TABLE OF CONTENTS

1.0 GENERAL CONSIDERATIONS

1.1 Site operation/licence holder

1.1.1 A D Waste Limited are applying for a waste management licence to operate a waste transfer facility at Standard Road, Spencers Industrial Estate, Buckley, CH7 3LY. The site is intended to allow A D Waste Limited to increase the amount of waste recycled. A D Waste Ltd operates as a LAWDC, providing Flintshire County Council with a waste disposal service. It is intended that the site accept waste from commercial and industrial customers. This working plan has been produced in order to support the Waste Management Licence (WML) application in compliance with the requirements of Waste Management Paper No.4 - Licensing of Waste Management Facilities.

1.1.2 Recent developments in legislation such as the introduction of the landfill tax have increased the effectiveness and scope of operations for waste transfer and recycling centres, generating greater recovery rates for recyclable waste. This facility is intended for the reception, storage and recovery of wastes prior to disposal. The proposed recycling operations include sorting household, commercial and Industrial waste to produce materials suitable for reprocessing, reducing the need to use virgin materials.

1.1.3 The registered office for A D Waste Limited is:

5/7 Grosvenor House
Foregate Street
Chester
CH1 1HG

1.1.4 Ocean Environmental Services has been employed to act as consultants for A D Waste Limited, to assist in the preparation of this working plan and WML Licence Application. Contact details for Ocean Environmental Services are as follows: -

Contact:	Martin Womack
Position:	Project Manager
Business address:	Ocean Environmental Services UK Ltd Unit A4 Evans Business Park Deeside CH5 2LR
Telephone:	0845 4515111
Fax:	0845 4515222

1.2 Site history and planning status

1.2.1 The site is located on land at Standard Road, Spencer's Industrial Estate, Buckley, CH7 3LY, National Grid Reference SJ 2864 as shown on **Drawing No. C1068/OES003/A**

1.2.2 The site is an industrial area currently used by Flintshire Council to assist in their recycling operations. The recycling activities on site operate under an exemption issued July 2001, under Regulation 17, Schedule 3 of the Waste Management Licensing Regulations 1994.

1.2.3 Planning was granted 29th July 2005, reference number GMN/037899.

1.3 Licence area/ waste management operations

1.3.1 The area, which is the subject of the waste management licence application, is outlined in red on **Drawing No. C1068/OES003/A**. All references to 'the site' in this working plan shall mean this area and the infrastructure, plant and equipment associated with the site.

1.3.2 The Waste Management Licence would permit the Sorting and Storage (Keeping) of waste prior to recovery or disposal.

1.3.3 Specified waste management operations will include waste disposal and waste recovery operations listed in Parts III and IV of schedule 4 of the Waste Management Licensing Regulations 1994. They are in summary:

D9: Physico-chemical treatment of waste.

D15: Storage of waste pending disposal.

R2: Recycling or reclamation of organic substances.

R3 Recycling or reclamation of metals

R4: Recycling or reclamation of inorganic materials

R13: Storage of waste pending recovery

1.4 Hours of operation

1.4.1 The operation of the waste transfer and recycling facility is designed to service the needs of the Recycling Parks (Civic Amenity Sites) operated by A D Waste Ltd. Therefore the operating hours for the receipt or removal of waste will be in line with the winter and summer opening hours of the Recycling Parks.

Summer	
Monday to Friday	08.00 to 20.00
Saturday	08.00 to 20.00
Sunday	08.00 to 20.00
Winter	
Monday to Friday	08.00 to 18.00
Saturday	08.00 to 18.00
Sunday	08.00 to 18.00

Suitable floodlights will be made available on site for operations that are carried out after official lighting up times to ensure that operations can be carried out safely.

1.4.2 Any proposal to conduct site operations outside the hours listed in 1.4.1 will be subject to prior notice to the Environment Agency.

1.5 Waste types and quantities

1.5.1 The waste types to be accepted at the site will be: solid dry, hazardous (fluorescent tubes, asbestos and waste electronic and electrical equipment.) and non-hazardous household, commercial and industrial wastes; defined in the Controlled Waste Regulations 1992 and Section 75 of the Environmental Protection Act 1990. The waste will be from household, commercial and industrial premises.

The main waste types, within the above classifications, to be accepted at the site include:

Biodegradable/ Inert

Biodegradable/ Non-inert

Ash (excluding ash from hazardous waste incineration), cables, cardboard, fabrics, felt (roofing), paper, plasterboard, plastics, solid scrap metals, wood.

Green Waste

Dry Recycleables from household kerbside collections, including paper, plastic, cardboard, textiles, metal cans, glass.

Asbestos principally from the renovation of properties under the control of Flintshire County Council and domestic and industrial sources.

The wastes listed above have been included to encompass the majority of wastes likely to be received on site. Waste not specifically listed will be accepted as long as the waste management licence permits it.

1.5.2 Excluded wastes - the following wastes will not be accepted

Hazardous waste as defined under the Hazardous Waste Regulations 15th July 2005, other than fluorescent tubes, asbestos and waste electronic and electrical equipment.

1.5.3 Waste delivered to the site will be contained within vehicles such as Curtain Sider, REL, FEL, 8 Wheel Tipper, Trade Waste vehicles and skip vehicles. The maximum quantities to be tipped at the site in any one working day will be:

- Total of 100 tonnes under normal working conditions, consisting of domestic waste, construction & demolition waste, solid commercial & industrial waste, general skip waste
- Under emergency conditions (closure of A D Waste Landfill Operations) a maximum total of 250 tonnes consisting of domestic waste, constructions & demolition waste, solid commercial & industrial waste, general skip waste will be disposed off. This additional waste will be removed within 72 hours of deposit.
- <10 tonnes of hazardous waste.
- The throughput of the site will equate to <24999 tonnes per annum.

1.5.4 The maximum amount of waste to be stored on site at any time will be 250 tonnes.

1.5.5 If the maximum storage capacity of the site is reached then no further waste will be accepted until waste can be removed from the site and taken to a suitably licenced site.

1.6 Staffing and management

1.6.1 The site will be open for the receipt of waste or for other essential operations during the hours listed in Section 1.4.

1.6.2 The site will only open for the deposit of waste or for other essential operations. Positions in bold italic print below are the minimum staff requirements when the site is open for the reception of waste:

Position	***No.***	***Responsibilities***
Site Operative	***1***	***Overall site management (fully conversant with the requirements of the WML)***

1.6.3 Additional staff employed by A D Waste Limited will also be utilised on site during busy periods to carry out site maintenance works and plant maintenance.

1.7 Health and Safety

1.7.1 All operations on site will be carried out in accordance with the relevant requirements of the Health and Safety at Work Act 1974. Conditions of site use **for all users** are attached to this working plan as per **Appendix 1**. The procedure for handling asbestos is shown in **Appendix 5**.

1.8 Fit and proper persons

1.8.1 Technical competence – John Davies and Kevin Gardiner have completed a WAMITAB (Waste Management Industry Training and Advisory Board) COTC (Certificate of Technical Competence) level TSS-4 (managing transfer operations- special waste). They will be the technically competent management at the site, subject to approval by the Environment Agency.

1.8.2 Financial provision – It is proposed that a credit check be carried out upon the company in line with Environment Agency Guidance Policy 181_03.

1.8.3 Relevant convictions - at the date of writing neither Kevin Gardiner or any employee of A D Waste Limited had been convicted of a relevant offence.

2.0 SITE INFRASTRUCTURE

2.1 Access and parking

2.1.1 Access to the site is gained from Standard Road. The site entrance is shown on **Drawing No. C1068/OES003/A**

2.1.2 Parking - adequate space is available on the site for the parking of all vehicles associated with the operational activities, see **Drawing No. C1068/OES004/A**

2.2 Notice board and signs

2.2.1 A notice board will be positioned at the site entrance and will display the following information:

- The site operator's name, address and telephone number
- The Environments Agency local address and telephone number
- The hours of operation of the site
- The site licence number
- Emergency telephone numbers for EA and operator

Additional signs will be displayed to state the following:

"No unauthorised access- all persons entering the site must report to the site office."

"No Smoking" (situated in the waste handling areas).

2.3 Site security

2.3.1 Gates - Gates are erected at the entrance as shown on **Drawing No.C1068/OES004/A** The gates are 2.4 metres high Palisade and will be padlocked at all times when the site is unmanned.

2.3.2 Fencing - The site is surrounded by palisade fencing to the height of 2.4 metres.

2.3.3 A security patrol will check on the facility during regular nightly inspections.

2.4 Site office

2.4.1 The site will utilize the office facilities of Standard Landfill Site adjacent to this development.

2.4.2 The site records detailed throughout this working plan will be maintained in the site office and will be made available for inspection by the Environment Agency on request. The list below details the relevant site documents.

- Waste Management Licence
- The working plan
- Site Diary
- EA inspection reports
- In-house inspection sheets
- Duty of Care Transfer Notes (retain for 2 years)
  Hazardous waste transfer note Transfer Notes (retain for life of the site)
- Waste delivery tickets
- Weighbridge tickets if supplied
- Visitor Book
- Accident book

2.5 Weighbridge

2.5.1. The site will utilise the weighbridge of Standard Landfill Site located on the opposite side of the road to the site entrance see **Drawing No. C1068/OES004/A**, however in the event of this weighbridge not being operable the weight of loads will be calculated using conversion factors (**Appendix 2**).

2.6 Fuel storage

2.6.1 There are no plans to store fuel directly on site. If there is a requirement for fuel storage in the future, fuel will be stored in bunded fuel storage tanks.

2.7 Waste Transfer & Storage

2.7.1 All waste sorting and baling operations will take place within the area known as 'Waste Transfer Building' shown in **Drawing No. C1068/OES004/A**. The floor area is surfaced with mesh reinforced concrete to a depth of 150mm. All surface water within the transfer station and surrounding concrete area shall drain to an ACCO interceptor drain or interceptor tank.

2.7.2 Area for the deposit of unauthorised wastes - a clearly signed enclosed skip area is to be allocated for the quarantining of unauthorised waste, which cannot be removed from the site immediately. The location of this skip may be varied as operating conditions permit.

2.7.3 Asbestos waste will be stored in a locked container located within the confines of the site. The location of which may vary with operational requirements. A procedure for asbestos handling is given in **Appendix 5**.

2.8 Drainage

2.8.1 The surface water drainage system has been designed to deal with areas where potentially contaminated run-off may occur and areas where the risk of contamination is low.

2.8.2 All waste handling and waste storage area surfaces drain into a surface drain that flows into an interceptor tank. The tank egress flows into the foul sewer.

2.8.3 All surface waste from uncontaminated clean yard areas and roof water from covered surfaces drain into a surface drain that flows into an interceptor tank. The tank egress flows into the foul sewer.

2.8.4 Foul drainage is provided by foul sewer.

2.8.5 A wash down area has been provided next to the waste transfer building as shown in **Drawing No. C1068/OES004/A.** The wash down area has an impermeable concrete floor with falls to a central grid. The water then flows into an interceptor before discharging to foul sewer.

2.9 Vehicles, plant and equipment

2.9.1 Waste will be loaded and unloaded on site using a Wheeled Loading Shovel. The loader will be stored on site. A water bowser will be brought onto site if required for dust suppression.

2.9.2 Additional plant will be hired to cover any busy periods.

2.9.3 A tyre removal machine will be used to break the beads on used tyres thus allowing separation of the rubber and metal to further increase the recycling potential.

2.9.4 Compacting and baling equipment may be utilised on site to increase the efficiency of the site. Compacting and baling will help reduce the number of vehicle movements and will allow the production of more marketable products from recycled material. Compacting and baling operations will be carried out within the transfer station building.

3.0 SITE OPERATIONS

3.1 Preliminary procedures

3.1.1 Guidance will be given by the site management to all employees, sub-contractors, other waste carriers and customers regarding waste types, which are acceptable at the site. The waste arriving on site will be brought in under sub-contract or delivered by other hauliers whom hold current waste carriers registration certificates. Details will be taken for all new haulage operations bringing waste to the site and the details will be periodically checked with the EA to ensure registration.

3.2 Checking in and inspection of loads

3.2.1 All incoming vehicles are required to report to the site operative. The details of the load will be recorded and the duty of care note/ hazardous waste transfer note /company documentation will be checked by the operator, to ensure that the load is acceptable. Any deviation from the procedures or problems with any load will be reported to the manager.

3.2.2 If the waste does not meet the description stated on the controlled waste transfer note/ hazardous waste transfer note the customer will be advised to check the note and give a more detailed description of the waste. If the more detailed description of the waste reveals that the waste is not permitted at the transfer site then the customer will be advised to contact the Environment Agency to find an alternative site.

3.2.3 The nature of commercial waste makes full inspection difficult until the load is deposited. If unauthorised waste is discovered after deposit two courses of action are available:

(i) Return the waste to the producer and advise the Environment Agency of the deposit; **or,**

(ii) Where the producer of the load cannot be contacted or where the removal off site of the waste may cause further problems then the waste will be deposited in the quarantine area provided for unauthorised wastes. The Environment Agency will then be contacted to agree a course of action.

3.3 Waste Recycling

3.3.1 The purpose of the transfer station is to allow waste streams to be sorted into wastes that can be recycled i.e. plastics, wood and metals, which are removed from the residual waste that will go for end disposal. This will reduce the need for landfill and for the use of virgin materials.

3.3.2 It is anticipated that the following waste types will be recycled, however these may vary depending upon market conditions:

Waste Type	Process
Paper	Compacted/ baled, open skip
Cardboard	Compacted/ baled, open skip
Plastic	Compacted/ baled, open skip
Metal	Compacted, open skip
Inert wastes	Stored prior to processing
Fluorescent tubes	Stored prior to processing
Waste Electrical and Electronic Equipment	Stored prior to processing
Tyres	Separation tyres and rims
Green waste	Compacted, open skip
Wood	Stored prior to processing
Batteries	Stored prior to processing
Gas cylinders	Stored prior to processing
Glass	Stored prior to processing
Textiles	Stored prior to processing
General waste	Compacted, open skip

3.4 Waste dispatch

3.4.1 Once a load has been accepted for deposit (in accordance with 3.2.1) and is found to comply with the conditions of the waste management licence the following procedure will apply:

(i) The driver will be directed to deposit the load in the waste transfer building.

(ii) Mixed dry waste will be sorted by hand or mechanical plant and the reusable waste such as plastics, paper, cardboard, etc. will be deposited in skips or clearly segregated areas.

(iii) The fraction of waste that cannot be recycled will be stored within the waste transfer building to be removed by bulk container to a suitably licenced waste management site.

(iv) Wood waste may be segregated and stored within the separate wood skip.

(v) Inert waste may be segregated prior to being placed within segregated inert waste skips on site.

(vi) Asbestos waste will be stored in a separate locked container.

(vii) Wastes to be compacted and/ or baled such as recyclables and non-recyclables will be checked for suitability prior to loading and during loading. Any non conforming waste discovered will either be quarantined or reconsigned into the correct waste stockpile i.e. metal found in plastics to be baled will be reconsigned to the scrap metal bay/ skip.

3.4.2 If the maximum storage capacity of the site is reached then no further waste will be tipped until waste can be removed from the site and taken to a suitably licenced or exempt waste management operation.

3.4.3 Unsorted waste will be stored within the waste transfer building for a maximum of seven days.

3.4.4 When a collection vehicle arrives at the site the driver will be instructed to report to the site office. All relevant documentation will be completed and the vehicle will be passed to load the waste and transport it to the disposal site.

4.0 ENVIRONMENTAL CONTROL, MONITORING AND REPORTING

4.1 Breakdowns and spillage's

4.1.1 In the event of breakdown of the loading plant an alternative loading shovel will be brought on site until it is repaired.

4.1.2 The surface of the waste transfer bay will be cleared of all waste at least once every 31 days to allow inspection of the site surface, push walls etc. and to carry out any necessary repairs.

4.1.3 Any spillage's of fuel will be cleared immediately by depositing sand or absorbents on the affected area. The sand or absorbents will then be placed in a skip prior to being taken to a suitably licenced site for disposal.

4.2 Site inspections and maintenance

4.2.1 The inspection frequencies for maintenance/ housekeeping are listed on record form **Appendix 3** The inspection form will be completed by the site manager or a person who is familiar with the requirements of a working plan and licence for the site. All details of defects, problems and repairs carried out will be recorded on the form on the day that each event occurs. Detailed comments may also be recorded in the site diary. All repairs will be carried out within 5 working days unless agreed otherwise with the Environment Agency.

4.2.2 All repairs to site security fencing will be 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 Any major defects found during the daily site inspection which are likely to lead to a breach of licence conditions will be repaired by the end of the working day in which they are found where possible. If a repair is not possible by the end of the working day the Environment Agency will be contacted to agree a suitable time-scale for repair.

5.0 AMENITY CONTROL

5.1 Control of mud and debris

5.1.1 Mud on roads - The surfacing of the entire operational area of the site is hard standing with the waste reception being covered with concrete. The strict use of the dust control measures listed in Section 5.2.1 significantly reduces the risk of mud deposition on the approach roads.

5.1.2 Road vehicles will not track through areas where waste is stored. However, the deposit of material on the public highway will be treated as an emergency and will be cleaned with a mechanical vacuum sweeper, or similar, immediately.

5.2 Control and monitoring of dust

5.2.1 All site operations will be carried out to minimise the creation of dust. A tractor and bowser fitted with a fan tail or mechanical road sweeper will be used to spray the site roads to prevent dust. A hosepipe will be used within the waste transfer station and any other areas that may be prone to dust.

5.2.2 Sheeting of vehicles - vehicles carrying potentially dusty loads off site will be securely sheeted before leaving the site. Other loads will be sprayed with water, if necessary, before leaving the site to reduce dust emissions.

5.2.3 Asbestos waste will be damped down, bagged and vacuumed at source prior to being brought on to site. If deemed necessary these bags will be damped down prior to storage and loading for dispatch. A waste handling procedure is given in **Appendix 5**. It is proposed that asbestos fibre monitoring be carried out bi annually when asbestos is being handled.

5.3 Litter control

5.3.1 The site surface will be inspected daily when the site is in operation and debris will be swept as required and placed in a skip.

5.3.2 Any litter which does escape and is arrested by the site fence will be removed before the end of the working day on which it is discovered.

5.4 Control of pests, birds and other scavengers

5.4.1 Vermin/ insect/ bird control - It is unlikely that vermin will present a problem because of the waste types handled at the site but a recognised pest control contractor will be brought in if any problems are encountered.

5.4.2 The site will be inspected as part of the weekly site inspection and the presence of vermin noted in the site dairy (**Appendix 3**).

5.5 Control and monitoring of noise and vibration

5.5.1 It is not anticipated that site operations will cause a noise nuisance because of the scale and location of the operation.

5.5.2 No vibrating plant will be used on site

5.6 Odour control

5.6.1 All incoming waste will be subject to the acceptance procedures as detailed in **section 3.2.1.** If any waste exhibiting offensive odours is deposited on site it will be deposited in the quarantine area for rejected waste or removed from the site immediately to a suitable disposal site.

5.6.2 It is not perceived for odors to be a problem. Odours can be mitigated using good operational techniques. Should odour become an issue then the following action will be taken:

- Investigate the source of the odour
- Investigate operations management
- Investigate other potential sources exterior to the site
- Investigate complaint

5.6.3 If odours are detected within the site then action will be taken to improve site operations. If this is not sufficient then alternative control methods will be employed such as odour masking sprays.

5.7 Control of Fire

5.7.1 Naked flames and smoking are not allowed on site, other than designated areas, which include the Site Office and changing facilities for the operatives.

5.7.2 No waste material shall be burned within the boundaries of the site, unless under a specified exemption from Waste Management Licensing Regulations Paragraph 5.

5.7.3 There will be sufficient fire hydrants and extinguishers on site.

5.7.4 Any fire at the site will be regarded as an emergency and immediate action shall be taken to extinguish it with the appropriate fire extinguisher, provided that the person feels competent to tackle the fire.

5.7.5 In the event that the fire cannot be tackled with the equipment provided the Fire Brigade should be called and the fire hydrants shall be utilised.

5.7.6 All outbreaks of fire shall be notified forthwith to the Environment Agency.

6.0 SITE RECORDS

6.1.1 Documented procedures and records for the identification, collection, storage and disposal of waste have been established.

6.1.2 The following details will be recorded using a Waste Transfer Note or Hazardous waste transfer note for every load deposited at the site:

(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 carriers name or driver name.
(v) Vehicle registration number.
(vi) Signature of person inspecting waste.

6.1.3 The details will be entered into a computer system to assist with the production of auditable records of waste inputs as required by the Environment Agency.

6.1.4 The following details will be recorded for all deposits of unauthorised waste at the site and will be forwarded to the Environment Agency:

(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 number of waste producer.
(v) The carrier's name, registration number and vehicle registration.
(vi) Duty of Care/ Hazardous waste transfer note reference number
(vii) Reason for the rejection of waste and action taken.

The details will be recorded on a Rejected Waste Form **Appendix 4**

6.1.5 The following details will be 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 number of the carrier removing the waste (if applicable).
(v) Duty of Care/ Hazardous waste transfer note Waste Transfer Note number.

6.1.6 The details will be recorded on a Waste Transfer Note or Hazardous waste transfer note and may be entered into a computer system to assist with the production of auditable records of waste outputs as required by the Environment Agency.

6.1.7 A summary of waste types and quantities deposited at and removed from the site will be forwarded to the Environment Agency at intervals specified in the waste management licence for the site.

6.1.8 Site diary - The outcome of all inspections of hard-standing areas, push walls, drainage channels etc. will be recorded in the site diary (including action taken or proposed) and site inspection form

6.1..9 Visitors to the site will sign the visitor's book upon arrival and exit stating the purpose of their visit and whom they represent.

Appendices

1 Site Safety Rules

2 Volume / Weight Conversion Tables

3 Site Inspection Form

4 Waste Rejection Form

5 Asbestos Handling Procedure

APPENDIX 1

SITE SAFETY RULES

OCEAN ENVIRONMENTAL SERVICES
SEPTEMBER 2005

SITE SAFETY FOR USERS

A D Waste Limited

Waste Transfer Station
Standard Road
Spencer Industrial Estate
Buckley
Flintshire
CH7 3LY

- ***PERSONAL PROTECTIVE EQUIPMENT***
  - The minimum standard of PPE to be worn on site is high visibility clothing and safety footwear, although it is recommended that you also wear overalls and gloves.
  - Appropriate eye and respiratory protection should be issued when disposing of dusty loads.
  - A D Waste Limited reserve the right to prevent access to the site for anyone not equipped with the appropriate PPE.

- ***ACCIDENTS OR INCIDENTS***
  - All accidents or incidents, which may occur at the facility, must be reported immediately to the site supervisor.
  - A D Waste Limited accept no responsibility for damage occurred whilst on site.
  - It is recommended that you thoroughly wash your hands before consuming food or drink.

- ***These rules apply without exception to all site users. Waste Recycling Centres are potentially hazardous: by following these rules you will safeguard your own and other site users' safety. Failure to comply may result in restrictions on access to the facility. If in any doubt please ask site staff for assistance.***

- ***SITE ACCESS***
  - All vehicles and visitors to the site must report to the site office before proceeding onto the site.
  - You are required to provide the site supervisor, with any information they may require in respect of the load. You must follow their instructions and observe all warning signs en-route to the designated tipping area.
  - All visitors including drivers must wear high visibility clothing and suitable safety footwear whilst on site. Passengers must remain in vehicle cabs at all times
  - All loads must be secure and appropriately sheeted until the load is about to be tipped.

- ***VEHICLES ON SITE***
  - Drivers must observe any speed restrictions and obey all traffic signs
  - In adverse weather conditions use dipped headlights and reduce speed accordingly.
  - Watch out for pedestrians who may be on site.
  - Be aware of other drivers climbing down from their cabs or adjusting sheeting on their vehicles.
  - Remember that drivers of plant may not be able to see you.

- ***DEPOSITING LOADS***
  - Drivers must approach the tipping area with caution and always follow the directions of A D Waste personnel. Allow vehicles already tipping plenty of space.
  - Reverse to the tipping area as directed (do not disengage any body locks until the tipping position has been confirmed by site staff). Remove all sheeting or netting.
  - Hinged rear doors must be secured before the container or body is elevated. The driver must check that there is no danger to other personnel from door, tail gates and lose swinging chains.
  - Drivers must remain in or close to their vehicle whilst tipping – vehicles must not be left unattended.
  - Drivers or passengers must not scavenge in any load after deposit.
  - ***NO SMOKING*** is allowed on site.
  - All vehicle bodies/containers must be lowered and all tail gates/doors secured before vehicles move from the tipping area.

- ***LEAVING THE SITE***
  - Drivers must ensure that their vehicles are in a roadworthy condition when leaving the site.

APPENDIX 2

VOLUME/WEIGHT CONVERSION TABLES

OCEAN ENVIRONMENTAL SERVICES
SEPTEMBER 2005

A D Waste Limited

VOLUME TO WEIGHT CONVERSION FACTORS

Waste category	Typical waste types	Cubic metres to tonnes - multiply by:	Cubic yards to tonnes - multiply by:
Inactive or inert waste	Largely water insoluble and non or very slowly biodegradable: eg sand, subsoil, concrete, bricks, mineral fibres, fibreglass etc	1.5	1.15
General industrial waste - non-special, not compacted. (As compaction can only increase the density of this category of waste, if you accept compacted waste you will need to uplift the conversion factor accordingly)	Paper and plastics	0.15	0.11
	Card, pallets, plasterboard, canteen waste, sawdust, textiles, leather	0.4	0.3
	Timber, building and construction wastes, factory waste and sweepings, etc	0.6	0.46
	Foundry sands, slags, pulverised fuel ash, ashes from waste incineration.	1.5	1.15
Household waste - not compacted	Non-special, non-inert waste from domestic premises, including collected household waste	0.2	0.15
Commercial waste - compacted (includes all bulk disposals)	. Non-special, non-inert waste from domestic premises, including collected household waste	0.4	0.3
Commercial waste - not compacted (As compaction can only increase the density of this category of waste, if you accept compacted waste you will need to uplift the conversion factor accordingly)	Non-special, non-inert wastes from shops, hospitals, leisure centres, offices, etc, including civic amenity waste, parks and garden waste, street litter, supermarket, shop and restaurant waste, general office waste.	0.2	0.15
Special waste	Defined by environmental regulations - broadly equivalent to hazardous waste	1	0.76

APPENDIX 3

SITE INSPECTION FORM

OCEAN ENVIRONMENTAL SERVICES
SEPTEMBER 2005

Site Inspection Form

Date:

Area	Description	√	X	Comments
Office	WML & WP Available			
Office	Site Diary Completed			
Office	Weather Conditions			
Office	TCM on Site			
Office	Minimum Staffing Requirements			
Office	Hours of Operation			
Office	Waste Acceptence Proceedures			
Office	Waste Sampling			
Office	Site Records			
Office	Waste Carriers Registration			
Office	Visitor Book			
Office	Accident Book			
Office	Insurance Displayed			
TFS	Gates & Barriers			
TFS	Speed Signs			
TFS	HGV Parking			
TFS	Vehicles - Clean Wheels			
TFS	Site Identification Board			
TFS	Permitted Waste Types			
TFS	Dust			
TFS	Noise			
TFS	Odours			
TFS	Burning of Waste			
TFS	Storage of Liquids			
TFS	Storage of Waste			
TFS	Sorting of Waste			
TFS	Permitted Quantities of Waste			
TFS	Spillage Proceedure			
TFS	Site Drainage			
TFS	Prevention of Mud / Debris			
TFS	Quarentine Area			
Overall	Litter			
Overall	Site Security			
Overall	Site Tidiness			
Overall	Pests			
Overall	Fire Extinguishers			
Overall	Safety Notices			
Overall	First Aid Boxes			

Signed: _____

APPENDIX 4

WASTE REJECTION FORM

OCEAN ENVIRONMENTAL SERVICES
SEPTEMBER 2005

Waste Rejection Form

Date	Time	Vehicle Reg.	Company	Driver

Waste Description	Reason for Rejection	Action Taken	Signature

Environment Agency Notified			
Contact Name	**Date**	**Time**	**Comments**

APPENDIX 5

ASBESTOS HANDLING PROCEDURE

OCEAN ENVIRONMENTAL SERVICES
SEPTEMBER 2005

A D Waste – Asbestos Handling Procedure

It is proposed that the waste transfer station accepts asbestos waste. The types of asbestos likely to be handled will be predominantly white, cement bonded asbestos (sheets/ ductwork). It is also envisaged that insulation board and lagging containing asbestos is accepted on site.

The asbestos will be predominantly from Flintshire County Council and Sub Contractors working for Flintshire County Council involved in the remediation of domestic and commercial properties. The site will also be open to third parties.

The following procedure will be employed by A D Waste to ensure that as far as possible the risks associated with asbestos are mitigated. Asbestos waste will only be accepted on site if it is double bagged in plastic bags. The plastic bags will be either 500 gauge or 1000 gauge depending upon the nature material being bagged i.e. 1000 gauge for potentially sharp materials. The bags will be sealed at the ends using duct tape. The bags will be wiped or vacuumed at source prior to arriving on site.

Asbestos waste will be inspected and handled in accordance with section 3.2.1 to section 3.2.3 of the working plan. Once approval has been given for deposit of the waste the driver will be directed to the sealed, locked asbestos skip. There the driver will place the bags in the sealed skip ensuring that the integrity of the bags is not compromised. If during the operation a bag is found to be torn or punctured then the bag will be damped down, over bagged, sealed and placed in the skip. A note will be made in the site diary of the incident and reported to the operations manager. Once successfully completed the driver will lock the skip container and inform the representative of A D Waste that the waste has been successfully deposited, handing back the key.

Where third parties other than Flintshire County Council and Flintshire County Council approved sub contractors bring asbestos waste onto the site then it may be necessary for a representative of A D Waste to supervise the safe loading of the skip container. Where this is the case the A D Waste representative will have been given asbestos awareness training and training in the use of PPE on top of the normal induction training given by A D Waste.

All asbestos waste will removed in accordance with the hazardous waste regulations. The site will be issued with a premises code and notified as a hazardous waste producer. A hazardous waste transfer note will be used to consign asbestos waste. Records will be kept in the main office at Standard and will be made available for inspection by the Environment Agency upon request.

Daily inspection of the asbestos container will be undertaken to ascertain the amount of asbestos in the container. Once three quarters full (visual measurement taken using the height of the sides container as a mark) the site supervisor will inform the operations manager who will in turn arrange for the paperwork to be completed and arrangements for disposal at suitably licenced waste management facility. The maximum size skip to be provided for the storage of asbestos will be a locked 40cubic yard barn door skip with net.

Under normal circumstances the risk presented is minimal due to the high standards associated with bagging, cleaning of bags at source and using dedicated vehicles. Therefore substantially reducing the risks posed by the waste at the transfer station.

As a precaution A D Waste will provide the following control measures:

- asbestos awareness training
- training in the use of PPE
- disposable respirator to P3 standard
- goggles to EN166 standard
- coveralls – Type 5
- gloves – Type 5
- over shoes
- emergency shower/ welfare facilities

The above control measures will be employed when it is suspected that the integrity of the plastic bags has been compromised.

ENVIRONMENTAL

RISK ASSESSMENTS

OCEAN ENVIRONMENTAL SERVICES
SEPTEMBER 2005

A D WASTE: RISK ASSESSMENT/CONTROL PLAN

SOURCE OF HAZARD	RISK	HAZARDOUS EVENT & PATHWAY	SEVERITY IN THE ABSENCE OF FORMAL CONTROL	RISK	PROPOSED SITE CONTROLS	RISK
WASTE ACCEPTANCE	Acceptance of non-compliant waste	Hazardous waste types present significantly increased risk of environmental pollution and should be subject to specific risk management assessment and control.	Potential harm to human health	**M**	Defined acceptance procedure **(section 3.2)** Inspection and verification of waste and delivery paper work prior to acceptance Any waste that does not conform to the conditions of the Waste Management Licence will not be accepted.**(section 3.2)** Asbestos handling procedure (Appendix 5)	**L**
			Potential detriment to the amenity	**M**		**L**
			Potential harm to the environment	**M**		**L**

A D WASTE: RISK ASSESSMENT/CONTROL PLAN

SOURCE OF HAZARD	RISK	HAZARDOUS EVENT & PATHWAY	SEVERITY IN THE ABSENCE OF FORMAL CONTROL	RISK	PROPOSED SITE CONTROLS	RISK
STORAGE & SORTING						
Solid wastes which may contain a significant proportion of dusts, powders or articulates	Risk of airborne dust, fibres or particulates	Release to air of dust, fibres or particulates either from wastes exhibiting these properties or as a result of waste handling on site	Potential harm to human health	**M**	Waste control procedures **(section 3.2)** These wastes are only accepted if they are received and stored in sealed containers Visual monitoring of aerial emissions Asbestos handling procedure (Appendix 5)	**L**
			Potential detriment to the amenity	**M**		**L**
			Potential harm to the environment	**M**		**L**
Wastes that may give rise to offensive odours	Risk of strong odours in normal ambient conditions	Aerial release of odours which may be harmful or offensive beyond the site boundaries	Potential harm to human health	**L/M**	Waste control procedures **(section 3.2)** These wastes are only accepted if they are either received and stored in sealed containers Monitoring of aerial emissions for odour	**L**
			Potential detriment to the amenity	**L/M**		**L**
			Potential harm to the environment	**L/M**		**L**

A D WASTE: RISK ASSESSMENT/CONTROL PLAN

SOURCE OF HAZARD	RISK	HAZARDOUS EVENT & PATHWAY	SEVERITY IN THE ABSENCE OF FORMAL CONTROL	RISK	PROPOSED SITE CONTROLS	RISK
STORAGE & SORTING						
Light wastes and other wastes which are likely to give rise to significant quantities of litter	Risk of wind blown litter	Release of litter via atmosphere beyond the site boundary	Potential harm to human health	**L/M**	Waste control procedure **(section 3.2)** Litter control **(section 5.3)**	**L**
			Potential detriment to the amenity	**M**		**L**
			Potential harm to the environment	**M**		**L**
Solid wastes which are likely to produce contaminated or polluting run off	Risk of contaminated run off	Release of contaminated site drainage to the environment	Potential harm to human health	**L/M**	Waste control procedure **(section 3.2)** Wastes will only be deposited on a concrete surface. **(section 2.7)** This system to be monitored and cleaned when necessary	**L**
			Potential detriment to the amenity	**L/M**		**L**
			Potential harm to the environment	**M**		**L**

A D WASTE: RISK ASSESSMENT/CONTROL PLAN

SOURCE OF HAZARD	RISK	HAZARDOUS EVENT & PATHWAY	SEVERITY IN THE ABSENCE OF FORMAL CONTROL	RISK	PROPOSED SITE CONTROLS	RISK
STORAGE & SORTING						
Combustible wastes such as wood, paper and plastic	Flammable materials resulting in fire	Fire, leading to direct damage and pollutant releases to the environment	Potential harm to human health	**M**	Waste control procedure **(section 3.2)** Good housekeeping Fire prohibition and control plan Fire fighting equipment provided and staff trained in use.	**L**
			Potential detriment to the amenity	**M**		**L**
			Potential harm to the environment	**M/H**		**L**
Hazardous Waste/ Special Waste	Potential hazard to health and the environment if not handled correctly	Damaged packaging providing potential for airborne releases.	Potential harm to human health	**M**	Waste control procedure **(section 3.2)** Good housekeeping Asbestos handling procedure Control of airborne emissions **(section 5.2)** Hazardous waste will be stored in sealed lockable containers	**L**
			Potential detriment to the amenity	**L**		**L**
			Potential harm to the environment	**M**		**L**

A D WASTE: RISK ASSESSMENT/CONTROL PLAN

SOURCE OF HAZARD	RISK	HAZARDOUS EVENT & PATHWAY	SEVERITY IN THE ABSENCE OF FORMAL CONTROL	RISK	PROPOSED SITE CONTROLS	RISK
STORAGE & SORTING						
Wastes which are likely to attract pests	Risk of pest infestation	Pest infestations migrating outside the site boundary	Potential harm to human health	**M**	Routine monitoring for pests and action taken if control measures necessary **(sections 5.4)**	**L**
			Potential detriment to the amenity	**M**		**L**
			Potential harm to the environment	**M**		**L**
Wastes that are likely to attract scavengers	Risk of attracting scavengers	Deposit of scavenged waste outside site boundary Presence of birds on or around site	Potential harm to human health	**M**	Waste control procedures **(section 3.2)** Use of recognised scavenger control contractor if required **(section5.4)**	**L**
			Potential detriment to the amenity	**M**		**L**
			Potential harm to the environment	**M**		**L**

A D WASTE: RISK ASSESSMENT/CONTROL PLAN

SOURCE OF HAZARD	RISK	HAZARDOUS EVENT & PATHWAY	SEVERITY IN THE ABSENCE OF FORMAL CONTROL	RISK	PROPOSED SITE CONTROLS	RISK
STORAGE & SORTING						
Waste operations which are likely to give rise to mud or debris	Risk of mud or debris being carried and deposited outside site boundaries	Mud or debris on the highway or public areas outside the site	Potential harm to human health	**L/M**	Monitoring and remedial cleaning of road outside the site if necessary **(section 5.1)**	**L**
			Potential detriment to the amenity	**M**		**L**
			Potential harm to the environment	**L/M**		**L**

A D WASTE: RISK ASSESSMENT/CONTROL PLAN

SOURCE OF HAZARD	RISK	HAZARDOUS EVENT & PATHWAY	SEVERITY IN THE ABSENCE OF FORMAL CONTROL	RISK	PROPOSED SITE CONTROLS	RISK
WASTE DISPATCH	Dispatched to incorrect site Dispatch of non-compliant waste	Would present significantly increased risk of the environmental pollution	Potential harm to human health	**M**	Defined dispatch procedure Outgoing waste accompanied by transfer note and dispatched to licenced site or exempt disposal site **(section 3.2)**	**L**
			Potential detriment to the amenity	**M**		**L**
			Potential harm to the environment	**M**		**L**
SITE OPERATIONS	Noise - engine and vehicle movement	Low sensitivity area. Site situated in an industrial area	Potential harm to human health	**L/M**	Regular maintenance of vehicles and associated equipment **(section 4.2)**	**L**
			Potential detriment to the amenity	**L/M**		**L**
			Potential harm to the environment	**L/M**		**L**

A D WASTE: RISK ASSESSMENT/CONTROL PLAN

SOURCE OF HAZARD	RISK	HAZARDOUS EVENT & PATHWAY	SEVERITY IN THE ABSENCE OF FORMAL CONTROL	RISK	PROPOSED SITE CONTROLS	RISK
COMPACTING MACHINE	Injury to person(s) through moving parts Manual Handling Noise Compacting of non compatible wastes	Operator could be injured if in contact with moving parts. Incorrect handling leading to injury i.e. muscle strains, etc Possibility of noise induced hearing loss and environmental noise issues Compacting of non compatible waste i.e. gas bottles	Potential harm to human health	**M/H**	Operator Training Machine Enclosure Noise not an issue as machine not run continuously and is not manned (no operators in that location) Site 270m from nearest housing Waste acceptance procedure (**section 3.2**)	**L/M**
			Potential harm to the environment	**L**		**L**

A D WASTE: RISK ASSESSMENT/CONTROL PLAN

SOURCE OF HAZARD	RISK	HAZARDOUS EVENT & PATHWAY	SEVERITY IN THE ABSENCE OF FORMAL CONTROL	RISK	PROPOSED SITE CONTROLS	RISK
BALING MACHINE	Injury to person(s) through moving parts Manual Handling Noise Baling of non compatible waste	Operator could be injured if in contact with moving parts. Incorrect handling leading to injury i.e. muscle strains, cuts from wire Possibility of noise induced hearing loss and environmental noise issues Baling of non compatible waste i.e. gas bottles	Potential harm to human health	**M/H**	Operator Training Machine Enclosure PPE provided i.e. gloves Noise not an issue as machine not run continuously Site 270m from nearest housing Waste acceptance procedure (**section 3.2**)	**L/M**
			Potential detriment to the amenity	**M**		**L**
			Potential harm to the environment	**M**		**L**

DRAWINGS

OCEAN ENVIRONMENTAL SERVICES
SEPTEMBER 2005