ENVIRONMENTAL MANAGEMENT SYSTEM

Unit 103, Zone 1, Deeside Industrial Park, Flintshire CH5 2LR

Parry & Evans Ltd

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Appendix III - **Accepted Waste Types (European Waste Catalogue Waste Code List)**

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Site Information & Contacts List

Site Address:	Unit 103, Zone 1, Deeside Industrial Estate, Deeside, Flintshire		
Postcode:	CH5 2LR	**National Grid Ref:**	**SJ 33198 70228**

CONTACT	Description	Office Hours	Out of Hours
Pete Williams	*General Manager*	*07815 096602*	
Stephen Evans	*Managing Director*	*07970651129*	
Nick Owen	*Site Manager*	*07540 341990*	
Countess of Chester Hospital	*Local NHS Hospital (Main)*	*01244365000*	*999*
	Accident & Emergency (A&E)	*01244 365224*	*999*
Deeside Medical Practice	*Local Doctor Surgery (GP)*	*01244 831698*	*999*
Deeside Police Station	*Local Police Non-Emergency*	*101, or; 0845 6071002*	
	Police Emergency	*999*	*999*
Deeside Fire Station	*Fire and Rescue Service (in Emergency Dial 999)*	*01244 813512*	*999*
Natural Resources Wales	*Environmental Regulator*	*0800 80 70 60*	*0800 80 70 60*
Flintshire County Council	*Local Planning Authority*	*01352 703020*	*01352 752121*
	Environmental Health Dept.	*01352 703020*	*01352 752121*
Manweb	*Electricity Provider*	*0845 2727000*	*0845 2722424*
Severn Trent	*Local Water Supplier / Sewerage Provider*	*02477715000*	*0845 7834444*
	Gas Company	*NO GAS ON SITE*	
Oaktree Environmental Ltd	*Specialist Advisor (Waste and Planning Issues)*	*01606 558833*	

1 General Considerations

1.1 Site Operator/Permit Holder

1.1.1 Parry & Evans Ltd is applying for an Environmental Permit to cover their waste operations at their site at Unit 103, Zone 1, Deeside Industrial Park, Flintshire CH5 2LR.

1.1.2 Prior to the submission of the application for an environmental permit, Parry & Evans Ltd had operated their site under the following exemptions from Schedule 3 of The Environmental Permitting (England & Wales) Regulations 2010:

- T4 - Preparatory treatments (baling, sorting, shredding, etc.)
- S1 - Storage of waste in secure containers
- S2 - Storage of waste in a secure place

1.1.3 The main purpose of the recycling centre is for the recycling of waste paper and cardboard via sorting, separation, baling and storage for onward recovery. The company receive waste from in-house collection operations and via third-party contracts that provide feedstock and remove the recycled materials to/from the site.

1.1.4 Recent contracts for waste paper/card have been proven to contain increasing quantities of non-conforming materials (i.e. non-target), particularly those from other transfer stations and recycling facilities. As a result, Parry & Evans Ltd are seeking to allow the acceptance of a wider range of waste types to include such codes as 19 12 12 for 'mixed recyclables from another recycling facility' and 20 03 01 for 'mixed recyclables from commercial/municipal premises and civic amenity (CA) sites'.

1.1.5 The majority of wastes which are handled by Parry & Evans Ltd are limited to paper/cardboard which has a maximum throughput of 3,000 tonnes per week under the T4 exemption, which equates to 152,000 tonnes per annum. A new set annual throughput of 250,000 tonnes per annum is proposed in the Environmental Permit to allow the operator a greater annual throughput.

1.1.6 Developments in legislation and the regular increases in the Landfill Tax have increased the need for effectiveness and scope of operations at waste transfer and recycling centres, leading to greater recovery rates for recyclable waste.

1.1.7 The registered address and contact details for Parry & Evans Ltd:

Parry & Evans Ltd	**Contact:**	*Peter Williams*
Severn Farm Industrial Estate	**Tel:**	*01938 552185*
Welshpool		
Powys		
SY21 7DF		

1.1.8 Oaktree Environmental Ltd has been engaged to act as consultants for Parry & Evans Ltd to assist in the preparation of this Management System to accompany the forthcoming Environmental Permit. This Management System has been prepared to meet the requirements of The Environmental Permitting (England and Wales) Regulations 2010. Amongst other accreditations, the company also operate an ISO 140001 Environmental Management System (EMS) as part of their Integrated Management System (IMS). In this regard, many aspects covered within this document refer to the EMS / IMS for the site and its operations.

1.1.9 Contact details for Oaktree Environmental Ltd are as follows:

Oaktree Environmental Ltd	**Contact:**	Richard Sims
Unit 5, Oasis Park	**Position:**	Director
19 Road One	**Tel:**	01606 558833
Winsford Industrial Estate	**Fax:**	01606 861182
Winsford	**E-mail:**	richard@oaktree-environmental.co.uk
Cheshire CW7 3RY		

1.2 Site History and Planning Status

1.2.1 The site is located at Unit 103, Zone 1, Deeside Industrial Park, Flintshire CH5 2LR as shown on Drawing No. 2768/1537/02. The national grid reference for the site is SJ 33198 70228. The site is occupied and operated by Parry & Evans Ltd. Surrounding land uses are entirely industrial.

1.2.2 The site benefits from B1, B2 and B8 planning uses. A letter from Flintshire County Council which has been provided in Appendix V confirms the acceptability of these use classes for the waste operations to be carried out at the site.

1.3 Permit Area/Waste Management Operations

1.3.1 The boundary for the Environmental Permit is shown in green on Drawing No 2768/1537/02 which is included in Appendix I of this document. All subsequent references to 'the site' shall mean this area.

1.3.2 The Environmental Permit is required for the storage (keeping) prior to removal, and treatment (all types of handling/processing) of waste. Waste treatment processes carried out on site include the following:

- Manual sorting (by using loading shovel, 360^0 excavator with grab/bucket or by hand/picking line).
- Screening/separation (by using appropriate mechanical screening/separation plant and equipment, optical/infra-red separator, magnetic and eddy current separation).
- Shredding (by using appropriate mechanical shredding plant and equipment i.e. multi-shaft shredding plant).
- Compacting / size reduction (loading shovel or grab).
- Baling (by using hydraulic baling press).
- Wrapping (sheet/shrink wrap) of waste for onward distribution.

1.3.3 Specified waste management operations are waste recovery operations listed Annex IIA and IIB of The Waste Framework Directive 2000/442/EEC in line with materials recycling facilities and those facilities exempt under the T4 exemption. They are listed in summary below:

R3: Recycling or reclamation of organic substances.

R4: Recycling or reclamation of metals.

R5: Recycling or reclamation of other inorganic materials.

R13: Storage of waste pending recovery.

1.4 Hours of Operation

1.4.1 The site will be operated 24 hours a day, 7 days a week. During times when the site is closed or not in operation, the site will be locked and secured to prevent unauthorised access. Security measures afforded to the site are described in detail in Section 2.3.

1.4.2 Opening times for the site will be dependent on tonnage/capacity.

1.5 Waste Types and Quantities

1.5.1 The waste types accepted at the site are solid, dry, household, commercial and industrial wastes as defined in the Controlled Waste (England & Wales) Regulations 2012 and Section 75 of the Environmental Protection Act 1990.

1.5.2 A detailed breakdown of the waste types allowed for acceptance at the site is attached to this management system in Appendix III and can be summarised as follows:

a) Paper & cardboard (including newspapers, pamphlets, etc.);
b) Cans & foils;
c) Food & drink cartons;
d) Plastics;
e) Glass;
f) Textiles; and,
g) Co-mingled recyclables (i.e. wastes containing mixtures of the above and small amounts of other solid, dry, non-hazardous non-target constituents).

1.5.3 The site will be operated as a material recycling facility, accepting both mixed and separated recyclable wastes. Waste will be accepted predominantly from manufacturers of products made from the materials listed in 1.5.2 above, from

other waste management facilities (for further refinement), in-house commercial trade round collections for target wastes and householders via collection facilities and CA sites. No hazardous wastes are accepted at the site. No clinical or liquid wastes are accepted.

1.5.4 Up to 100 loads will be tipped at the site in any one working day. Such loads will be delivered to the site contained within skips, containers, fixed-body vehicles, flat-bed trailers or multilift vehicles.

1.5.5 The throughput of the site will be limited to a maximum of 2,000 tonnes per day and <250,000 tonnes per annum. This will be monitored in accordance with Section 4.10 and 4.11 of this document.

1.5.6 The maximum amount of waste to be stored on site at any one time will be 9,750 tonnes. A breakdown of the quantities by category is given in Table 1 below:

Table 1: Waste Storage Times / Quantities

WASTE TYPE	*MAX DURATION OF STORAGE*	*MAXIMUM QUANTITY STORED (TONNES)*
Mixed unsorted waste (co-mingled)	*7 working days*	*2,000*
Separated recyclable wastes (paper/ card/etc.)	*6 months*	*2,500*
Baled recyclable waste products	*6 months*	*5,000*
Non-target fraction of recyclable wastes (separated via recycling activities on site)	*28 days*	*250*
Rejected waste (inc. putrescible)	*48 hours*	*<2*

1.5.7 If more than 2 tonnes of waste is rejected it will be removed from the site immediately.

1.5.8 If the maximum storage capacity of the site is reached then no further waste is accepted until waste can be removed from the site and taken to a suitably permitted or exempt site.

1.6 Staffing and Management

1.6.1 The site will open for the deposit of waste or for other essential operations during the hours listed in Section 1.4. Table 2 below details the staff structure of the site when operating at full capacity. Positions in bold italic print below are the minimum staff requirements when the site is open for the reception of waste.

Table 2: Staff Structure

POSITION	*EMPLOYEES*	*RESPONSIBILITIES*
Site manager	*1*	*Overseeing all activities which take place at the site*
Technically competent manager	*1*	*Ensuring that the site is being operated in accordance with the Environmental Permit and in-line with attendant regulations*
Administrative staff	*3*	*Administrative/office duties*
Machine/plant operator	*15 **(3)***	*Waste handling/processing, reception and plant operation*
General operatives	*25 **(5)***	*Waste sorting, maintenance and tidying*

1.7 Health and Safety

1.7.1 All operations on site are carried out in accordance with the relevant requirements of the Health and Safety at Work Act 1974. Conditions of site use for employees, visitors and contractors are contained within visitor, contractor and driver site induction documents controlled by the company's IMS. The controls and conditions are shown to all site users and are signed prior to using the site. Anyone refusing to comply with these conditions will be asked to leave the site.

1.8 Fit and Proper Persons

1.8.1 Technical competence – Lee Evans will be the site's nominated Technically Competent Manager. He is in possession of a 4MPTNH6 award issued by WAMITAB on 25th September 2013.

1.8.2 The site's Technically Competent Manager (and any additional Technically Competent Managers) are required to enter their time spent on site in the site diary. The required managerial cover is a percentage of the site's operational

hours based on the site's OPRA score calculated by Natural Resources Wales. Any changes to the site management would be notified to Natural Resources Wales within 5 working days, naming the new manager providing the cover.

1.8.3 Relevant convictions - At the time of application, none of the officers or relevant people within Parry & Evans Ltd had been convicted of a relevant offence.

1.9 Exempt Activities

1.9.1 Activities which are outside the scope of the Environmental Permit for the site (listed in Schedule 3 of The Environmental Permitting (England and Wales) Regulations 2010) may be carried out at the recycling centre and the relevant details would be registered with Natural Resources Wales prior to commencement. It is important to note that some of these activities may require appropriate planning permission for undertaking them.

1.9.2 Wastes brought onto site as part of any exempt waste activities will be kept clearly segregated and identified from those wastes imported for the specified waste management operations.

1.9.3 Registration - once registered a copy of all exemption notifications and register entries will be held in the site office. Registered exemptions are valid for a period of 3 years. If the activity is to be carried on after 3 years, a renewal should be submitted to the EA.

2 Site Engineering and Infrastructure

2.1 Access and Parking

2.1.1 The site is located as shown on Drawing Nos. 2768/1537/01 and 2768/1537/02 and access is gained from Drome Road which has direct access to Welsh Road/A548. The recycling centre comprises a large external yard area for the vehicle/plant manoeuvring, loading/unloading and storage of separated recyclable wastes and a large industrial building for all waste treatment operations.

2.1.2 The site offices and utilitarian facilities are adjoined to the main building on site with a large car park to their frontage for staff/visitor parking. See Drawing No. 2768/1537/03 for details of the site's internal layout.

2.2 Notice Board and Signs

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

- The site name and address;
- The name of the permit holder and operator;
- The Environmental Permit number and accompanying statement stating that the site is permitted by the Natural Resources Wales;
- Natural Resources Wales contact details, Emergency No. 0800 80 70 60 and General enquires No. 0300 065 3000; and,
- Operator's "out of hours" emergency contact details (telephone number).

2.2.2 Additional signs are displayed around the site for operational / health & safety purposes and in accordance with other aspects of the ISO 140001 EMS / IMS. All staff and visitors are required to comply with the requirements of all signs whilst on site.

2.3 Site Security

2.3.1 As is clear on Drawing No. 2768/1537/03, approximately a quarter of the site boundary is comprised of the large Belfast Hangar building on site in which the waste treatment operations are carried out.

2.3.2 The remainder of the boundary of the site is comprised of 2.4 metre high steel palisade fencing for security.

2.3.3 The site access gates are located on the same plan (as in 2.3.1 above) and are of steel construction which are lockable should the site be left unmanned at any time to prevent unauthorised vehicular or pedestrian access.

2.3.4 The site benefits from 24hr manned security and has CCTV fitted with full site coverage and off-site supervision (which also benefits from a tagging system).

2.4 Site Office

2.4.1 The site office is located on the north-facing side of the main building as shown on Drawing No. 2768/1537/03 which provides storage facilities for important site management documentation, washing and toilet facilities for all site staff.

2.4.2 As a minimum, the table below details the relevant site documentation which will be kept in the site office.

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

2.5 Fuel Storage

2.5.1 Any fuel tanks which are stored on site are surrounded by a bund capable of containing a minimum of 110% of the volume of fuel stored in the tank. All pipe work and associated infrastructure is enclosed within the bund. A lock will be fitted to the tank valve to prevent unauthorised operation. All valves and gauges on the bund will be constructed to prevent damage caused by frost. The tank is clearly marked showing the product within and also its capacity.

2.6 Weighbridge

2.6.1 There are 2 weighbridges on site, as shown in Drawing No. 2768/1537/03, for use by vehicles both entering and leaving the site to determine the weights of incoming and outgoing loads.

2.7 Wheel Cleaning Facilities

2.7.1 There is a vehicle wash bay located in the external yard area, adjacent to the building. This wash bay is for use by all vehicles using the site to ensure, where necessary, the vehicles leaving the site will not give rise to a build up of mud/debris on the industrial estate road.

2.7.2 The waste types handled at the site are not likely to give rise to problems with respect to mud on the wheels of delivery vehicles. The wash bay is, therefore, primarily to provide a more generic vehicle cleaning facility on site.

2.8 Operational/storage areas

2.8.1 The location of the operational areas and storage areas are shown on Drawing No. 2768/1537/03. Adequate lighting is provided at the facility.

2.8.2 The external yard areas are for the storage of bales, finished product, diesel tanks and empty skip/container storage. Due to the high throughput at the site there is also a large loading/unloading area located in the external yard area. This is predominantly for the loading of complete bales produced at the site and for the unloading of bales/containers which are then transferred straight into the building for processing/treatment. It should be noted that certain vehicles have the

capacity to unload directly into the building (such as ejector trailers and rear end loaders [RELs]).

2.8.3 The large industrial building on site is where all wastes treatment activities are undertaken and also contains holding bays for the various wastes to be processed and also loose storage for the separated wastes and subsequent storage of baled wastes prior to storage in the external yard area.

2.8.4 Area for the deposit of rejected wastes - A clearly labelled 8 cubic yard (or similar) enclosed skip will be permanently provided and available for the deposit of rejected waste which cannot be removed from the site immediately. This skip/container will be located within the building on site, however the exact location may vary as operating conditions permit (i.e. to facilitate the loading of rejected wastes) but clear labelling and management control will ensure its use as specified.

2.8.5 The building is comprehensively lit internally to permit the safe operations of the plant/machinery All external yard areas have the benefit of floodlighting to ensure safe operations and for security purposes where required.

2.9 Fuel Storage

2.9.1 All fuel tanks on site are surrounded by a bund which is capable of containing a minimum of 110% of the volume of fuel stored in the tank. Locks are also fitted to the tank valve to prevent unauthorised operation.

2.10 Drainage

2.10.1 The site's foul and surface drainage is shown on Drawing No. 2768/1537/03.

2.10.2 The foul sewer connection for the site is on the road to the east of the access gates. The foul drainage contains drainage from the toilet/kitchen facilities on site and also the concrete pad which comprises the vehicle wash bay, the latter draining via an oil interceptor and silt trap. In the event of an emergency, the foul sewer from the site can be shut off by inserting a bung into the pipe which can be

accessed by the last manhole in the series which can be reopened once the emergency has abated.

2.10.3 The external yard area of the site is almost entirely surfaced with a mixture of tarmac and concrete and all surface water drainage drains to the mains surface water connection via a series of gullies and channels. Only baled recyclable materials will be stored in the external yard area of the site which do not have the capacity to produce potentially polluting runoff.

2.10.4 In the event of an emergency, the surface water egress from the site can be shut off by inserting a bung into the pipe which can be accessed by the last manhole in the series which can be reopened once the emergency has abated.

2.10.5 The building is entirely surfaced with concrete and sealed to prevent the highly unlikely egress of surface water. The building is used for the tipping and storage of mixed and co-mingled recyclables which may contain non-conforming wastes or may themselves give rise to potentially polluting runoff, therefore, all drainage from these wastes will be collected within the building and not egress onto the external areas of the site. Due to the dry nature of the wastes handled at the site, there is no requirement to provide an internal building drainage system. In the event of an emergency, any excess drainage from the building will drain to the main external yard drainage system which has the capacity to be shut off (as described above).

2.11 Vehicles, Plant and Equipment

2.11.1 Table 3 below details the plant/equipment which is used at the site. Additional equipment may be installed as required and will be added to the list provided or hired to cover any very busy periods. Any changes to the list will be notified to Natural Resources Wales prior to implementation.

Table 3: List of Plant & Equipment

ITEM	*NUMBER*	*FUNCTION*
Weighbridge	*2*	*Determine load weights in/out*
Loading shovel	*2*	*Loading/unloading/movement/sorting*
360º excavator	*4*	*Loading/unloading/movement/sorting*
Forklift	*5*	*Loading/unloading/movement/sorting*
Shredder	*2*	*Shredding of waste*
Pre-sorter (Star Screen)	*1*	*Screening of waste*
Titech sorter	*2*	*Automated custom/bespoke infra-red separation using positive/negative target separation*
Picking line	*2*	*Manual screening/separation of target and non-target items (last phase in the sorting process)*
Baling Press	*2*	*Compaction / size reduction of separated waste products*

3 Site Operations

3.1 Preliminary Procedures

3.1.1 Guidance is given by the site management to all employees, sub-contractors, other waste carriers and customers regarding the waste types and operations which are acceptable at the site i.e. a copy of Appendix III of this document. The site is primarily used for the receipt of waste by Parry & Evans Ltd's own vehicles, and large corporation third-party users familiar to site management whose details would be periodically checked to ensure Duty of Care compliance. Any less-well-known contractors, suppliers or end users will have their details checked prior to receipt of waste at the recycling facility. The procedures outlined in this section are followed prior to the receipt of waste on site.

3.1.2 For in-house collections, the driver employed by the permit holder will arrive at the waste producer's premises he/she will inspect the load for conformity with relevant regulations and safety procedures.

i) If the load is satisfactory the driver will sign the relevant paperwork (Duty of Care transfer note/delivery ticket) and remove the load from the premises.
ii) If the waste does not meet the description stated on the controlled waste transfer note the customer is advised to check the note and give a more detailed description of the waste.
iii) If the more detailed description of the waste reveals that the waste is not permitted at the recycling centre then the customer is advised that the waste must be taken to another site which is appropriately permitted to accept the waste(s).
iv) If further instructions are needed the driver may also report back to the site manager.

3.2 Checking In and Inspection of Loads

3.2.1 All incoming vehicles are required to report to the site office. The details of the load are recorded and the Duty of Care transfer note and company documentation are further checked by the operator to ensure that the load is acceptable at the

recycling centre. Any deviation from these procedures or problems with any loads will be reported to the site manager.

3.2.2 Once a load has been accepted by the operator the driver is asked to unsheet the vehicle (if it is sheeted) and a visual inspection of the contents is carried out to ensure that the waste types comply with the Environmental Permit. The nature of any loose mixed and/or co-mingled loads makes full inspection difficult until that load has been deposited in the receiving bay/container. If rejected waste is discovered before deposit, the load will be rejected by the operator and returned to the producer.

3.2.3 In cases where the presence of unauthorised waste is likely to lead to a breach of permit conditions, Natural Resources Wales would be contacted immediately to agree a course of action.

3.2.4 If the load is acceptable the driver is instructed to deposit it in the appropriate storage bay, as shown on Drawing No. 2768/1537/03 or, if in baled form or in a container, unloaded in the unloading area. If the load is unacceptable after deposit it is loaded back onto the delivery vehicle and returned to the producer if possible. Otherwise, Natural Resources Wales are contacted and the load is taken to a suitably permitted or exempt site.

3.2.5 Where non-conforming wastes are found within a stockpile/container prior to processing, this will be removed by an operative and placed within the rejected waste skip/container (if non-recyclable) or moved to the non-target waste bay for onward processing if the material is recyclable.

3.2.6 The weight of incoming loads will be measured as detailed above.

3.3 Waste Deposit, Handling and Storage

3.3.1 The site will predominantly be used for the sorting, separation and recycling of paper and cardboard into various sub-categories to increase either the recycling potential of the waste output or increase market/export rates at the gates of reprocessors. In addition to the main paper/cardboard waste stream Parry & Evans Ltd have the capability to reconfigure the materials recycling equipment

(either in part, or in its entirety) to target different recyclable wastes such as plastics, glass, cans/foil, food/drinks cartons and other subcategories within these waste streams. For the purpose of explanation of the waste processes undertaken at the site, paper/cardboard will be described.

3.3.2 Once a load has been accepted by the operator the contents of the delivery vehicle is discharged into the appropriate bay or storage area in the building in accordance with the following procedures:

i) All mixed loads are deposited in the mixed paper/cardboard bay and loaded into the hopper of the pre-sorting machine (Star Screen) to separate two grades of cardboard from the mixed paper.
ii) Those wastes in bulkier/baled form may be shredded using the shredding plant to facilitate processing via the main materials recycling plant.
iii) The resultant cardboard can then be baled in the baling press and stored to await removal from site.
iv) The mixed paper can then be assessed for further processing and, in most cases, will then be fed into the feed hopper and conveyor of the infra-red Titech screens which separate non-target wastes by type/density.
v) The residual feed which emerges from the Titech screens will then be fed by conveyor into the picking line where the materials will be further sorted/separated by operatives into target types and grades of paper.
vi) The resultant material from the mechanical processing plant will be predominantly newspapers and pamphlets which can then be baled for storage prior to removal.
vii) Wastes not suitable for further recycling will be separated for disposal or taken to another facility for further refinement (if economically viable).
viii) All grades of recycled paper will then be stored in appropriate bays to await baling or onward distribution in loose form to reprocessing facilities.

3.3.3 Rejected wastes discovered at any point during the recycling process will be transferred to the designated skip/container provided for non-conforming, non-

recyclable wastes. If the handling of the particular waste discovered could lead to a breach in the conditions of the site's Environmental Permit, Natural Resources Wales will then be contacted to agree a course of action (where necessary). A non-conformance form F028 will be raised recording full details in line with company's Control of Non Conformance procedure PEP 104 to ensure full compliance with the Environmental Permit and the company's IMS and entry including reference number for the non-conformance in the site diary.

3.3.4 Wastes will be stored in designated bays, stacks or stockpiles as shown on Drawing No. 2768/1537/03. External storage of baled wastes will be limited to 4 bales in height (4.8 metres approx.) in-line with HSE guidance and will not be stored closer than 20 metres from the main site building for fire safety purposes. For more information on fire safety, refer to the parallel site management document entitled "Fire Prevention and Management Plan" (Document Reference: 2768-1537-G).

3.4 Record keeping

3.4.1 The details below shall be recorded on a combination of the record keeping forms listed in Appendix II, invoices, the site diary, controlled waste transfer notes and the company's fully automated waste reporting software (FRED).

3.4.2 The following details are recorded for every load deposited at the site (e.g. Form F062):

i) The date and time of delivery.
ii) The name and address of the waste producer.
iii) The type and quantity of waste (in tonnes or cubic metres).
iv) The carrier's name and address.
v) Driver's name, signature and vehicle registration no.
vi) Signature or initials of person accepting/inspecting the waste.
vii) Additional handling details/notes made by the driver after inspection.

3.4.3 The following details are recorded for all deposits of non-conforming waste at the site and are forwarded to Natural Resources Wales, where required (e.g. Form F063):

i) Date and time of deposit.
ii) A description of the waste.
iii) The quantity of waste (in tonnes or cubic metres).
iv) Name, address and telephone No. of waste producer.
v) The carrier's name, registration number and vehicle registration.
vi) Reason for the rejection of waste and action taken.

3.4.4 The following details are recorded for every load of waste leaving the site:

i) The date and time of removal.
ii) The type and quantity of waste (in tonnes or cubic metres).
iii) The destination waste management site or exempt facility.
iv) The name and registration No. of the carrier or employee removing the waste (if applicable) and vehicle registration number.

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

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

3.4.6 Outcomes of inspections of waste types, hardstanding areas, transfer/treatment areas, storage areas, drainage channels, etc., are recorded by the site operator in accordance with the strict controls in the ISO 14001 EMS/IMS (e.g. on-site inspection form F062) and detailed comments are entered into the site diary (including action taken or proposed).

3.4.7 Visitors to the site are made to sign the visitor's book upon arrival and exit stating the purpose of their visit and whom they represent.

3.5 Preventative maintenance

3.5.1 All items of plant and vehicles are subject to preventative maintenance checks to ensure their safe operation and to prevent any potential situations which may give rise to adverse impacts on the environment.

3.5.2 Much of the plant and equipment on site and all vehicles in the fleet are subject to periodic manufacturer maintenance to ensure proper working order in the form of service contracts. Site management will undertake or delegate additional preventative maintenance checks on a more frequent basis to ensure, where possible, the machinery is mechanically sound. These checks will be carried out using a preventative maintenance checklist (e.g. Form F040 in Appendix II) and any results / defects will be recorded on defect form F042 which are flagged as needing attention will also be recorded in the site diary and actioned immediately and, in any event, prior to operational use.

4 Environmental Control, Monitoring and Reporting

4.1 Breakdowns and Spillages

4.1.1 In the event of breakdown of the loading plant an alternative machine is brought on site until it is repaired. If an alternative machine cannot be used then the waste is stored securely until the plant is repaired. The repair is carried out at the most convenient location with absorbents used to clear oil or fuel spillages.

4.1.2 All site surfaces are inspected daily when the site is in operation. Debris is swept as required and placed in a skip for disposal to a suitably permitted site.

4.1.3 Any spillages of fuel/oil are cleared immediately by depositing sand or absorbents on the affected area. The sand or absorbents are then placed in a skip to be taken to a suitably permitted site for disposal. All spillages of waste and windblown litter are cleared by the end of the working day in which they occur. Spillage clearance procedures are detailed in Section 5.3. Sand and absorbents are stored on site.

4.2 Site Inspections and Maintenance

4.2.1 The inspection frequencies for maintenance/housekeeping and general compliance with the site in relation to the conditions of the Environmental Permit are set by site management and in accordance with the ISO Integrated Management System (e.g. as summarised on record form F062). The inspection will always be completed by a person who is familiar with the requirements of the Management System and Environmental Permit for the site. All details of defects, problems and repairs carried out are recorded on the form on the day that each event occurs. Detailed comments may also be recorded in the site diary or other reporting tools at the operator's discretion. All repairs will be carried out within 5 working days unless agreed otherwise with Natural Resources Wales.

4.2.2 All repairs to site security including gates and fencing are made within 5 working days of the discovery of the damage and the site will be made secure until the repair has been effected.

4.2.3 Where possible, any major defects found during the daily site inspection which are likely to lead to a breach of permit conditions will be repaired by the end of the working day in which they are found. If a repair is not possible by the end of the working day, Natural Resources Wales will be contacted to agree a suitable timescale for repair.

4.2.4 All defects and problems likely to give rise to pollution will be recorded on the site inspections schedule with repairs/solutions being carried out immediately.

4.2.5 Essential spares for plant maintenance are kept on site.

4.3 Monitoring and Control of Mud and Debris

4.3.1 Vehicles are visually inspected before exit to check that loads are safe and that no mud is carried out on the wheels or body of the vehicle. Visual inspections of the site roads are carried out daily in accordance with the requirements of the site inspections (as described in 4.2 above). However, site staff will be trained in identifying any deposits of deleterious material which may lead to any problems with mud or debris on the site roads and/or industrial estate road and these will be reported immediately to the site manager.

4.3.2 The deposit of material on the public highway is treated as an emergency and is cleared immediately by the operator using appropriate equipment or plant. Silt is washed into roadside drains or gullies.

4.4 Monitoring and Control of Dust

4.4.1 Water Supply - A constant supply of mains water is available for dust suppression in all climatic conditions. All external water pipes are lagged to prevent frost damage during winter months.

4.4.2 The hard surfacing of the site and the nature of materials handled means that problems with dust are unlikely, however all site operations are carried out to minimise the creation of dust. An appropriate method of dust mitigation will be used as and when site conditions dictate.

4.4.3 The treatment operations within the building have the propensity to create dust associated with the treatment of paper and cardboard. The operator has installed an air extraction system for the purposes of health and safety which exhausts via a bag filter to collect any particulates from the ambient air.

4.4.4 Sheeting of vehicles - All loads are sheeted or physically contained within loading vehicles prior to leaving the site to ensure that they comply with the requirements of the Duty of Care.

4.5 Monitoring and Control of Odour

4.5.1 Whilst the majority of waste types accepted at the site present a very low risk of odour nuisance, the site will accept two waste streams which have the potential to give rise to odour, i.e.

a) Food and drink packaging; and,
b) Co-mingled recyclable wastes.

4.5.2 Food and drinks packaging is not odorous due to the physical nature of the material as the packaging itself is not putrescible or readily biodegradable. These wastes present the risk of odour by virtue of the residues of food or drink which may still be present within at the time of acceptance at the site.

4.5.3 Co-mingled recyclable wastes can contain putrescible or biodegradable materials as these wastes are produced largely by householders and commercial businesses where non-conforming wastes can occur and/or the recyclable materials can contain food/drink residues. The possibility of non-conforming wastes is lower when the co-mingled recyclable waste received at the site is under the 19 12 12 code from other waste management facilities.

4.5.4 These two potentially odorous waste streams will be stored and treated in the building on site to reduce the possibility of any odours leaving site.

4.5.5 The site will be monitored daily as part of the site checks for the presence of odours, these checks are recorded on the daily inspection sheet (see Appendix II). Throughout the working day managers and operatives will report the presence of

odours to the site manager. If they receive an additional report the site manager will make an assessment of the presence and concentration of odour using the following table:

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

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

4.6 Monitoring and Control of Litter

4.6.1 Given the nature of wastes accepted at the site (i.e. light wastes including paper/cardboard), there is a risk of litter. The highest risk will be from the external operations which are limited to loading and/or unloading and storage of baled wastes.

4.6.2 All treatment operations are carried out indoors at the site and, therefore, the building will act as a windbreak for all light wastes, preventing them from escaping. The highest risk of litter from the activities carried out at the site is from the physical sorting, separation and baling operations (including the loading of hoppers and plant/equipment). As all activities described will be undertaken in the building this will significantly reduce the risk.

4.6.3 For the activities undertaken in the external yard areas of the site, the following procedures and measures will be carried out:

a) Where possible, external loading/unloading operations will be carried out during calm conditions.

b) If loading/unloading during windy conditions:

   i) attempt closer to / inside the building where operating conditions permit;
   ii) where possible, attempt to load/unload from the lee side of the delivery/collection vehicle with respect to the prevailing wind;
   iii) if loading bales, use the stock located in the building first to maintain the structural integrity of any external bale stacks;
   iv) load/unload directly from/to high-sided container respectively;
   v) ensure loading plant doesn't break or compromise the integrity of bales through piercing, mishandling, etc.;
   vi) do not leave delivery/collection vehicle unsheeted for any prolonged periods of time (e.g. lunchtimes); and/or,
   vii) contact Natural Resources Wales should loading/unloading operations lead to a breach of a permit condition.

c) Always use the litter netting installed at the site as shown on Drawing No. 2768/1537/03.

d) When storing bales of paper/cardboard or other light wastes (such as light plastics):

   i) ensure the bale is full and complete;
   ii) ensure all tie-wires are intact;
   iii) ensure that there are no other structural flaws prior to moving from the baling area to the external storage area;
   iv) ensure loading plant doesn't break or compromise the integrity of bales through piercing, mishandling, etc.; and,
   v) stack bales carefully and safely to facilitate high structural integrity of the bale stacks (any instability within bale stacks could lead to collapse and/or failure).

4.6.4 As discussed above, the litter netting shown on Drawing No. 2768/1537/03 will provide containment of any potential windblown litter. In addition, and as part of the daily checks/inspection routine, operatives are instructed to collect the litter

from within the site and beyond the site boundary and place it in a skip for disposal/recovery before the end of the working day.

4.7 Monitoring and Control of Pests, Birds and Other Scavengers

4.7.1 It is unlikely that vermin will present a problem because of the nature of the waste types handled at the site (i.e. no putrescible wastes accepted). However, a recognised pest control contractor will be brought in within 48 hours if any problems are encountered. As part of the site's daily inspection routine, the site is inspected for the presence of vermin and the results of the inspection noted in the site diary, site inspection form(s) or other reporting tools as required by the operator.

4.8 Monitoring and Control of Noise

4.8.1 Site operations are carried out to minimise impact on nearby premises with regard to noise and vibration. The Best Practicable Means will be employed on site at all times to ensure that all plant and equipment does not exceed agreed background levels by more than 5dB.

4.9 Complaint procedure

4.9.1 All complaints are noted in the site diary and a record of the complaint, including any action taken to alleviate the problem is also recorded on the complaints spreadsheet located on companies server and a Non Conformance Form F048 will be raised if appropriate. The accurate reporting, handling and implementation of any identified or necessary prevention/abatement measures following any complaints received are required by the ISO Integrated Management System.

4.10 Monitoring of Tonnages

4.10.1 The annual throughput of 250,000 tonnes is the upper limit and would not be expected to be exceeded. However, monitoring of throughput will be undertaken.

4.10.2 All incoming and outgoing material will go over the weighbridge, the weighbridge will be subject to maintenance and certification in line with Procedure 122 'Control of Monitoring and Measuring Equipment' (Calibration). Calibration and

maintenance records will be available within main office. Calibration will be undertaken by approved service provider.

4.10.3 All material going over weighbridge will be weighed and details recorded and entered onto a 'Booking In' spreadsheet.

4.10.4 Using information from the 'Booking In' spreadsheet, information will be transferred to the weekly Tonnage Sheet which will have a running weekly / monthly and projected annual tonnage total. The weekly tonnage sheet will be monitored on a weekly basis to identify if there a projected likelihood of the annual tonnage limit being exceeded.

4.11 Potential of Exceeding Annual Tonnage

4.11.1 Where the Booking In spreadsheet it has been identified there is a potential of exceeding annual tonnage level, the technically competent person(s), Management and Supervisors are to be informed.

4.11.2 Management plan to be agreed and implemented to ensure annual tonnage limit is not exceeded, measurers to achieve this could include: liaising with customers / clients to agree possible stockpiling, the diverting material to other regulated sites.

5 Emergency Procedures

5.1 General

5.1.1 The site will operate in full accordance with the obligations imposed by RIDDOR '95 (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995). Minor injuries such as cuts and grazes etc. are recorded in the accident book on site. Separate procedures are used for different types of emergency. An environmental emergency at the site is defined by site management as follows:

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

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

5.2 Fire

5.2.1 All measures will be taken in accordance with the site's Fire Prevention and Management Plan (Doc. Ref. 2768-1537-G) as part of the Integrated Management System.

5.2.2 No waste is permitted to be burnt on site at any time. In the event of a fire occurring on site the operator/site supervisor will exercise his/her judgement and extinguish the fire with the water hose or suitable fire extinguisher and/or call the fire service for assistance. Any fires would be reported to Natural Resources Wales on the working day that they occur and would be confirmed in writing by fax or letter within 3 working days. All staff would be evacuated from the site if

necessary. Smoking is not permitted anywhere on site. Fire fighting residues would be disposed of to a permitted waste management facility.

5.2.3 For quick reference, the following actions will be taken when fire is detected or suspected (Site operatives):

A. DON'T PANIC

B. RAISE THE ALARM (IF NOT DONE SO ALREADY)

C. NOTIFY THE SITE MANAGER (IF SAFE TO DO SO)

D. DO NOT TRY TO TACKLE THE FIRE YOURSELF UNLESS YOU ARE TRAINED IN DOING SO AND YOU ARE SURE OF THE NATURE OF THE FIRE

E. LEAVE THE BUILDING USING THE NEAREST EXIT (I.E. FIRE DOOR OR ROLLER SHUTTER DOOR) AS QUICKLY AND AS ORDERLY AS POSSIBLE

F. ASSEMBLE AT THE SPECIFIED FIRE ASSEMBLY POINT (SHOWN ON DRAWING NO. 2768/1537/03)

G. THE SITE MANAGER OR DELEGATED OPERATIVE WILL BE IN CHARGE OF CALLING THE EMERGENCY SERVICES ON "999" AND ENSURING THAT ALL PERSONS WHO WERE WORKING IN THE BUILDING ARE ASSEMBLED SAFELY

H. INFORM ALL NEIGHBOURING PREMISES WHO ARE LIKELY TO BE AFFECTED

I. DO NOT RETURN TO THE SITE UNTIL YOU HAVE BEEN GIVEN THE 'ALL CLEAR' BY THE EMERGENCY SERVICES AND THE SITE MANAGER

5.3 Spillages

5.3.1 All fuel stores on site are bunded to contain any fuel leaks. Oil and vehicle maintenance chemicals are securely stored on site. If any spills occur a spill containment kit (absorbent pads, booms or granules) is used to prevent further spillage and the contaminated absorbents placed in a skip for disposal to a suitably permitted landfill. No chemical leaks are expected in the waste handling area but should they occur the procedures outlined in Sections 5.4 and 5.5 will apply.

5.4 Drums

5.4.1 The deposit of drummed waste is not permitted at the site. If a drum is concealed within a load and is not observed until the load is emptied into the waste transfer area then the following procedure will apply:

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

5.5 Adverse Reactions

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

5.5.2 Should any unmitigated adverse reactions occur between stored substances and/or rejected wastes, the appropriate authorities will be notified, such as the Health & Safety Executive (HSE) and Natural Resources Wales to agree any quarantine measures which may be necessary and/or methods for clearance and disposal.

5.6 High Winds

5.6.1 Treatment operations are carried out within the building on site which will provide adequate mitigation for high winds. For external storage of baled waste products, litter netting is available for use.

5.6.2 High winds have the propensity to give rise to potential litter if storage and handling procedures are not adhered to and/or the site is not managed correctly. Measures outlined in Section 4.6 will be followed to prevent litter occurrences.

5.6.3 Drivers of high-sided vehicles will be familiar with the risks associated with high winds and will exercise appropriate caution upon site access/egress.

5.7 Poor Visibility

5.7.1 The site does not operate in conditions of poor visibility such as dense fog to reduce the risk of vehicle collision. National forecasting tools (such as Met Office weather warnings) will be used to predict occurrences of fog/mist.

5.7.2 A banksman may be employed where conditions are unfavourable and visibility is impaired.

5.7.3 All vehicles, plant and equipment will be fitted with effective reversing alarms to notify other site users.

5.8 Operational Failure

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

5.9 Overturned Vehicle

5.9.1 If a vehicle is overturned on the site or near the site entrance then no further waste will be accepted until the vehicle has been righted and any spillages have been cleared as described in Section 5.3.

5.10 Bomb Scare

5.10.1 In the unlikely event of a bomb scare the site would be evacuated immediately and safely and the police contacted. The police will then assume control of the site until the threat has been verified or the device defused and removed. Natural Resources Wales would be kept informed of the events on site.

6 Training for Site Staff

6.1 Training needs assessment

6.1.1 All new and existing site staff are subject to a specific training regime based on their responsibilities at the site to ensure all operations are carried out without harm to the environment or amenity of the surrounding area. Training in all aspects of the site and waste operations at the site with regard to the individual responsibilities of the site staff will help to prevent incidents occurring which may have an adverse impact on the environment and/or the employees and their co-workers.

6.1.2 A training needs assessment, (e.g. shown in form F063) shall provide a comprehensive checklist for the training needs of all new site staff and also serves as a training review for existing site staff which will be carried out annually.

6.2 Site rules and infrastructure training

6.2.1 This information will be provided to all employees, visitors and contractors with a full understanding of the site's conditions of use, which will be communicated and documented at induction for all staff with specific induction for visitors and contractors, copies of which can be found in Appendix IV of this document and more comprehensively in the appropriate section of the ISO IMS.

6.2.2 Competency should be demonstrated within this field to ensure the employee is fully aware of the site's surroundings and operations to ensure their safety and compliance with specific operating conditions at the site.

6.3 Emergency procedures training

6.3.1 All employees will be required to be familiar with the Environmental Controls in Section 4.0 and the Emergency Procedures as detailed in the Section 5.0 as contained within IMS and this document.

6.3.2 In addition to normal operating conditions as specified in the site rules, employees must also be trained in dealing with eventualities which may occur outside the

scope of normal operating conditions, so they are aware of how to deal with these situations in advance of an occurrence.

6.4 Fire safety / fire fighting training

6.4.1 Management must provide all employees with appropriate fire safety training with regard to their individual responsibilities.

6.4.2 Emergency procedures detailing what measures employees should adopt should a fire occur at the site are detailed in Section 5.2 and will be covered by the emergency procedures" training (see Section 6.3).

6.4.3 Regular fire drills will be undertaken by site management to ensure proper procedures are followed by employees in the unlikely event that a fire incident occurs. These will be unannounced drills and will not form part of the induction or review training as specified in Section 6.1.

6.5 Recognition of waste types training

6.5.1 All employees will be given induction training and subsequent regular training to identify those waste types which are permitted for acceptance at the site under the site's Environmental Permit and those wastes which are not. This will include specific training to identify those common wastes which may be found following deposit and are not permitted at the site and will also include more obscure wastes and how to handle these wastes safely. All employees will be advised that they should refer any unrecognisable or unknown wastes to senior management, who should, in turn, follow procedures outlined in the Integrated Management System and/or contact Natural Resources Wales to agree a suitable method for removal.

6.5.2 This training will be provided to all site users who handle waste on site and those in charge of administration and reporting. In-depth training will also be provided to drivers responsible for collecting wastes from the site of production. They will be trained to identify any wastes not covered by the Environmental Permit for the site and inform the producer that an alternative facility must be sought for any non-compliant wastes.

6.6 Storage areas / limits training

6.6.1 Those employees who carry out their responsibilities at the site and those in senior posts must be trained to identify appropriate waste storage areas to ensure that waste storage operations comply with the requirements of the Environment Permit and Integrated Management System (IMS) for the site.

6.6.2 Employees in these roles must also be trained to recognize storage limits to ensure that they are in accordance with those specified in Section 1.5.

6.7 Vehicle / plant preventative maintenance training

6.7.1 This training is provided specifically for the vehicle and plant operators in order to ensure that all plant and machinery is checked regularly to prevent any occurrences which may lead to any adverse impacts on the environment or human health.

6.7.2 Training will be in accordance with Section 3.5 of this document and will be based on the preventative maintenance schedule supplied by the plant/equipment manufacturer and the company's in-house maintenance matrix, schedules and inspection systems. The maintenance matrix is located in Appendix II of this document.

6.7.3 The same training will be provided to senior management enabling a dual-level maintenance programme.

6.8 Duty of care training

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

6.9 Plant operation training

6.9.1 Any employees who are required to operate loading or treatment plant for the movement or processing of waste will be required to undertake the necessary qualifications for the operation of the specific item of plant in question. This will be

required prior to operating the plant and will be obtained though necessary external certification programmes.

6.9.2 Regardless of general plant operation certification, all operatives will be fully inducted in the operation of the specific make and/or model of plant used on site.

6.10 Permit / management system training

6.10.1 All employees will be inducted into the operating conditions as prescribed in the Environmental Permit and Integrated Management System for the site. Whilst much of the above training will provide specific guidance on many aspects of these documents, all employees will be made aware of the location of the Environmental Permit and Integrated Management System in the site office. All managerial positions will be made fully aware of the site's operating conditions as set out in both documents and in-line with the ISO IMS.

6.11 Training for contractors

6.11.1 General site training will be provided to any contractors who are working on the site on a temporary basis as described in Sections 6.2, 6.3 and 6.4 above.

6.11.2 Additional training will be provided to contractors in their area of expertise. If they are dealing with specific items of plant/machinery, site operating conditions and a general understanding of the Environmental Permit conditions will be provided to prevent any adverse impacts on the environment.

Appendix I

Drawings

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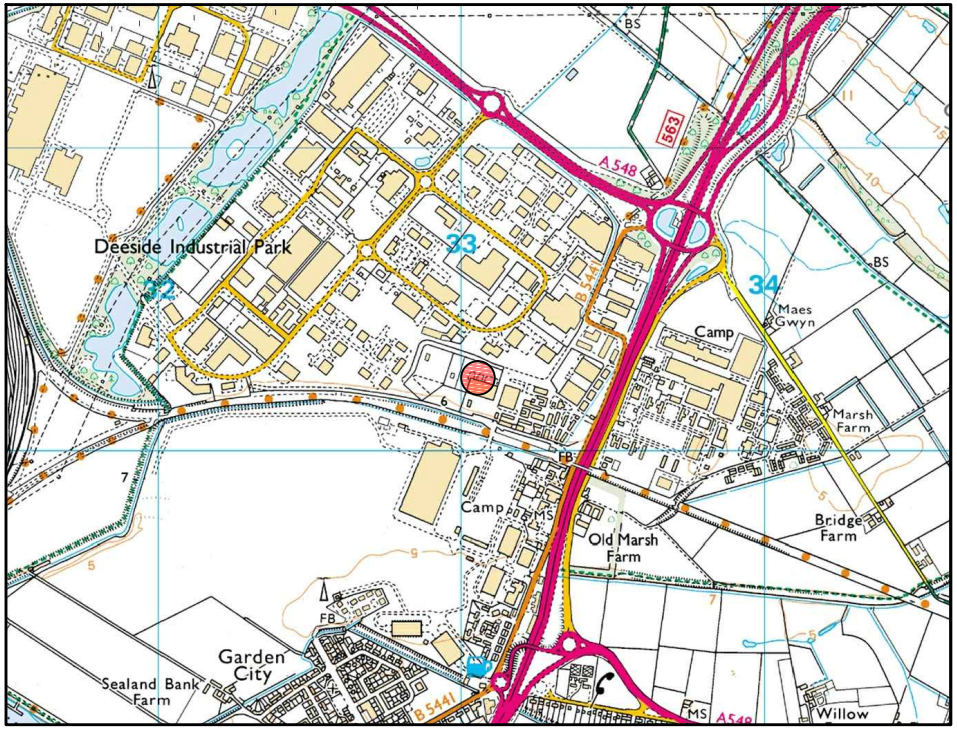

Scale Bar (1:25,000)

0 km 0.2 0.4 0.6 0.8 1 km

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Title: SITE LOCATION MAP

Drawing No: 2768/1537/01

Client: Parry & Evans Ltd

Site: Unit 103, Zone 1, Deeside Industrial Park, Flintshire CH5 2LR

NGR: X = 333055 Y = 370234

Date:	Printed At:
10 December 2013	A4

Scale:	Revision:	Drawn By:
1:25,000	-	RS

Client No:	Job No:	Checked:
1537	2768	-

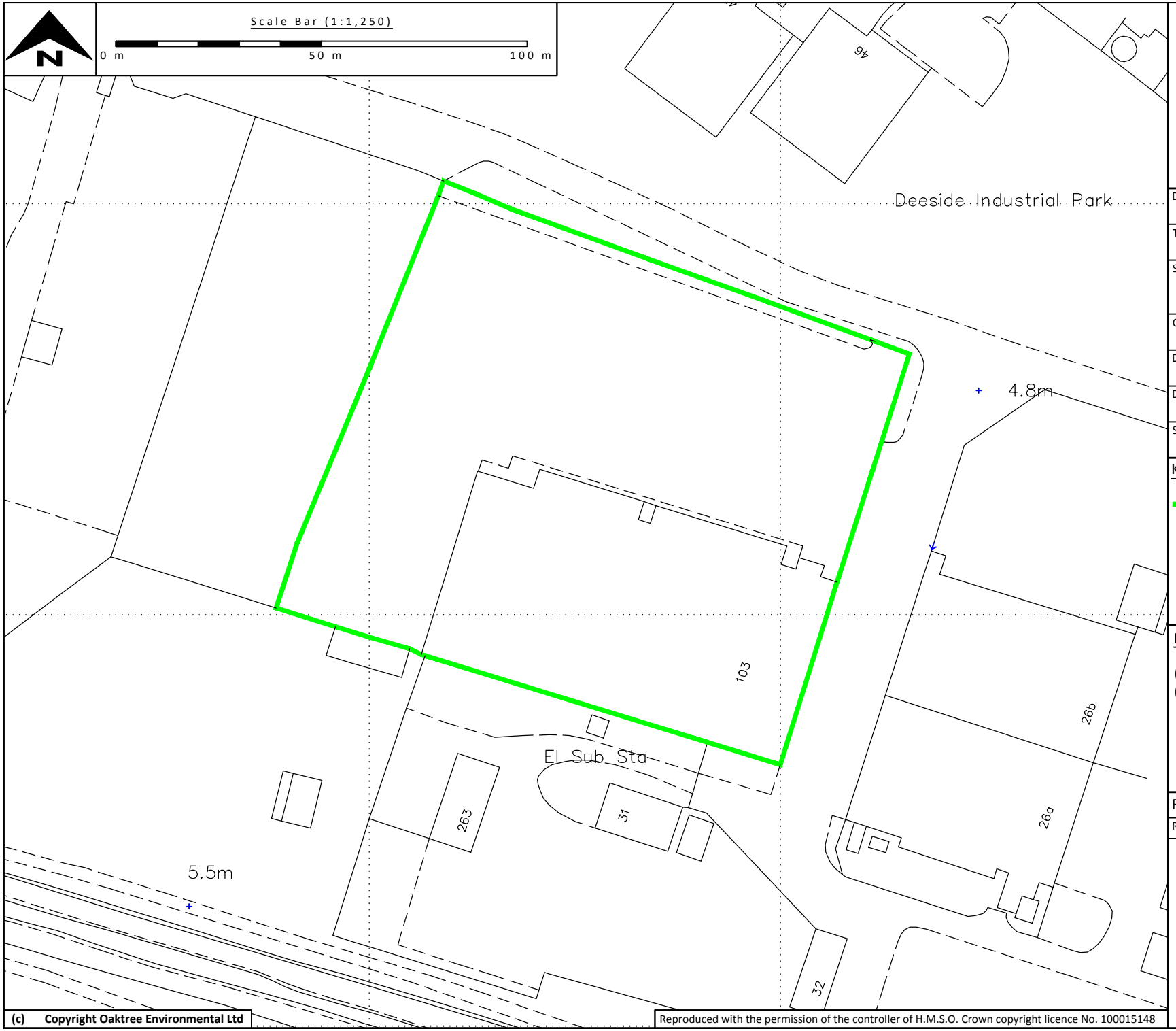
KEY:

Site Location

Notes:

Revision Details:

Rev:	Description:	Date:
-	Initial drawing	10/12/13



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Drawing No:	Rev:
2768/1537/02	-

Title: PERMIT BOUNDARY PLAN

Site: Unit 103, Zone 1, Deeside Industrial Park, Flintshire CH5 2LR

Client: Parry & Evans Ltd

Date:	Job:
10 December 2013	2768

Drawn:	Checked:	Client:
RS		1537

Scale:	Printed @:
1:1,250	A4

KEY:

Permit boundary

Notes:

(1) Drawing for indication only.
(2) Do not scale from this drawing

REVISION HISTORY

Rev:	Date:	Init:	Description:
-	10/12/13	RS	Initial drawing

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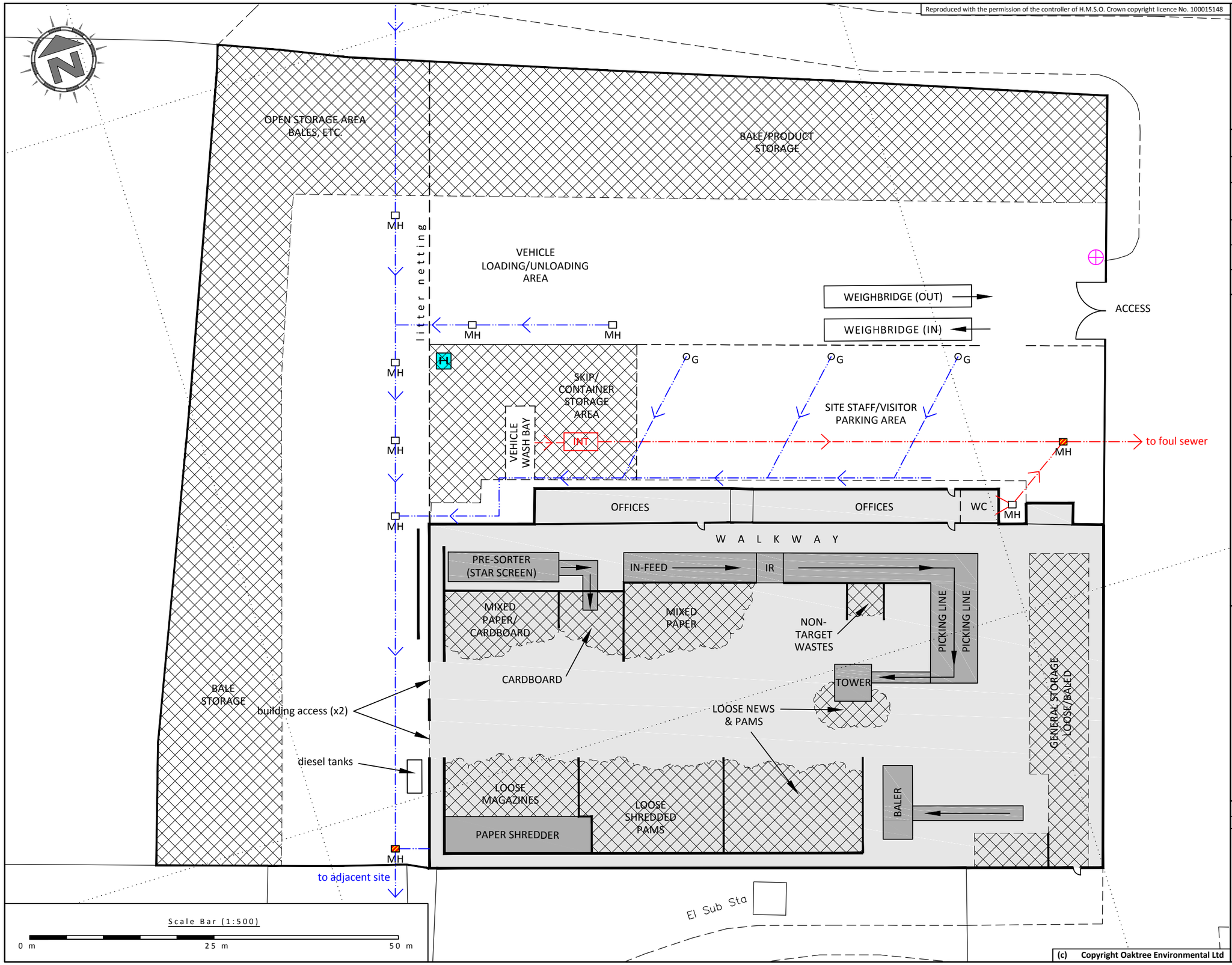

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Oaktree Environmental Ltd
Waste Management and Environmental Consultants
Unit 5, Oasis Park, Road One
Winsford Industrial Estate
Winsford, Cheshire CW7 3RY
Tel: 01606 558833 Fax: 01606 861182
E-mail: sales@oaktree-environmental.co.uk

Title:	SITE LAYOUT PLAN
Drawing No:	2768/1537/03
Client:	Parry & Evans Ltd
Site:	Unit 103, Zone 1, Deeside Industrial Park, Flintshire CH5 2LR
Date:	3 March 2014
Printed At:	A3
Scale:	1:500
Revision:	A
Drawn By:	RS
Job No:	2768
Client No:	1537
Checked:	--

KEY:

IR	Infra-red separator (Titech)
⊕	Fire assembly point
INT	Interceptor (foul)
MH	Manhole
G	Gully
WC	Toilets
—·—	Foul drainage
—·—	Surface water drainage
▨	Shut off capability in manhole using pipe bung (last in series for both foul and surface drainage)
H	Hydrant

Notes:

1. Do not scale from this drawing.
2. Drawing for indication only.
3. It should be noted that the layout provided for the building (i.e. the treatment operations at the site) indicatively considers paper/cardboard as this is the main waste stream handled at the site. In reality, the site has the capability to process other recyclable materials such as plastics, glass, cans/foil, food/drinks cartons, etc. with no greater associated environmental risk. Should the operator require, the materials recycling equipment installed at the site can be re-configured (either in part, or in its entirety) to target these other recyclable wastes.

Revision Details:

Rev:	Description:	Date:
–	Initial drawing	10/12/13
A	Application submission	03/03/14

Appendix II

Record Keeping Forms

PARRY & EVANS LTD
REJECTED WASTE - RECORD FORM

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

PARRY & EVANS LTD

SITE INSPECTION FORM - DAILY INSPECTIONS

WEEK STARTING							
TYPE OF INSPECTION	DAY						
	M	T	W	T	F	S	S
SITE ENTRANCE/NOTICE BOARD							
SECURITY - GATES							
SECURITY - FENCING							
SITE ROADS / SURFACES							
WASTE CONTAINERS & BAYS							
WASTE TYPES							
WASTE/SKIP STORAGE							
PLANT/EQUIPMENT							
FUEL TANK/BUND							
CONCRETE HARDSTANDING							
INTERCEPTOR							
DRAINAGE CHANNELS							
WASTE TYPES/ QUANTITIES							
REJECTED WASTE TYPES / STORAGE							
NOISE LEVELS							
FIRES							
LITTER							
DUST							
ODOUR							
VERMIN							
RECORDS							
OTHER -							
INSPECTION CARRIED OUT BY							

NOTES/ACTION:

CHECKED BY		SIGNATURE	
POSITION		DATE	

PARRY & EVANS LTD

EMPLOYEE TRAINING NEEDS ASSESSMENT / REVIEW *

***delete as appropriate**

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

PARRY & EVANS LTD
EMERGENCY DRILL RECORD

DRILL TYPE	**FIRE**
DATE:	
TIME:	
LOCATION OF INCIDENT/DRILL	
COMPLETED BY	
DATE OF LAST DRILL:	
ACTION/ OBSERVATION	***PERFORMANCE / COMMENTS***
Delay to first staff member leaving yard/building	
Delay to last staff member leaving yard/building	
Did staff leave in an orderly and calm manner?	YES/NO (delete)
Did staff leave without collecting their personal belongings?	YES/NO (delete)
Did staff congregate at the designated roll call area?	YES/NO (delete)
Was the register taken?	YES/NO (delete)
How were the buildings left? (Computers left on, plant left running etc.)	
General comments	
Follow up action	
General staff training	
Modify procedures	
Specific staff training	
Additional equipment required	
Other comments	

CAT 360 - Model No. 318D MH - Serial No. W8R05041

HOURS:
Service Due:

DATE: W/C .....

Operators Daily Checks	M	T	W	T	F	S	DEFECT / FAULT REPORT	Defct repot sheet completed?
PLANT / EQUIPMENT								
Lights / Indicators / Brake Lights / Work Lights								
Reflectors / Flashing Beacon								
Mirrors/Rvs Camera								
Horn								
Windscreen / Windscreen Wipers / Washers								
Slew Lock(To be greased twice a week)								
Driving Controls (steering, gears, pedals, etc)								
Exhaust								
Roll Over Protection System								
Wheels / Tyres / Tracks (pressure, wear, damage)								
Boom & Lifting Eyed (if fitted)								
Number Plates / Serial Number Plate								
Battery								
Oil, Fluid & Water Levels								
Oil Leaks								
Body Panels & Door Locks								
Bucket Pins & Clips								
No Of Buckets (see below)								
DEBIS / PAPER CLEANED OFF PLANT & EQUIPMENT								
ENGINE AREA WASHED OFF/ CLEAR DUST AND DEBRIS								
HYDRAULICS								
Rams								
Hoses								
Support / Landing Legs								
Unions / Couplings								
Hydraulic Oil Level								
Control Levers								
Grab / Work tool								
Warning Lights								
Grap (to be greased twice weekly)								

SUPERVISOR (signiture)	Date

MANAGERS (signiture)	Date

Date	Day	Name	Int
	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
	Saturday		

Fault / Defect Report Sheet

PLANT (ID):	**Date:**
Person reporting fault / defect:	

Nature of Fault or Defect:

1.

2.

3.

4.

(Continue on reverse of form if required)

Who defects reported to: Date:

ACTION TAKEN TO RECTIFY FAULT / DEFECT:

(Continue on reverse of form if required)

fault(s)/Defect(s) have been addressed.

Name:…….. Signature: …….. Date:……

Health and Safety
Information for Visitors / Contractors

WELCOME TO
PARRY AND EVANS LTD

Have a safe visit and please follow our site safety information

Contents:

- **Site Safety**
- **Licenses and Certificates**
- **Traffic Management**
- **Permit to Work**
- **Entering Buildings**
- **Equipment**
- **Fire Safety**
- **First Aid**
- **Electrical Safety**
- **Personal Protective Equipment (PPE)**

Health and Safety
Information for Visitors / Contractors

SITE SAFETY



- 5 m.p.h. speed limit for all vehicles /plant
- SMOKING is not allowed anywhere on site
- Sensible closed toe footwear is to be worn at all times whilst in the Office area. Safety footwear and High Visibility vest/jacket MUST be worn everywhere else on site.
- You must conform to written or verbal instruction given to you to ensure your personal safety and safety of others.
- You must conduct yourself in an orderly manner in the workplace and refrain from any form of abusive or excessive behaviour.
- You must report immediately any incidents or near misses whether injury is caused or not.
- Do not litter the site. Good housekeeping standards shall be maintained.
- All contractor waste must be removed from site unless under agreement with management to dispose of waste on site in appropriate manner.
- All Spills shall be dealt with immediately

LICENCES AND CERTIFICATES



- All vehicle / plant drivers/operators shall hold an appropriate, valid licence/certification for the class of vehicle/plant they are driving/operating.
- Licences and certificates shall be available for inspection at any time
- Lifting equipment / accessories used in depots shall be identified in such a way as the user can identify that its certification is valid.

Health and Safety
Information for Visitors / Contractors

TRAFFIC MANAGEMENT



- There is movement of plant and vehicles on site, DO NOT place yourself or others in danger.
- A Banksman /Spotter system is in operation on site for the movement of vehicles.
- DO NOT stand behind plant or vehicles
- Use designated walkways.
- Reversing – ask for assistance.
- Repairs to plant will be carried in designated safe area.
- Where possible engines shall be switched off when vehicle, plant or equipment is not in use and the key removed to prevent unauthorised use.

PERMIT TO WORK PROCESS



- Is in operation on this site for contractors to ensure your and others safety. The permit to work can only be issued by authorised company representative. Your host will identify them to you.

- **Permit to Work is required for: Work at Height – Hot works – Work in confined spaces – General Work where 'Lock Out' of machinery is required. This is a guide only.**

- **CHECK WITH YOUR HOST IF YOU ARE IN ANY DOUBT THAT YOU REQUIRE A PERMIT TO WORK.**

- If contractor is found to be working without a Permit to Work, the work will be suspended and could lead to you being removed from site.

ENTERING BUILDINGS



- You must not enter any building or part of building or warehouse unless you have been authorised to do so or you are accompanied by your host.
- You must remain alert at all times.

Health and Safety
Information for Visitors / Contractors

EQUIPMENT



- You must ensure that the equipment/machinery being used is maintained in appropriate manner and compliant to Regulatory requirements, tested and in good working order. Suitable and sufficient for the task being undertaken.
- All equipment is to be inspected prior to use, DO NOT use defective equipment.
- Anyone found using equipment that is not fit for purpose will be stopped and work will be suspended and could lead to you being removed from site.

FIRE SAFETY



- You will be made aware if the fire alarm system is to be tested.
- The fire assembly point is located grass verge outside entrance. (Your company host will show you where this is).
- If you discover a fire, raise the alarm immediately.
- Do not attempt to fight the fire unless you are confident in doing so and fully trained in use of fire fighting equipment. Do not risk your own safety to fight a fire!
- Your host will make you aware of the nearest fire exits to your location.
- Company Fire Marshall's will ensure the building has been fully evacuated. If you are not with your host please follow their instructions.

FIRST AID



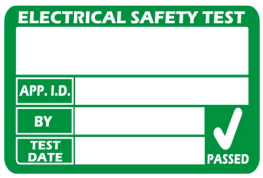
- If you require first aid make your company host aware in first instance.
- If you are not with your host find the nearest employee and make them aware and they will summon a first aider.
- First aid kit is located in main office / Canteen with eye wash.
- Please ensure where appropriate that the Manager is aware of your injury so it can be recorded, prior to you leaving site.

Health and Safety
Information for Visitors / Contractors

ELECTRICAL SAFETY



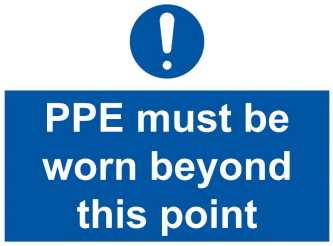
- If you are bringing electrical equipment into the premises please ensure it has been suitably inspected and tested to ensure it is safe to use.



  All equipment to be used shall have the required testing certification (i.e. P.A.T. test) and operator shall possess the appropriate certification for the use of that equipment.

- All electrical equipment should be given a visual inspection prior to use Do not use any equipment you suspect is faulty and report this to your host.

PERSONAL PROTECTIVE EQUIPMENT(PPE) - Minimum PPE for Site personnel and Visitors



You must use all Personal Protective Equipment (PPE) provided

- You must use all Personal Protective Equipment (PPE) provided for your safety. If you require any additional P.P.E. please speak to your host.

- Personnel requires to handle or use articles and substances on site and wear the defined additional PPE

- Appropriate PPE for specific tasks, as specified by risk assessment, shall be worn i.e. ear defenders, goggles, Fall arrester equipment etc.

We all have a duty to ensure the safety of ourselves and others and be aware that people can be affected by what we do or don't do. If you have a problem or query whilst on site please consult a member of the management team.

Thank you for taking the time to read this document. Please ensure you collect a visitor's pass from reception. We hope you enjoy your time with us.

PARRY AND EVANS Ltd
HEALTH AND SAFETY INFORMATION FOR VISITORS / CONTRACTORS
DEESIDE DEPOT

To be signed ONLY AFTER you have been inducted to Deeside Depot and have read and understood the Health and Safety information for visitors and contractors. You are signing that you have read and understood this document and agree to abide by the companies rules and requirements.

Date	*Name (Print)*	*Company*	*Signature*

OVERVEIW OF MAINTENANCE FOR MACHINERY

KEY = MAINTENANCE ROLE					
line leader	**Supervisor**	**Operative Wayne**	**W/hse Operative**	**Cleaner**	
Sorter					
Daily	**Weekly**	**Monthly**	**3 Month**	**6 Month**	**12 Month**
Safety fencing – checked daily by pickers included in supervisors weekly check sheets.	**Chains/conveyor** – lubricated/greased	**Carriers –** checked	**Drop Chute/wasted chute cleaned out/tower**	**Chain inspection** Links/bolts/nuts	**Air lines**
Electric cabinets – checked daily by pickers no debris free of dust and locked	**Motor –** check oil grease any leaks		**Discharge chute** cleaned & skirt in good condition	**Tension belt –** Tension bolts adjusted?	**Regulators**
Panel by belts cleaned	**Visual –** visual check of all machine			**Conveyor belt** Rollers & tracks inspected	**Service**
	Bearings - lubricated				
	Flights - checked				
	Electric cabinet – cleaned internally				
	E stops – checked by supervisors				

OVERVEIW OF MAINTENANCE FOR MACHINERY

KEY = MAINRENANCE ROLE					
Pickers/line leader	Supervisor	Operative Wayne	W/hse Operative	Cleaner	
Titec					
Daily	**Weekly**	**Monthly**	**3 Month**	**6 Month**	**12 month**
Guards – checked by supervisors	**Light system** – lights checked lenses cleaned in working order?	Air Pressure checked	Clean vent plug on motor gearbox	Check tension on belts	Change gearbox oil.
Motors – cleaned off checked for leaks	**Motor** – check oil greased/leaks		Motor gearbox oil checked		
Air valves – blown off	**Calibration** – on acceleration belt **R.P.M**				
Filters checked	**Conveyor belt** – Greased free of debris checked in working order				
	Under belts - cleaned				
	Thorough clean				

OVERVEIW OF MAINTENANCE FOR MACHINERY

KEY = MAINRENANCE ROLE					
Pickers/line leader	Supervisor	Operative Wayne	W/hse Operative	Cleaner	
Hogger/paper shredder					
Daily	**Weekly**	**Monthly**	**3 Month**	**6 Month**	**12 month**
Guards – checked by supervisors	**Chains and bearings** - lubricated	**Flights checked**	**Clean vent plug on motor gearbox**	**tension belt** – tension bolts	**Change gearbox oil.**
Motors – cleaned off checked for leaks	**Motor – check** oil greased/leaks	**Carriers - checked**			
Rota bearings – greased Check for excessive vibration	**Elec cabinet** – cleaned internally.				
Electric cabinet – Free of dust and debris	**Elec cabinet** – switches working				
	Anvil pivot blocks - greased				
	E stops – checked by supervisors				
	Conveyor belts greased nuts bolts				

OVERVEIW OF MAINTENANCE FOR MACHINERY

KEY = MAINRENANCE ROLE					
Pickers/line leader	Supervisor	Operative Wayne	W/hse Operative	Cleaner	
Starscreen					
Daily	**Weekly**	**Monthly**	**3 Month**	**6 Month**	**12 month**
Guards – checked by supervisors	**Chains** - lubricated	**Flights checked**	**Clean vent plug on motor gearbox**	**tension belt** – tension bolts	**Change motor gearbox oil.**
Motors – cleaned off checked for leaks	**Motor – check** oil greased/leaks	**Carriers - checked**			
Electric cabinet – Free of dust and debris	**Conveyor belt** greased & free of debris	**Rollers checked**			
	Bearings - lubricated	**Electric Motor** - check			
	Elec cabinet – cleaned internally	**Chain inspected** – nuts bolts links			
	E stops /interlocks – checked by supervisors				
	Side panels /safety fencing inspected				

OVERVEIW OF MAINTENANCE FOR MACHINERY

KEY = MAINRENANCE ROLE					
Pickers/line leader	Supervisor	Operative Wayne	W/hse Operative	Cleaner	
Baler					
Daily	Weekly	Monthly	3 Month	6 Month	12 month
Guards – checked by supervisors	Chains - lubricated links nuts bolts	Flights checked	Clean vent plug on motor gearbox	tension belt – tension bolts	Change motor gearbox oil.
Motors – cleaned off checked for leaks	Motor – check oil greased/leaks	Carriers - checked			Change pressure filter elements
Electric cabinet – Free of dust and debris	Conveyor belt greased & free of debris	Side panels check			
Oil level checked	Bearings - lubricated	Electric Motor - check			
Radiator blown out Mon wed fri	Elec cabinet – cleaned internally check switches	Rollers - check			
Steps access ladders platforms hopper doors working correctly	E stops /interlocks – checked	Head and tail shaft sprockets checked			
Clean underneath machine	Pit cleaned /Plates secured	Inspect impact bed and rails			

OVERVEIW OF MAINTENANCE FOR MACHINERY

KEY = MAINRENANCE ROLE					
Pickers/line leader	Supervisor	Operative Wayne	W/hse Operative	Cleaner	
compressors					
Daily	Weekly	Monthly	3 Month	6 Month	12 Month
Air filters checked	Clean radiator				Service
Intake filters checked					
Radiator checked					
Coolant checked					
Guards checked					

OVERVEIW OF MAINTENANCE FOR MACHINERY

KEY = MAINRENANCE ROLE					
Pickers/line leader	Supervisor	Operative Wayne	W/hse Operative	Cleaner	
Generators					
Daily	Weekly	Monthly	3 Month	6 Month	12 Month
Air filters checked		Radiator cleaned out			Service
Intake filters checked		Service 500hr			
oil					
Water checked					
Guards checked					

OVERVEIW OF MAINTENANCE FOR MACHINERY

KEY = MAINRENANCE ROLE					
Pickers/line leader	Supervisor	Operative Wayne	W/hse Operative	Cleaner	
Jet wash					
Daily	Weekly	Monthly	3 Month	6 Month	12 Month
Leads in good condition	Jet wash in good working order				Service
Attachments in good working order					
Wash area clean					

OVERVEIW OF MAINTENANCE FOR MACHINERY

KEY = MAINRENANCE ROLE				
Pickers/line leader	Supervisor	Operative Wayne	W/hse Operative	Cleaner

Fire					
Daily	Weekly	Monthly	3 Month	6 Month	12 Month
Visual check extinguishers in place	Fire alarm check rotate points		Evacuation		Service all fire Extinguishers
Signs clearly displayed					Test on fire hoses
Exit doors unlocked open					Fire alarm system serviced

LEV System					
Daily	Weekly	Monthly	3 month	6 month	12 month
Dust bag replaced	Check system ducting grills clear	Clean LEV system	Check drive belts Bearings		Service
	Grease bearings	Full Lev inspection			

1.0 Scope

This procedure sets out how all measuring equipment performs to the required accuracy.

2.0 References

Integrated management system manual
ISO 9001:2008 – Clause 7.6
ISO 14001:2004 – clause 4.5.1
OHSAS 18001:2008 – clause 4.5.1

3.0 Responsibilities

The Managing Director is responsible for ensuring that monitoring and measurement equipment performs to the required accuracy and to ensure action is taken to address any shortfalls, omissions or inadequacies.

4.0 Procedure

4.1 Measuring equipment in use shall comply with the appropriate British or International standard.

4.2 Everyday use, in-house visual checks shall be carried out to confirm that the equipment is working correctly and is not damaged.

4.3 Any item that is damaged or does not comply will be withdrawn and replaced Immediately.

5.0 'Indication Only' equipment

These items of measuring equipment are used for estimate measures and invoicing purposes and are not quality critical and used for indication purposes only and as appropriate are marked with the words 'INDICATION ONLY'

Equipment	Purchase Spec	Control	Frequency	Method
Steel rule	British standard	Issue control & damage check by user	In use check	In-house
Steel tape	British standard	Issue control & damage check by user	In use check	In-house
Spirit Level	British standard	Issue control & damage check by user	In use check	In-house

6.0 Calibrated Equipment

These items of measuring equipment will be calibrated in accordance with the manufacturer's recommendations and relevant sector scheme documents.

Equipment	Purchase Spec	Control	Frequency	Method
Scales	British standard	Issue control & damage check by user. Documentation controlled by Yard Supervisor	In use check & Annual re calibration	Designated contractor, certification.
Weighbridge	British standard	Control & damage check by user. Documentation controlled within office.	In use check & Annual re calibration	Designated contractor, certification.
Laser Digital Thermometer	British standard	Control & damage check by user. Documentation controlled within office.	In use check & Annual re calibration	Designated contractor, certification.

Appendix III

Accepted Waste Types (European Waste Catalogue Waste Code List)

PARRY & EVANS LTD - EUROPEAN WASTE CATALOGUE (EWC) CODE LIST FOR ACCEPTANCE AT UNIT 103, Zone 1, Deeside Ind. Park - Version 1.0	
CODE	**WASTE TYPE**
2	WASTES FROM AGRICULTURE, HORTICULTURE, AQUACULTURE, FORESTRY, HUNTING AND FISHING, FOOD PREPARATION AND PROCESSING
02 01	wastes from agriculture, horticulture, aquaculture, forestry, hunting and fishing
02 01 04	waste plastics (except packaging)
3	WASTES FROM WOOD PROCESSING AND THE PRODUCTION OF PANELS AND FURNITURE PULP, PAPER AND CARDBOARD
03 03	wastes from pulp, paper and cardboard production and processing
03 03 07	mechanically separated rejects from pulping of waste paper and cardboard
03 03 08	wastes from sorting of paper and cardboard destined for recycling
4	WASTES FROM THE LEATHER, FUR AND TEXTILE INDUSTRIES
04 02	wastes from the textile industry
04 02 22	wastes from processed textile fibres
7	WASTES FROM ORGANIC CHEMICAL PROCESSES
07 02	wastes from the MFSU of plastics, synthetic rubber and man-made fibres
07 02 13	waste plastic
12	WASTES FROM SHAPING AND PHYSICAL AND MECHANICAL SURFACE TREATMENT OF METALS AND PLASTICS
12 01	wastes from shaping and physical and mechanical surface treatment of metals and plastics
12 01 05	plastic shavings and turnings
15	WASTE PACKAGING; ABSORBENTS, WIPING CLOTHS, FILTER MATERIALS AND PROTECTIVE CLOTHING NOT OTHERWISE SPECIFIED
15 01	packaging (including separately collected municipal packaging waste)

15 01 01	paper and cardboard packaging
15 01 02	plastic packaging
15 01 04	metallic packaging
15 01 05	composite packaging
15 01 06	mixed packaging
15 01 07	glass packaging
15 01 09	textile packaging
16	**WASTES NOT OTHERWISE SPECIFIED ON THE LIST**
16 01	**end-of-life vehicles from different means of transport (including off-road machinery) and wastes from dismantling of end-of-life vehicles and vehicle maintenance (except 13, 14, 16 06 and 16 08)**
16 01 19	plastic
16 01 20	glass
17	**CONSTRUCTION AND DEMOLITION WASTES (INCLUDING EXCAVATED SOIL FROM CONTAMINATED SITES)**
17 02	**wood, glass and plastic**
17 02 02	glass
17 02 03	plastic
19	**WASTES FROM WASTE MANAGEMENT FACILITIES, OFF-SITE WASTE WATER TREATMENT PLANTS AND THE PREPARATION OF WATER INTENDED FOR HUMAN CONSUMPTION AND WATER FOR INDUSTRIAL USE**
19 12	**wastes from the mechanical treatment of waste (for example sorting, crushing, compacting, pelletising) not otherwise specified**
19 12 01	paper and cardboard
19 12 04	plastic and rubber
19 12 05	glass

19 12 08	textiles
19 12 12	co-mingled recyclable waste from other waste management sites
20	**MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPARATELY COLLECTED FRACTIONS**
20 01	**separately collected fractions (except 15 01)**
20 01 01	paper and cardboard
20 01 02	glass
20 01 10	clothes
20 01 11	textiles
20 01 39	plastics
20 01 40	metals
20 03	**other municipal wastes**
20 03 01	co-mingled recyclable wastes

Appendix IV

Planning Information

Andrew Farrow
Head of Planning
Pennaeth Cynllunio

RECEIVED
03 FEB 2014

Sir y Fflint
Flintshire

Mr. R. Sims,
Oaktree Environmental,
Unit 5, Oasis Park, 19 Road One,
Winsford Industrial Estate,
Winsford,
Cheshire,
CW7 3RY

Your Ref/Eich Cyf	TE/Parry&Evans
Our Ref/Ein Cyf	2768-1537-001-RS
Date/Dyddiad	30 January 2014
Ask for/Gofynner am	Mr. T. Evans
Direct Dial/Rhif union	01352 704556

Dear Mr. Sims

RE: Unit 103, Zone 1, Deeside Industrial Park, Flintshire, CH5 2LR

I write in response to your letter (received by e-mail) dated the 29th of January 2014 requesting clarification as to whether the existing use classes applicable to the site cover the activities currently carry out on it.

I can confirm that Unit 103, Zone 1 currently benefits from multiple planning uses classes, those being B1 – Business, B2- General Industrial and B8 – Storage and Distribution.

In your letter you outlined the processes that are, and will continue to be conducted at the site, those being:

1. Deposit of paper, cardboard, plastic, cans and mixed recyclables in loose and baled form (i.e. the material input and process feedstock) and storage of these materials in designated 'reception areas/bays' in the building on site to await processing.
2. No other materials will be imported to the site for processing.
3. Processing of materials involving the following:
a. Refinement of the end product via separation using automated (optical) and manual separation techniques;
b. Shredding using multi-shaft shredding plant; and,
c. Baling of recycled products to improve efficiency for handling and onward distribution (i.e. mill-sized bales).
4. All mechanical processing operations (as listed above) take place entirely within the building on site.
5. Baled products produced at the site are stored in designated storage areas on site to await onward distribution (by road) as feedstock for local reprocessors and for overseas export.

Carl Longland
Director of Environment
Cyfarwyddwr yr Amgylchedd

Environment Directorate
Cyfarwyddiaeth yr Amgylchedd

Flintshire County Council, County Hall, Mold, Flintshire, CH7 6NF
www.flintshire.gov.uk

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Having given due consideration to the processes undertaken at the site, it is my judgement that they fall within the B2 and B8 use classes. This being the case, I can confirm that the existing operation is authorised and a change of use planning application is not required.

I trust you find the above satisfactory, should you require anything further please contact the officer on the number provided.

Yours sincerely

Head of Planning

Carl Longland
Director of Environment
Cyfarwyddwr yr Amgylchedd

Environment Directorate
Cyfarwyddiaeth yr Amgylchedd

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