoring/Testing schedule is established.

1.3 Responsibilities

The following personnel shall hold primary responsibility for ensuring that the requirements of this procedure are met.

- Site Manager
 - Responsible for ensuring accepted waste types are defined and acceptance criteria are in place;
 - Responsible for ensuring that a waste rejection and a quarantine procedure is in place;
 - Responsible for ensuring an appropriate monitoring/testing schedule is in place.

2.0 ACCEPTED WASTE TYPES

The site at Talfan Farm has previously been granted planning permission to receive and use the following inert waste as fill material. Furthermore these waste types have been accepted as part of the Waste Recovery Plan for the site approved by NRW which is provided as part of the permit application under separate cover

Table 1 – Accepted Waste Types and codes

EWG Code	Description	Restrictions
1011 03	Waste glass-based fibrous materials	Only without organic binders
1501 07	Glass packaging	
1701 01	Concrete	Selected C & D waste only*
1701 02	Bricks	Selected C & D waste only*
1701 03	Tiles and ceramics	Selected C & D waste only*
1701 07	Mixtures of concrete, bricks, tiles and ceramics	Selected C & D waste only*
1702 02	Glass	
1705 04	Soils and stones	Excluding topsoil, peat; excluding soil and stones from contaminated sites
1912 05	Glass	
2001 02	Glass	Separately collected glass only
2002 02	Soils and stones	Only from garden and parks waste; Excluding topsoil, peat

2.1 Conditions

Wastes acceptance on site will be in accordance with the approved Waste Recovery Plan.

2.2 Pre-acceptance procedure

The following pre-acceptance procedure will be adopted for any material to be brought onto site: -

1. The Pre-acceptance form EAP03-SD01 will be sent to each client during the tendering stage for completion;
2. The inert classification and characterisation of waste to be brought onto site will be confirmed prior to any delivery appointments being made. Confirmation will be by the production of suitable testing certificates/results by the waste producer or in cases where testing is not required under environment agency guidance as outlined in section 2; by producing sufficient supporting evidence to this effect;
3. The supplier will be informed of site procedures and access routes;
4. Following completion of steps 1-3, appointment/s will be scheduled for the delivery of the inert material;
5. Material will be visually inspected upon arrival at site, PRIOR to tipping, for contamination or the presence of any unapproved materials or substances.

Following the successful completion of the 5 steps outlined above, material will be allowed to be tipped on site. Following completion of tipping, a further visual inspection will be conducted for contamination or the presence of unapproved materials or substances.

Potential deliveries which fail any of the 5 steps outlined above will be rejected.

2.3 Testing schedule

Testing will be conducted where required in line with appropriate regulatory guidance.

2.4 Testing body

The Site manager will ensure that any testing undertaken for materials on site will be done so by a suitably accredited laboratory (UKAS, MCERTS etc where applicable).

2.5 Quarantine procedure

Should any contaminated materials be received or discovered on site, they will be immediately extracted and quarantined in the skips available on site for this purpose.

The Site Manager will arrange the removal of the contaminated material to a suitably licensed facility.

The Site Manager will investigate the source of the material in accordance with the Corrective and Preventative Actions procedure EAP09.

APPENDIX A

EAP03 Records

EAP03-SD01 - Pre-Treatment Form

Company Name:	
Company Address:	
Waste Description:	
Waste was generated by	
Intended Disposal Site:	
EWC Code:	
Has testing been performed to confirm waste meets inert classification?	
Describe:	
If testing has not been performed, please state why testing is not considered necessary:	
Has the waste been treated?	
If yes, describe	

I/We confirm that the waste delivered by the above named company and herein described has been tested and treated as detailed above. Note: Treatment is a physical/chemical/thermal or biological process including sorting that also changes the characteristics of the waste.

Name	
Signature	
Position in the company	
Date	

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**CHAPTER 5
TRAFFIC MANAGEMENT STRATEGY**

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1.0 PURPOSE, SCOPE AND RESPONSIBILITIES

1.1 Purpose

The Traffic Management Strategy is designed to optimise the interface wherever possible between Public and Site traffic; and to ensure that suitable measures are in place to mitigate risks associated with movements to and from the site.

1.2 Scope

This procedure gives guidance on: -

1. Site layout;
2. Delivery scheduling;
3. Reversing.

1.3 Responsibilities

The following personnel shall hold primary responsibility for ensuring that the requirements of this procedure are met.

- Site Manager
 - Responsible for ensuring the access to and from the site is maintained at all times to provide suitable access for delivery vehicles and not adversely affect members of the public also using the highway;
 - Responsible for co-ordinating deliveries;
 - Responsible for ensuring that the site layout is suitable for the vehicles using it.

2.0 THE SITE

2.1 Site Access

The site is accessed via a private track/road at private entrance approximately 6m wide off of the A477 trunk road. There is a passing place half way up the road wide enough for two vehicles to safely pass side by side.

The entrance is situated within a designated 30 mph zone and has good visibility in both directions.

A turning circle exists on site in addition to hardstanding areas which will allow vehicles to enter and exit via the same entrance.

Deliveries to the site will be controlled by adopting an appointment system. The delivery system will allow time gaps to be established to prevent lorries meeting on the site access road.

In the event of a delivery time being over-run and if a further delivery cannot be cancelled or delayed, there will be provision for parking of lorries on site, off of the public highway. Access is sufficiently wide to allow lorries to pass side by side safely and turn using the turning circle.

The site is within private property and is suitably isolated from the public by fencing and gates. There is no current pedestrian access and there are currently no plans to provide provision for pedestrian access through the site.

The site will be kept free of obstacles. Hard-standing employed for roads and the turning circle will mitigate the risk of mud deposition on the roads by vehicles. The site will be continuously monitored and cleaned should any mud be deposited.

2.2 Source material and traffic movements

Under current proposals, inert fill material will be sourced locally from local construction activity. We anticipate that around 3100 lorry movements will be required to fill the land (based on 10m³ loads), although this obviously depends upon the vehicle size.

The quantity of material imported to site shall not exceed 200 tonnes on any day unless otherwise agreed with the Local Authority, in line with the planning permission granted for the site.

If sufficient volume of material was available to allow approximately 13 deliveries each day Monday – Friday and 9 movements on a Saturday based on appointment intervals of 30-40 minutes, the required volume of material would then be reached within one year of operation (based on 10m³ loads).

3.0 TRAFFIC MANAGEMENT PLAN

Delivery vehicles will utilise the A477 to access the site. Delivery vehicles will utilise the same route to leave the site and gain access back onto the public highway.

Immediately upon commencement, all deliveries, operatives and visitors to the site will report to the site manager.

They will be inducted by the site manager, and be informed of emergency procedures, assembly points, first aid, site rules, etc. at this time. PPE appropriate to the tasks being undertaken will be checked upon signing in.

Contractors, visitors and staff will use existing pedestrian routes until such time as the sites are enclosed and access control is operational.

All contractors will be allocated a delivery schedule. Drivers will be given a delivery window, if the contractors do not arrive during this time then the delivery may be refused by the site manager.

Under no circumstances will lorries be allowed to lay-up in surrounding roads.

Lorries will only be allowed to lay up on site in cases of emergency or unforeseen complications where the site manager was unable to prevent or reschedule the delivery. Laying up on site will be an emergency solution and all due diligence will be employed when developing a delivery schedule to try and prevent conflicts from occurring.

3.1 Delivery Vehicles/Laying Up

3.1.1 Prevention Steps

1. Delivery hours will be limited to working hours;
2. Deliveries will be booked in with the Site Managers, and logged on a central register;
3. The site manager will ensure that the required personnel will be in position half an hour before start of work and before the earliest delivery time in order to ensure the site is clear and ready to receive the delivery and provide access to the site when the delivery arrives;
4. Delivery drivers who persistently miss delivery slots, will be reported to the Site Manager, who will take up the appropriate actions with the offending company.

3.1.2 Site Administration

Responsibility for any construction traffic movement is that of the Site Manager who will: -

- a) Ensure that subcontractors, suppliers and deliveries adhere to procedures set out in the Pre-site conditions by booking in deliveries giving the required notices;
- b) Prevent unauthorised contractors parking and the congestion of traffic. All personnel in the team will be in contact with each other and the site manager who in turn will have mobile and telephone contact with the subcontractors;
- c) Provide suitable security at the site access and the unloading bay;
- d) Maintain roads in a clean and safe condition.

3.2 Demountable containers

It is currently anticipated that demountable containers will be used as a quarantine method for any unauthorised material delivered to the site which cannot be rejected and removed from site at the initial delivery stage.

There will be sufficient room for the demountable containers to be stored and accessed on site. The location will be of suitable ground quality to enable the drop-off and pick up of the containers. There are currently no overhead cables or obstacles that could pose risk to the demounting of containers and the site will be maintained in this respect.

The planned site layout and scheduling of deliveries for mainstream site activity will also be employed for the delivery and collection of demountable containers. The delivery and collection of demountable containers will be scheduled around normal deliveries to ensure that no conflicts occur.

Reversing will be minimised as much as possible and is discussed in further detail below.

3.3 Reversing

It is accepted that there is an inherent risk with any vehicles reversing on any site and it should therefore be prevented or minimised wherever possible. However there are limitations for practicable development of site access and reversing may be required upon occasion.

It is currently anticipated that delivery vehicles will have to perform one reversing manoeuvre which will cover a short distance across the site to a tipping point. The risk associated with reversing vehicles will therefore be mitigated by the following measures: -

1. Reversing will be minimised by the installation of a turning circle fit for anticipated vehicles. Details of site access and layout will be distributed to all parties, prior to any deliveries commencing;
2. Delivery lorries fitted with rear mounted reversing cameras will utilise them;
3. Deliveries will be received by appointment only, this will ensure that the site is clean, clear and ready to accept delivery;
4. Site personnel will be required to wear appropriate high visibility PPE at all times.

3.4 Signage

Signage will be erected as required to comply with the planning permission for the site.

4.0 ASSESSMENT OF SITE RISK

There is suitable access to the site along the A477 trunk road for the currently anticipated delivery vehicles, and therefore we believe that risk associated with site access is as low as practicable. However the following measures will ensure that the risk remains low:

1. Delivery hours will be limited to working hours specified within the planning permission. These hours will form part of subcontract documentation, and subcontractors will be reminded of this during the tendering process;
2. Deliveries are booked in with the Site Manager, and logged on a central register;
3. The site manager will ensure that the required personnel will be in position half an hour before start of work and before the earliest delivery time in order to ensure the site is clear and ready to receive the delivery and provide access to the site when the delivery arrives;
4. Persistent offenders will be reported to the Site Manager, who will take up the appropriate actions with the offending company.

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**CHAPTER 6
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1.0 PURPOSE, SCOPE AND RESPONSIBILITIES

1.1 Purpose

To ensure that all reasonably foreseeable environmental incidents are identified and procedures are developed and maintained which outline the responsibilities of staff in the event of an incident.

1.2 Scope

This procedure gives guidance on: -

1. identifying potential accidents and emergency situations;
2. preventing and mitigating environmental impacts that may be associated with potential accidents and emergencies.

1.3 Responsibilities

The following personnel shall hold primary responsibility for ensuring that the requirements of this procedure are met.

- Site Manager
 - Responsible for identifying all potential accidents and incidents;
 - Responsible for ensuring that adequate responses are in place in the event of potential accidents and incidents.

2.0 PROCEDURE

2.1 Identification of Potential Hazards

Under current plans, the only materials that will be utilised on site will be inert waste being brought into the site and drainage pipe that will be laid as works progress. There is no topsoil that will require stripping prior to the commencement of works. The inert material being delivered to the site will be moved and compacted as soon as practicably possible to minimise dust generation.

With the exception of the two materials noted above, the only other hazards would be potential spillages associated with delivery lorries and plant utilised in the movement and compaction of delivered material. No fuel or other liquids will be stored on site. No refuelling of plant will be undertaken on site.

2.2 General Measures Undertaken to Minimise Risk

The following measures are undertaken in order to reduce any risks: -

- Spill Control kits will be provided on site where necessary,
- Incoming raw materials are visually checked to ensure they do not contain any material which have the potential to cause any accidents/incidents;
- All inert material received on site will be moved and compacted as soon as possible to prevent dust generation;
- Any unauthorised or contaminated material discovered/received on site which cannot immediately be sent back to source will be stored in quarantine skips on site until it can be removed to prevent contamination of the site;
- Deliveries will be by appointment only to prevent congestion or lorries meeting head on at the access road or entrance to the site;
- In exceptional circumstances where delays cause deliveries to overlap, there will be provision of a safe lay-up area on site to remove the lorry from the public highway;
- A speed restriction is in place on site to prevent collisions;
- Reversing is minimised as far as possible; and where required is performed using the appropriate aids and personnel;
- An accident book is in place to record all incidents, near misses;
- A log book of any changes to procedure, abnormal events and findings of maintenance inspections is kept at the site office;
- Any recommendations/improvements suggested by accident/incident reports are implemented if feasible;
- All staff will be given induction training prior to their undertaking of any works on site.

2.3 Incident Management

The main potential incidents are: -

1. Spillages;
2. Serious accident.

The procedure for dealing with each of the above scenarios is described in the following sections.

2.3.1 Spillages

Likelihood of occurrence – low

Consequences - Unauthorised release of substance to surrounding environment

2.3.1.1 Responsibilities

The Site Manager is responsible for dealing with all spills, their prevention, response and remediation.

2.3.1.2 Procedure

Any spill that occurs shall be reported immediately to the Site Manager.

All spills shall in the first instance be considered as an 'Emergency' and the first act is that of containment. This is implemented through the provision and effective use of Spill Control Kits. Such kits are located at strategic locations on site. The kits are kept in appropriate containers (wheelie bins or drums) and are clearly marked for identification.

The requirements for the provision of spill kits have been identified through an assessment process that covered: -

- The inventory of hazardous liquids with respect to the requirements of the COSHH regulations;
- Site plans including storage areas and drainage plans;
- Sensitive environmental issues and the location of controlled waters.

A variety of spill control materials depending on the type of spill hazards identified will be utilised.

2.3.1.3 Response and remediation

In the event of a spillage, the effective area is cordoned off and spill response kits are utilised. The appropriate PPE (in addition to normal site PPE, gloves and eye protection as a minimum must be worn when dealing with any spills).

If the incident is on a larger scale, the appointed spill control contractor must be contacted and specialist assistance provided.

If any hazardous material leaks into the facility drainage system or storm drains, or if any hazardous materials are accidentally discharged to air, land or water, the Site Manager must notify the Environment Agency immediately of the incident.

Reporting of the incident is then carried out in accordance with Section 2.4.

2.3.2 Serious Accident

Likelihood of occurrence – low

Consequences – Injury of employee/s

2.3.2.1 Responsibilities

The Site manager is responsible for dealing with serious accidents.

2.3.2.2 Procedure

The procedures outlined below must be followed by the relevant personnel.

Man at the scene of the incident: -

1. Inform the Site Manager;
2. Give all relevant information;
3. State if an ambulance is required.

Site Manager

1. Inform Mr Tucker;
2. Proceed to the scene of the incident;
3. Call Emergency Services if required;
4. Eliminate any consequential dangers if safe to do so;
5. Meet Emergency Services at site entrance;
6. Liaise with Emergency Services;
7. Inform Members of the Coroner's Office, Police and Health and Safety Executive in the event of any fatalities or serious injury.

2.4 Incident Reporting

2.4.1 General

Accident/incident investigation involves a transparent process of open reporting and analytical investigation of any undesired event, which resulted, or may have resulted in injury to people, damage to property, loss to process or damage to the environment.

2.4.2 Reporting of accidents/incidents

The reporting and investigation of accidents and incidents will be conducted in compliance with all relevant legislation and company policy.

The Site Manager shall investigate the circumstances of any accidents or incidents. The Site Manager shall: -

1. Take any immediate action, perceived to be necessary to render the situation safe;
2. Take witness statements as appropriate;
3. For each immediate cause, identify basic causes;
4. Describe remedial action taken and make recommendations;
5. Attach any relevant permits and related documents.

Retrospectively of the investigation the Site Manager shall complete the risk evaluation/immediate causes/basic causes/remedial actions sections of the report.

The member of staff directly involved in the accident/incident will complete the EAP05/SD01 Staff Accident/Incident Report Form (shown in Appendix A) and return it to the Site Manager immediately after the incident has occurred.

2.4.3 Managers Review

The Site Manager shall check the report and agree further action/investigation required. Actions shall be allocated to named individuals together with a completion date.

The Site Manager is responsible for ensuring that remedial action is undertaken, resources are allocated and that the remedial action is effective.

The Site Manager is responsible for ensuring that the originator of the report receives feedback on how the issue(s) were resolved through the supply of a copy of the interim report.

2.4.4 Remedial Actions

Once the basic causes are known, using past experience, knowledge of the job and the people, the proposed remedies can be specified. Actions may include maintenance, training or the provision of improved procedures. Those closest to the incident, using local knowledge, are best placed to identify what is required.

2.4.5 Works Enquiry

The terms of reference will normally include: -

1. Investigation of the circumstance leading to an accident/incident, establishing contacts and losses;
2. Establishment of the immediate causes (e.g. the use of defective equipment) and the basic causes (e.g. personal factors such as lack of training etc.);
3. Establish an estimate of the actual/potential damage;
4. Recommend actions to improve the safety programme and raise standards or increase compliance with a view to preventing a recurrence;
5. Recommendation of a review to the risk assessments/COSHH assessments as appropriate;
6. To review the emergency responses and any preventative measures in force at the time.

An interim report shall be produced within 3 days followed by a final report containing conclusion and recommendations. A template for this report may be found in EAP05-SD02 Accident Investigation Report in Appendix A. The report shall be addressed to the Site Manager.

The Site Manager shall formally accept or reject the conclusions and recommendations, take ownership of the remedial action and ensure that follow up is progressed to satisfactory completion.

The distribution of copies of the final report to Staff is at the discretion of the Site Manager.

2.4.6 Follow-up Procedures

The actions agreed on the Accident/Incident Report forms are to be undertaken by the Site Manager. At the end of each calendar month the Site Manager shall check the progress of each action with the individuals concerned.

The Site Manager shall maintain records of accident/incidents for a minimum of three years for future reference.

At the end of each year, a summary of the actions undertaken in response to the accident/incident report forms, together with any outstanding work that may be required will be produced by the Site Manager.

If there are any areas where improvements are required these shall be implemented as soon as is practicable. All improvements and deadlines will be discussed with the Environment Agency to ensure appropriate timescales can be set.

APPENDIX A
EAP05 Records

EAP05/SD01	Page 1 of 1	Issue: 1
Title Staff Accident/Incident Report Form		Date: December 2013

STAFF ACCIDENT/INCIDENT REPORT FORM

FOR COMPLETION BY EMPLOYEE

Please answer the following enquiries and return the form to the Site Manager immediately.

Date of accident/incident	
Time of accident/incident	
Cause of accident/incident (describe fully)	
Nature and extent of injuries to personnel	
Nature and extent of damage to the environment	
Names of any persons who witnessed the accident/incident	
Date of birth	
State <u>exactly what you were doing</u> when the accident occurred	
Signed	
Works no.	
Full name	
Address	
National Insurance no.	

EAP05/SD02	Page 1 of 3	Issue Status: 1
Title: Accident Investigation Report	Date: December 2013	

ACCIDENT INVESTIGATION REPORT

Name of person involved				Works no	
Address					
Date of birth		Marital status			
Occupation		Staff Grade		Date entered employment	
Foreman			Department		
Date of accident		Time of accident		Date received treatment	
Date of investigation		Date ceased work		Time	
Present at investigation					
Witnesses					
Location of accident					

History of accident

Type of accident		Nature of injury	
Cause of accident		Location of injury	
Equipment involved		Result of injury	
Was medical attention required		Environmental clean up required	
Permanent incapacity likely			
Departmental Managers Report			
Action taken to prevent recurrence			
Date		Signed	
Safety Officers Comments			
Date		Signed	

**INERT RESTORATION SCHEME PERMIT APPLICATION
LLANDDOWROR, ST CLEARS**

ENVIRONMENTAL MANAGEMENT SYSTEM

**CHAPTER 7
ENVIRONMENTAL MONITORING AND MEASUREMENT PROCEDURE**

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APPENDIX A EAP06 Records

1.0 PURPOSE, SCOPE AND RESPONSIBILITIES

1.1 Purpose

To identify those operations and activities which require monitoring are monitored at a suitable frequency, suitable representative sampling is undertaken and appropriate analysis is performed.

1.2 Scope

This procedure gives guidance on the significant environmental impacts that arise, and documents the monitoring and measurement procedures that are carried out.

This procedure gives guidance on: -

1. Monitoring requirements;
2. Sampling and analysis methods;
3. Acceptance limits for criterion being monitored;
4. Procedure to follow should limits be exceeded;
5. Key Performance Indicators.

1.3 Responsibilities

The Site Manager is responsible for ensuring monitoring and measurement of all significant environmental impacts is undertaken and that results are documented and reviewed.

The Site Manager is responsible for setting Key Performance Indicators based on the outcome of the monitoring and measurement.

The Site Manager is responsible for the review of the monitoring and measurement results and also the review of the Key Performance Indicators.

The Site Manager is responsible for initiating investigations for all issues of non-compliance identified through sample analysis and informing the relevant authorities where limits are exceeded. Investigations should be conducted in accordance with EAP09 – Corrective and Preventative Action Procedure.

2.0 PROCEDURE

2.1 Identification of Monitoring and Measurement Requirements

The Site Manager identifies all the monitoring and measurements required for the installation by law or for internal purposes. When doing so they complete the form EAP06/SD01 Monitoring and Measurement Requirements in Appendix A.

The Site Manager presents EAP06/SD01 in Appendix A to Mr Tucker for approval.

Mr Tucker considers the requirements and confirms their need.

Mr Tucker and the Site Manager will ensure that all the requirements of EAP06/SD01 in Appendix A are undertaken.

EAP06/SD01 in Appendix A is reviewed annually as a minimum to determine its relevance.

2.2 Monitoring and Measurement Requirements (EAP06/SD01)

2.2.1 *Determination of requirements*

Monitoring and measurement requirements are determined by relevant environmental legislation or by internal requirements. The Site Manager will ensure that all monitoring and measurement requirements are documented on form EAP06/SD01 in Appendix A. This form will be reviewed annually, or as and when changes in legislation apply.

2.2.2 *Monitoring and Measurement Undertaken by Staff*

The Site Manager will ensure that staff are aware of the monitoring and measurement requirements and ensure their completion. All results of monitoring and measurements will be compiled into a report by the Site Manager.

The Site Manager will ensure that all monitoring equipment used is calibrated and maintained. Currently there are no pieces of monitoring equipment that are anticipated to require calibration.

2.2.3 *Monitoring and Measurement Undertaken by Sub Contractors*

The Site Manager will ensure that monitoring by Sub Contractors is undertaken when necessary.

Sub Contractors are assessed in accordance with the agreed site-specific protocol and documented procedures. Contractor's adherence to protocol and procedure should be audited internally.

If required further details of maintenance records and calibration method statements and schedules should be sought.

All monitoring and measurement procedures used by Sub Contractors will be reviewed annually by the Site Manager to ensure they are appropriate.

Any monitoring results will be reviewed, trended and analysed each month by the Site Manager. All sampling facilities will be assessed by the Site Manager to ensure they are fit for purpose. If sampling facilities do not conform to current standards, improvements will be made.

Periodic audits will be undertaken by the Site Manager to ensure the quality of the Sub Contractors used.

Monitoring and measurement reports submitted by Sub Contractors will be reviewed by the Site Manager to ensure that all relevant information is included prior to submission at Management Meetings.

Copies of monitoring and measurement reports will be kept for a period of at least 7 years.

2.3 Sampling and Analysis Methods

Samples will be taken at the locations and frequency specified; and analysed for contaminants of concern as identified within the Environmental Permit for the site.

2.4 Key Performance Indicators

In order to track performance the Site Manager keeps a record of all monitoring and maintenance undertaken (both internally and by Sub Contractors). This information is annually reviewed and compared to Key Performance Indicators. Key Performance Indicators are recorded on form EAP06/SD02 in Appendix A. Any performance changes are documented and presented at Management Meetings.

The information will be reviewed and Key Performance Indicators will be adjusted where required to ensure that environmental objectives are met.

2.5 Aftercare Monitoring

Following completion of the raising site levels, aftercare monitoring will be conducted for a required period to allow collection of sufficient data to illustrate the site poses no on-going risk and to support a permit surrender application.

2.6 Additional Requirements

Any additional requirements will be added to form EAP06/SD01 in Appendix A as required by legislation or as a result of meetings.

APPENDIX A
EAP06 Records

ENVIRONMENTAL ASSURANCE PROCEDURE	
EAP06/SD01	ISSUE STATUS = 1
Title: Monitoring and Measurement Requirements	Date: December 2013

Activity	Description	Responsibility	Frequency of Monitoring	Reporting
Entire Site Operations	Undertake PPC audit to ensure all PPC Permit conditions are complied with. Evaluation of compliance with other relevant environmental legislation and regulations	Site Manager	Annual	The results of the audit are submitted to Mr Meredith.
	All plant, equipment and technical means used shall be maintained in good operating condition and calibrated if required	Site Manager	Monthly	Any abnormal conditions will be reported.
Operational Matters	All staff are to be suitably trained and fully conversant with the requirements of the Permit	Site Manager	Annual	The results of the audit are submitted to Mr Meredith.
	The strength of working solutions will be reviewed to determine if less concentrated solutions can be used	Site Manager	Annual	The results of the review are submitted to Mr Meredith.
Emissions to Water	Surface water body will be monitored as required by the environmental permit for the site	Site Manager		Any results of monitoring will be trended and reviewed monthly

ENVIRONMENTAL ASSURANCE PROCEDURE		
EAP06/SD02		ISSUE STATUS = 1
Title: Key Performance Indicators		Date: December 2013

KPI ref no:	Key Performance Indicator	Target	Due Date	Current Status
KPI/01	All PPC Permit conditions are complied with	100% of permit conditions are complied with	Ongoing	
KPI/02	All plant and associated equipment is maintained appropriately	100% of equipment well maintained	Maintenance is ongoing	
KPI/03	All staff are fully aware of their environmental obligations	100% of staff	Ongoing	
KPI/04	Monitoring	Monitored parameters to remain within environmental quality standards where relevant	Monitoring is undertaken as per the environmental permit	
KPI/05	WAC compliance testing where required shows waste accepted onto site is compliant.	100% of samples are complaint with WAC guidelines	Ongoing	

**INERT RESTORATION SCHEME PERMIT APPLICATION
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**CHAPTER 8
FUGITIVE EMISSION AND NOISE CONTROL PROCEDURE**

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1.0 PURPOSE, SCOPE AND RESPONSIBILITIES

1.1 Purpose

To establish the potential sources of fugitive emission and noise generation on site and identify suitable mitigation strategies.

1.2 Scope

This procedure gives guidance on: -

1. Potential sources of fugitive emissions and noise on site;
2. Actions to prevent fugitive emissions and noise generation;
3. Actions when fugitive emissions are identified.

1.3 Responsibilities

The following personnel shall hold primary responsibility for ensuring that the requirements of this procedure are met.

- Site Manager
 - Responsible for ensuring sources of fugitive emissions and noise are identified;
 - Responsible for ensuring suitable mitigation measures are established for sources identified;
 - Responsible for ensuring site personnel are aware and can apply mitigation measures when required;
 - Responsible for ensuring site personnel are aware of their responsibility to remain vigilant for fugitive emission generation and report any instances to the Site Manager immediately.

2.0 PROCEDURE

2.1 Fugitive Emissions

2.1.1 Dust

Dust is considered to be any solid matter emanating from surface mineral working, or from vehicles serving it, which is borne by the air and can have a range of particle size. Particulate matter is classified by size, Table 1 gives the main classifications pertinent to the facility.

Table 1

Classification	Particle Size
Grit	Diameter >75µm
Dust	Diameter <75µm
Total suspended particulate (TSD)	Diameter <15µm
Thoracic dust	Diameter <10µm (PM10)
Respirable dust	Diameter <2.5µm (PM2.5)

Dust can be picked up by the wind from a number of sources including the ground, segregating equipment, the surface of roads or stockpiles. The solid matter that could emanate from this site would be inert and non toxic and would consist mainly of soil which will have a brown colouration.

The main potential effects of dust are: -

- visual; dust plumes, reduced visibility, coating and soiling of surfaces (including drying clothes) leading to annoyance, loss of amenity, the need to clean surfaces;
- coating of vegetation leading to changes in growth rates of vegetation and possibly reducing value of agricultural products;
- Inhalation of respirable airborne dust by local residents.

2.1.2 Mud on the road

Mud deposition on public highways from industry is a large problem. Mud is mainly deposited on highways from lorries, construction machinery and agricultural machinery

For the Talfan Farm site the principal method of potential mud deposition on the public highway would be via delivery lorries coming to and from site. Therefore ensuring suitable mitigation measures are in place is key to the sites compliance in respect of mud on the road.

The main potential effects of mud are: -

- coating and soiling of surfaces and roads making them slippery and increasing the risk of accidents and the need to clean surfaces;
- coating of vegetation leading to changes in growth rates of vegetation and possibly reducing value of agricultural products.

2.2 Noise

Exposure to loud noises in the workplace can severely damage hearing, therefore exposure to such noises should be minimised or removed where possible. The Control of Noise at Work Regulations 2005 set out guidance on acceptable levels of noise in the workplace, these values are outlined below: -

Lower exposure action values: -

- daily or weekly exposure of 80 dB;
- peak sound pressure of 135 dB;

Upper exposure action values: -

- daily or weekly exposure of 85 dB;
- peak sound pressure of 137 dB.

Exposure limit values: -

- daily or weekly exposure of 87 dB;
- peak sound pressure of 140 dB.

Noise characteristics and levels can vary substantially according to their source and the type of activity involved. In the case of industrial development, for example, the character of the noise should be taken into account as well as its level. Sudden impulses, irregular noise or noise which contains a distinguishable continuous tone will require special consideration.

It is currently expected that any noise generated at the Talfan Farm site will fall below published limits and will not require any mitigation measures.

2.3 Potential Sources of Fugitive Emissions

Talfan Farm is located within a natural valley with the inert waste landfill site itself being situated in a recessed void with sharp breaks in slope. The confined nature of the site acts as a natural wind break, reducing the degree of mobilisation of dust.

The potential sources of fugitive emission generation on site include: -

- Site Preparatory works;
- Excavation;
- Handling of Material;
- Tipping of Material;
- Stockpiles;
- On site vehicle movements.

2.4 Potential Receptors

There are both Human and Ecological receptors within close proximity to the proposed inert landfill site.

Human receptors

The following human receptors are located in close proximity to the quarry: -

- Residential dwelling of the site owner approx. 20m to the North East of the current site boundary;

Ecological Receptors

The Ancient Woodland and surface water body located adjacent to the site.

The remaining surroundings comprise arable land.

Each of the receptors identified above could be susceptible to any dust generated on site.

2.5 Fugitive Emission Control Measures

Mr Tucker recognizes the potential for dust generation to cause nuisance and is committed to operating the site in accordance with best available technology and best available techniques. By

successful implementation of both aspects, it is expected that dust levels will be adequately controlled.

The Site Manager shall be responsible for ensuring best practice dust mitigation measures are in place, implemented and adhered to at all times. Dust control measures will include the following: -

- ✓ All Delivery vehicles shall be covered when entering and exiting the site to prevent dust generation;
- ✓ Speed limit of 10 mph shall be kept within the quarry and on all haul roads. Speed limit should be sign posted on all haul roads;
- ✓ Maintain the existing vegetation screening around each area of working to reduce wind speeds;
- ✓ The drop distance at each transfer point shall be reduced to the minimum the equipment can safely achieve;
- ✓ Plant equipment and their enclosures shall be inspected on a regular basis as recommended by the manufacturer;
- ✓ Embankments and other wind breaks such as fencing and tree lines shall be used to surround all or part of the stockpiling area or if necessary stockpiles will be formed in areas protected from the prevailing winds, away from sensitive receptors;
- ✓ Stockpile shall be limited to maximum height;
- ✓ Stockpiling shall be performed to minimize drop distance and control potential dust release;
- ✓ Stockpiles should be observed daily and watered whenever fugitive dust release is observed;
- ✓ An approved encrusting agent/binder should be applied to any piles intended for long term storage;
- ✓ All staff members will be required to notify the quarry manager of any excessive fugitive emissions observed;
- ✓ Minimise the creation of dust by planning and design so that stockpile tips and mounds are formed to minimise dust creation by using gentle slopes and avoiding sharp changes of shape;
- ✓ Soil removal will be restricted to low risk meteorological periods;
- ✓ Soil handling shall be limited to short periods of time;
- ✓ Small scale plant shall be used to move soil where possible. All topsoil would be stored in a mound to a maximum height of 3m and seeded and managed until return to restoration;
- ✓ All subsoil would be stored in mounds to a maximum height of 5m and seeded and managed until returned for restoration;
- ✓ Vehicles shall not be overloaded reducing spillage and covered to prevent wind whipping;
- ✓ An adequate water supply for dust suppression will be maintained at the site at all times;
- ✓ A tractor and water bowser will be deployed, as and when necessary, to control dust arising from site activities and on site traffic movements;
- ✓ Inherent moisture within the soils will be maintained to reduce the amount of dust raised during restoration. However, when necessary, particularly dry soils and particulate matter will be sprayed with water prior to movement;

- ✓ In dry and dusty conditions, the primary site road and secondary site roads will be sprayed with water to suppress dust using the sites water bowser. Operational areas will be sprayed with water as necessary to suppress dust.

2.5.1 Training

Management will ensure that all personnel are provided with the necessary training in dust control measures and the appropriate action to be taken if dust levels are exceeded.

Training, awareness and compliance will be monitored on an ongoing basis.

2.5.2 Maintenance

A maintenance schedule will be created and implemented for all aspects of site process. This will include, but is not limited to: -

- Routine equipment inspections;
- Preventative maintenance activities;
- Reactive maintenance to breakdown or malfunction of site equipment.

Routine and Preventative maintenance should be effectively employed to prevent the need for reactive maintenance at all times.

2.6 Dust Action Plan

A dust action plan will be implemented following: -

1. a complaint;
2. during times of high risk (high wind and high temperature);
3. following observation of significant volumes of airborne dust being released from the site.

In the case of Material handling, the following procedure will be followed: -

- Immediately take steps to identify the cause;
- Immediately cease operations until corrective action can be undertaken or adverse weather conditions abate;
- Implement the use of corrective action such as the use of mobile water bowsers or temporarily move area of operation to a more suitable area until adverse weather conditions abate;
- Record all incidents and actions taken in the site log book.

In the case of Vehicle movements, the following procedure will be followed: -

- Immediately take steps to identify the cause;
- Immediately cease vehicle movements until corrective action can be undertaken or adverse weather conditions abate;
- Implement the use of corrective action such as the use of mobile water bowsers to roads, repair of road surface or repair / replacement of vehicle coverings;
- Ensure vehicles and roads are sufficiently clean so as not to produce excess dust;
- Ensure site speed limits are being complied with;
- Record all incidents and actions taken in the site log book.

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**CHAPTER 9
TRAINING PROCEDURE**

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1.0 PURPOSE, SCOPE AND RESPONSIBILITIES

1.1 Purpose

To identify training needs and ensure that all personnel whose work may create a significant impact upon the environment have received appropriate training.

1.2 Scope

This procedure is applicable to employees or members at each relevant function or level.

1.3 Responsibilities

The following personnel shall hold primary responsibility for ensuring that the requirements of this procedure are met.

- Site Manager
 - Responsible for ensuring that all personnel are aware of their environmental obligations and provide in-house training when necessary;
 - Identification of training needs.

2.0 PROCEDURE

2.1 Implementation

Induction training is given to each new employee when he/she is employed at the site. All employees are instructed on environmental matters concerning the site which outlines the following basic principals: -

- The importance of conformance with company Environmental Policy, the associated Environmental Assurance Procedures and all other requirements of the Environmental Management System;
- The significant environmental impacts, both actual or potential of their work activities, and the associated environmental benefits associated with improved personal performance;
- Employee's roles and responsibilities in achieving conformance with all aspects of the environmental management system;
- The potential consequences if the environmental assurance procedures and associated environmental legislation are not followed;
- Reporting procedures if deviations from the permit conditions occur;
- Incident procedure that should be followed once a deviation has been identified.

All employees are required to sign EAP08/SD01 Environmental Register in Appendix A to ensure that they have received instruction on environmental matters concerning the site and understand all their obligations.

All training given is recorded on EAP08/SD02 Training Record Card in Appendix A on completion of training. This record includes the following information: -

- (a) the person's name and signature;
- (b) job no./title, as appropriate;
- (c) details of training given;
- (d) dates training given;
- (e) qualifications achieved (where applicable).

Training is reviewed by the Site Manager on an annual basis at which time the annual training programme is agreed. The training review will ensure that the training needs of all employees are identified and methods for providing that training established.

Where a need is identified the relevant training courses are arranged by the Site Manager.

With the exception of the annual planning of training needs, exceptional needs which occur within the planning period are determined, reviewed and are authorised by the Site Manager.

APPENDIX A
EAP08 Records

ENVIRONMENTAL ASSURANCE PROCEDURE	
EAP08/SD01	ISSUE STATUS = 1
Title: Environmental Register	Date: December 13

ISSUE STATUS = 1

Date: December 13

[illegible]

ENVIRONMENTAL ASSURANCE PROCEDURE	
EAP08/SD02	ISSUE STATUS = 1
Title: Training Record	Date: December 2013

ISSUE STATUS = 1

Date: December 2013[illegible]

**INERT RESTORATION SCHEME PERMIT APPLICATION
LLANDDOWROR, ST CLEARS**

**CHAPTER 10
NON-CONFORMANCE: CORRECTIVE AND PREVENTATIVE ACTION PROCEDURE**

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APPENDIX A EAP09 Record

1.0 PURPOSE, SCOPE AND RESPONSIBILITIES

1.1 Purpose

To ensure that: -

1. Instances of non-conformance are controlled in a manner which prevents inadvertent use or have negative environmental impact;
2. Environmental concerns are handled in such a way as to minimise customer or interested party dissatisfaction.

1.2 Scope

This procedure gives guidance on: -

1. Responsibilities and authority for handling and investigating non-conformance;
2. Completing corrective and preventive action.

1.3 Responsibilities

The following personnel shall hold primary responsibility for ensuring that the requirements of this procedure are met.

- Site Manager
 - Responsible for investigating non-conformities;
 - Responsible for completing corrective and preventive action.

2.0 PROCEDURE

2.1 Investigation of Non-Conformance

Any external/internal non-conformances raised against the requirements of the PPC Permit, are recorded on an improvement action report (EAP09/SD01) and followed up, as appropriate, to address the concern identified to prevent occurrence or re-occurrence and details recorded on the improvement action report, to ensure they are effectively closed out.

These are reported/reviewed as part of review meetings.

The following action is taken: -

Task No.	Action	Responsibility
1.	The cause of the non-conformance is identified	Site Manager
2.	Corrective action identified and implemented	Site Manager
3.	Action is taken to implement or modify control systems to prevent recurrence	Site Manager
4.	Written procedures are modified if necessary	Site Manager
5.	Verification that corrective action undertaken has resolved the issue.	Site Manager

Investigation of the non-conformance should be formally documented in a corrective action log. This will ensure that the issue and appropriate corrective action implemented are clearly defined and should prevent recurrence of the issue. The log should be readily available for review.

As a minimum the corrective action log should record the following information: -

- Unique code assigned to the Issue of Non-Compliance as soon as it is identified;
- Description of the issue of non-compliance;
- Investigative path undertaken;
- Description of Cause (if ascertained);
- Description of Corrective action implemented;
- Description of preventative maintenance undertaken to prevent recurrence.

2.2 Preventive Action

Preventive actions identified are recorded on an improvement action report. These can be raised as an outcome of the following activities: -

- Audit Results;
- Analysis of Data;
- Customer Complaints/Perception;
- Supplier Concerns;
- Internal Concerns;
- Management Review;
- Staff Suggestions.

They are reviewed/monitored by the Site Manager to ensure appropriate actions are effectively taken.

They are also reported/reviewed as part review meetings.

2.3 Improvement Action

All environmental improvements required by legislation are listed on form EAP09/SD02 in Appendix A by the Site Manager.

APPENDIX A
EAP09 Record

EAP09/SD01	Page 1 of 1	ISSUE STATUS: 1
Title: Improvement Action Report		Date: December 2013

Date		Completed By		Report No.	
Source of Concern	Internal/Customer/Supplier/Regulatory Authority				
Type of Concern	Un-authorized Release/Non-Compliance				
Name/Contact Details					
Details of Concern					
Raised by		Notified to		Date	
Investigation/Cause of Non-conformance					
Undertaken by		Notified to		Date	
Action Taken					
Undertaken by		Notified to		Date	
Action to prevent recurrence					
Raised by		Notified to		Date	

EAP09/SD01	Page 1 of 1	ISSUE STATUS: 1
Title: Improvement Action Report		Date: December 2013

Verification Corrective action taken undertaken has resolved the issue					
Undertaken by		Notified to		Date	
All Action Complete				Date	

**INERT RESTORATION SCHEME PERMIT APPLICATION
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**CHAPTER 11
ENVIRONMENTAL MANAGEMENT SYSTEM AUDIT PROCEDURE**

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1.0 PURPOSE, SCOPE AND RESPONSIBILITIES

1.1 Purpose

To ensure that the Environmental Management System is operating efficiently and correctly and also to ensure that all environmental issues are being addressed.

This procedure also details the programme in place to provide information on the results of audits to management.

1.2 Scope

This procedure gives guidance on: -

- The activities and areas to be covered in the audit;
- The responsibilities associated with managing and conducting the audit;
- The communication of audit results;
- Auditor competence;
- Methodology for conducting audits.

1.3 Responsibilities

The following personnel shall hold primary responsibility for ensuring that the requirements of this procedure are met.

- Internal Auditor
 - Responsible for performing the audit and reporting the results to the Site Manager.
- Site Manager
 - Responsible for communicating the results of the audit to Mr Tucker

2.0 PROCEDURE

2.1 Identification of Activities to be Audited

Those aspects with highly significant impacts are considered significant impacts and are thus given high priority for auditing.

Audits are to be completed using the Audit Report Form EAP10/SD01 in Appendix A.

The Internal Auditor is responsible for conducting internal environmental audits as specified by the Internal Auditing Programme, following the internal audit methodology. The Site Manager will report the findings of each audit.

2.2 Environmental Management System Audit Methodology

2.2.1 Audit Procedure

The Site Manager will generate an internal environmental auditing programme based on a rolling basis.

The internal auditor will follow the internal audit methodology:

1. The Site Manager will generate an internal environmental auditing programme and inform the necessary personnel of any forthcoming audits;
2. The internal auditor will follow the internal audit methodology;
3. The internal auditor will hold a start up meeting with the auditees and explain what is to happen during the course of the audit;
4. The internal auditor will familiarise himself/ herself with the content of the procedure to be audited;
5. The internal auditor will use Audit Report Form EAP10/SD01 to report the findings of the audit;
6. If the function or operation conforms to the relevant section then the audit is said to have passed and the appropriate section of EAP10/SD01 in Appendix A is completed;
7. If the audit does not conform to the relevant section then the audit is said to have failed and the appropriate section of EAP10/SD01 in Appendix A is completed;
8. The reason for failure is recorded, corrective actions are agreed and a date for re-audit is set by the Internal Auditor in conjunction with the Site Manager;
9. Observations raised, which are not severe enough to warrant a corrective action are recorded on form EAP10/SD01 in Appendix A and are given a date for review;
10. The internal auditor will hold a closing meeting with the auditees to discuss the findings of the audit;
11. When all have agreed on the findings of the audit, Audit Report Form EAP10/SD01 shall be signed;
12. All documentation relating to the audits will be kept in the Audit File.

The results of each audit are recorded on form EAP10/SD01. If the function or operation conforms to the relevant section then the audit is said to have passed and the appropriate section of EAP10/SD01 in Appendix A is completed.

If the audit does not conform to the relevant section then the audit is said to have failed and the appropriate section of EAP10/SD01 in Appendix A is completed.

The reason for failure is recorded, corrective actions are agreed and a date for re-audit is set by the Internal Auditor in conjunction with the Site Manager.

Observations raised, which are not severe enough to warrant a corrective action are recorded on form EAP10/SD01 in Appendix A and are given a date for review.

2.2.2 *Re-audit Procedure*

Only items recorded as failures in the audit report will be re-audited. If the item checked on the re-audit is now in conformance then the re-audit is said to have passed.

If the items checked are found not to conform then the re-audit is said to have failed. The reason for failure is recorded and the Site Manager is notified immediately. The Site Manager will then take corrective action to ensure conformance and set a date for completion.

2.3 Continual Improvement

Audit results are used to continually improve the effectiveness of the EMS and are reviewed by the Site Manager.

APPENDIX A
EAP10 Records

ENVIRONMENTAL ASSURANCE PROCEDURE	
EAP10/SD01	ISSUE STATUS = 1
Title: Environmental Management System Audit Procedure	Date: December 2013

AUDIT REPORT

Audit Description:		EAP No:		Audit No:	
Auditor:		Date:			
Actions	Corrective:				
	Preventative:				
	Improvement:				
Summary of Findings:					
Audit Result: PASS/FAIL					
Signed:			Date:		
Re-audit Result: PASS/FAIL					
Signed:			Date:		
Signed Works Manager:			Date:		

EAP10-SD02 AUDIT PROGRAMME

Month/Year to be undertaken

[illegible]

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**CHAPTER 12
DOCUMENT CONTROL AND PROCEDURE**

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1.0 PURPOSE, SCOPE AND RESPONSIBILITIES

1.1 Purpose

The purpose of this procedure is to: -

1. Ensure communication of materials between all internal and external staff is done efficiently;
2. Ensure that received documentation, from external parties are dealt with accordingly;
3. Describe the core elements of the Environmental Management System and their interaction;
4. Ensure that all documents required for the Environmental Management System are adequately maintained;
5. Ensure any incidents or documentation that require presentation to a professional body is done so in good time and accurately

1.2 Scope

This procedure covers all documents required for the Environmental Management System and for site operation.

1.3 Responsibilities

The following personnel shall hold primary responsibility for ensuring that the requirements of this procedure are met.

- Site Manager
 - Responsible for ensuring the relevance of all documentation;
 - Responsible for the review of documentation associated with the Environmental Management System;
 - Responsible for the maintenance and storage of all documentation associated with the Environmental Management System;
 - Responsible for reporting of all incidents or provision of reports/documentation to any professional body for review as required.

2.0 PROCEDURE

2.1 Internal Communication

There are five formal means of internal communication used: -

1. Transfer notes;
2. Memos;
3. Emails;
4. Meetings;
5. Staff Training.

The Site Manager may initiate memos/emails. Memos/emails can be circulated to a select number or to all employees, as considered necessary. Records of all memos/emails sent that are relevant to the Environmental Management System are kept in the Environmental Correspondence File in the computer room for a period of 5 years prior to archiving.

Minutes of all relevant meetings are made by the Site Manager and kept in the Environmental Correspondence File in the computer room.

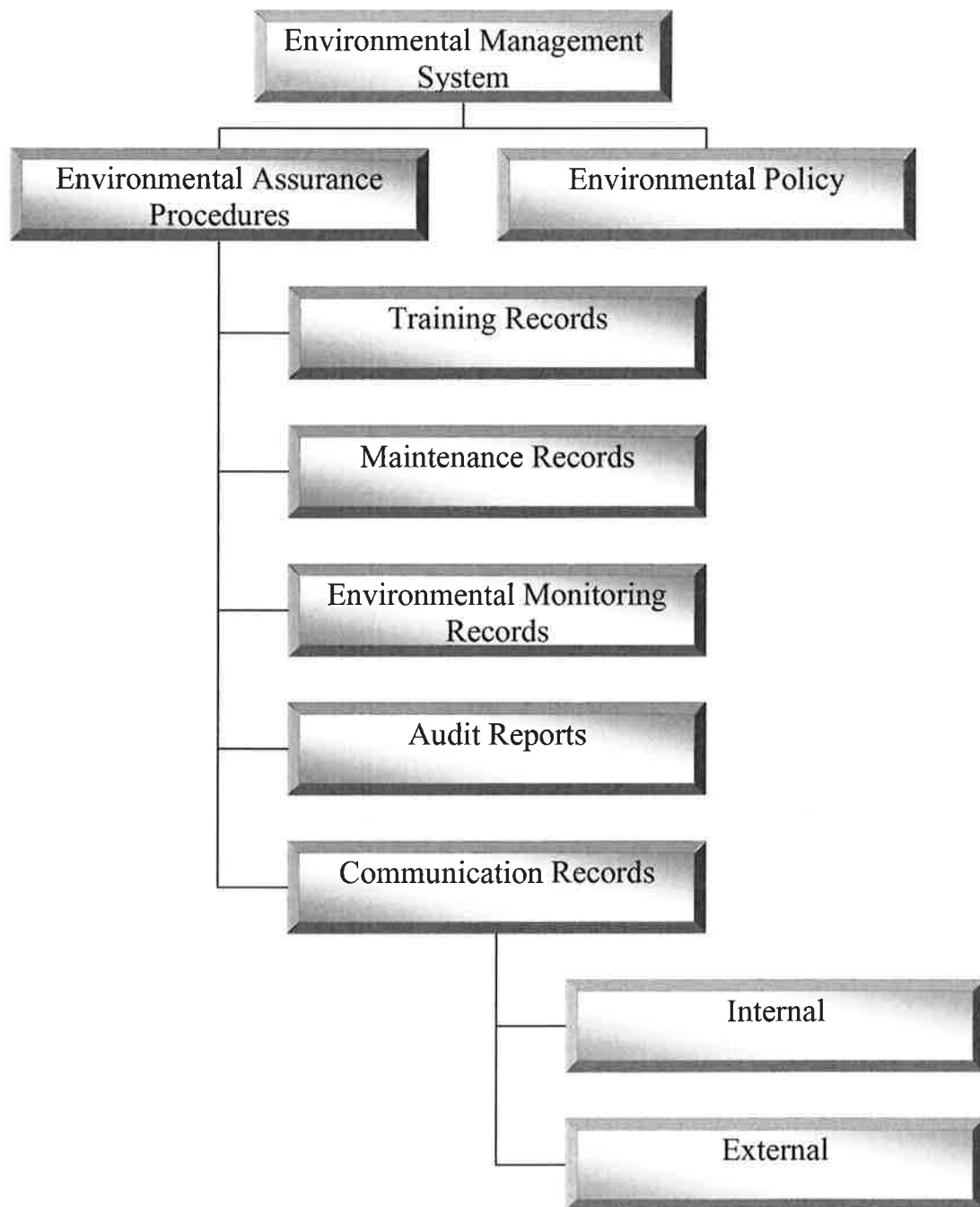
2.2 External Communication

All external environmental communications that are received are reviewed by the Site Manager. A copy is also kept in the Environmental Correspondence File.

The Site Manager will draft a response to all external communications which would then be authorised by Mr Tucker. Records of all environmental letters out will be kept in the Environmental Correspondence File.

2.3 Environmental Management System Documentation

The following chart displays the core elements of the Environmental Management System and their interaction.



2.4 Document Control

The environmental management system is identified by issue number and date.

Amendments require the issue number to be increased by one and a record is maintained at the beginning of each manual/procedure.

Uncontrolled copies of the environmental management system may be issued to customers, potential customers or inspection authorities. Such copies are stamped "*UNCONTROLLED*" to indicate that they will not be updated.

If an up-date of the environmental management system is required, the issue number of the manual is increased by one and all other policy and procedure documentation revert to Issue 1.

All previous issues of the Environmental Manual are withdrawn from circulation and the Master Copy is archived by the Site Manager.

Master copies of environmental management system are held by the Site Manager.

All documentation relating to the Environmental Management System is periodically reviewed by the Site Manager to ensure its relevance. Any revisions will be suggested by the Site Manager and approved by the Mr Tucker.

Documentation is held on file for the required duration following which is archived, if considered necessary.

Data held on computer is backed-up on a daily basis.

Documentation held shall be legible, dated and readily identifiable.

2.5 Reporting

Any reports including monitoring and analysis results will be compiled by the site manager and sent to Mr Tucker for review.

The site manager will ensure that results from monitoring and reported to the relevant authorities within the specified time period.

The site manager is responsible for ensuring reports required from any procedure within the EMS are written and submitted to Mr Tucker for review. Where appropriate the site manager will then be responsible for ensuring these reports are submitted on time to the relevant authorities.

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**CHAPTER 13
MAINTENANCE PROCEDURE**

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 APPENDIX A EAP13 Records	

1.0 PURPOSE, SCOPE AND RESPONSIBILITIES

1.1 Purpose

To identify those operations and activities that are associated with the identified significant environmental aspects in line with policy objectives and targets.

This procedure enables planned maintenance activities in order to ensure that no detrimental effects occur.

1.2 Scope

This procedure gives guidance on: -

1. Establishing and maintaining documented procedures to ensure all maintenance procedures are undertaken;
2. Stipulating operating criteria.

1.3 Responsibilities

The following personnel shall hold primary responsibility for ensuring that the requirements of this procedure are met.

- Site Manager
 - Responsible for ensuring operational procedures are suitably documented and adhered to, to reduce risk of environmental impact;
 - Responsible for ensuring maintenance operations are in line with policy, objectives and targets, and operational controls are maintained;
 - Responsible for ensuring all maintenance activities are undertaken that are necessary during operations.

2.0 OPERATIONAL CONTROL

2.1 Critical Equipment Failure

To ensure suitable short and long term measures are in place in the event of critical equipment failure, all equipment critical to operation at the site with the potential to create an environmental impact if failure occurs, is listed by the Site Manager on the Critical Equipment List EAP13/SD01. This form states short and long term measures and procedures to be implemented if a failure incident occurs. In addition the following forms are available to document any faults that do occur as well as the action taken to rectify the issue: -

Maintenance Schedule - Mechanical	- See EAP13-SD02
List of Critical equipment	- See EAP13-SD01
Fault Reporting Forms - Mechanical	- See EAP13-SD04
Fault Reporting Forms – Mobiles/Mech.	- See EAP13-SD05

Operational control will also involve the monitoring and maintenance of storage areas. The process to be undertaken for this is described below.

2.2 Maintenance of Hardstanding and Bunding

All hardstanding will be periodically cleaned to prevent build-up of process materials or substances.

The integrity of any hardstanding and bunding will be periodically checked to ensure that no damage has occurred. If damage is discovered then repairs will be conducted immediately.

A procedure for the cleaning and checking of hardstanding is given in EAP13/SD03.

APPENDIX A
EAP13 Records

This procedure describes the process for cleaning and checking of the hardstanding.

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**CHAPTER 14
AFTERCARE AND CLOSURE PROCEDURE**

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2.2 Monitoring.....	14-2
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1.0 PURPOSE, SCOPE AND RESPONSIBILITIES

1.1 Purpose

To identify those operations and activities which are required during the aftercare phase for the site to enable an application for permit surrender to be submitted and the ultimate closure of the landfill.

1.2 Scope

This procedure gives guidance on: -

1. Site Restoration;
2. Monitoring requirements;
3. Reports.

1.3 Responsibilities

The following personnel shall hold primary responsibility for ensuring that the requirements of this procedure are met.

- Site Manager
 - Responsible for ensuring monitoring requirements are identified;
 - Responsible for organising and enforcing monitoring schedule;
 - Responsible for ensuring samplers have relevant training;
 - Responsible for providing suitable sampling equipment and arranging samples to be analysed by a suitably accredited laboratory;
 - Responsible for maintaining records of monitoring;
 - Responsible for informing the relevant authorities and parties should any monitoring limits be exceeded;
 - Responsible for restoring the site to the agreed specification.

2.0 REQUIREMENTS

2.1 Site Restoration

Following the completion of landfilling activity at the Talfan Farm Site, under current proposals, the upper layers of the site will be covered with suitably screened aggregate/soil. This upper layer will then be seeded with locally occurring grass species, returning the land to greenfield.

The land will then be used for agriculture/grazing.

2.2 Monitoring

In compliance with environment agency guidelines, a suitable period of monitoring will be conducted on the site following completion of landfilling activity, when the site is in an aftercare phase.

Monitoring will be conducted in locations and for determinands as per the operational phase and in compliance with the environmental permit for the site.

2.3 Reports

Annual reports of monitoring data will be submitted during the operational phase of the landfill and this will continue to be the case during the aftercare monitoring.

Following completion of the aftercare monitoring period, a permit surrender application can be made, with the aftercare and operational phase monitoring data forming a key part of the application.

The surrender application once completed will be sent to the environment agency for consideration.

