



ASiantaeth yr
AMGYLCHEDD
ENVIRONMENT
AGENCY

Modification of Waste Management Licence

Environmental Protection Act 1990

Section 37(1)(b)

Fordpad Limited

Foundry Works,
DC Griffiths way
Neath
SA11 1AU

Authorisation number

NBSC1 (EAWML 34035)

Effective date

22 February 2002



PERMIT

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ENVIRONMENTAL PROTECTION ACT 1990, sect. 37(1)(b)

**NOTICE OF MODIFICATION OF
WASTE MANAGEMENT LICENCE**

To: FORDPAD Ltd
Of: DC Griffiths Way, Neath SA11 1AU

WHEREAS on 2nd of January 1992 Fordpad Ltd were granted a Waste Management Licence, number NBSC1 (EAWML 34035) by Neath Borough Council relating to a Scrap Metal Sorting and Storage facility at DC Griffiths Way, Neath

NOTICE is HEREBY GIVEN that the Environment Agency modifies the conditions contained in the said waste management licence as follows:

Replace the schedule of conditions to the licence with those that are attached to this Notice.

This modification shall take effect from 00.01 hours on 22nd February 2002.

Dated: 22nd February 2002

(Signed).....

Audrey Evans
For Environment Planning Manager

N.B.- The person served with this notice may under Section 43 of the 1990 Act appeal against the Agency's decision to the Secretary of State within six months of the date of the decision or such longer period as the Secretary of State may allow. *The person on whom this notice is served may also make application to the Secretary of State for a ruling as to whether the Agency has acted reasonably in including the above statement as to the non-application of Section 43(4) of the 1990 Act.*

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1.1 **General considerations**
Specified waste management operations

- 1.1.1 No waste management operations shall be authorised by this licence unless:
- a** specified in and undertaken in accordance with the limitations set out in Table 1.1 of this licence; or
 - b** otherwise required by the conditions of this licence as being an integral part of those operations:

Table 1.1 Specified waste management operations

Specified Waste Management Operation	Permitted Waste Types which may be subject to the Specified Operation	Limits on Specified Waste Management Operations
a) R3: Recycling or reclamation of metals and metal compounds.	Category 23A (Batteries Only) and Category 23B (Ferrous Metals, Non Ferrous metal, cables and/or wire).	i. Recycling or reclamation of metals and metal compounds to occur within Main roofed building (Main building marked "red" on drawing reference F2 of the working plan). ii. Batteries shall not be dismantled as part of waste management operations. Waste treatment activity restricted to bulking and bailing of batteries on site.
b) R13: Storage of waste consisting of materials intended for submission, on this site to any of the category 'R' operations authorised under this column, or elsewhere than on this site, to any of the operations listed in Part IV of Schedule 4 of the 1994 Regulations, (excluding temporary storage, pending collection, on the site where it is produced).	Category 23A (Batteries Only) and Category 23B (Ferrous Metals, Non Ferrous metal, cables and/or wire).	i. Batteries. No Batteries to be stored outside Main roofed building (Main building marked "red" on drawing reference F2 of the working plan). ii. Cables & Wires. No Cables & Wires to be stored outside Main roofed building. iii. Storage of ferrous or non ferrous waste in outdoor compound (marked "yellow" on drawing reference F2 of the working plan), shall be stored within waste containers constructed and maintained to a standard which is fit for purpose.

Specified Waste Management Operations and Exempt Waste Management Operations

- 1.1.2 Where wastes are being brought onto the site for waste management operations which are exempt from licensing under the 1994 Regulations, then the wastes which are subject to the specified waste management operations shall be kept clearly segregated and identified from those wastes which are being kept on the site for the exempt waste management operations.

1.2 **Permitted wastes**

Permitted categories and types of wastes

- 1.2.1 No wastes other than those which are categorised below in Table 1.2 shall be accepted at the site.

Permitted quantities of wastes

- 1.2.2 The quantities of wastes accepted shall not exceed those listed in Table 1.2. Whilst complying with the maximum quantities specified for each type of waste, the total quantity of waste accepted at the site per year shall not exceed 4,999 tonnes.

Table 1.2. Permitted quantities of waste

Permitted Waste Categories	Maximum Permitted Quantities Stored At Any One Time (Tonnes)
Metal wastes	Ferrous Metals (No Greater than 15 Tonnes). Non Ferrous Metals (No Greater than 102 Tonnes). Electrical Cables and Wires (No Greater than 10 Tonnes).
Special Wastes	Not Permitted Except for Batteries (No Greater than 10 Tonnes).

Exclusion of Special Waste Types With Specified Hazard Characteristics

- 1.2.3 The specification of permitted waste types under condition 1.2.1, special wastes shall not be accepted which have any of the following specified characteristics:

Table 1.3 Excluded special wastes with specified hazard codes

Hazard Code	Hazardous Properties
H1	Explosive
H2	Oxidising
H3-A	Highly Flammable
H3-B	Flammable
H4	Irritant
H5	Harmful
H6	Toxic
H7	Carcinogenic
H8	Corrosive
H9	Infectious
H10	Teratogenic
H11	Mutagenic
H12	Substances or preparations which release toxic or very toxic gases in contact with water, air or an acid.
H13	Substances and preparations capable by any means, after disposal, of yielding another substance, e.g. a leachate, which possess any of the characteristics listed above.
H14	Ecotoxic

Exclusion of wastes with other specified characteristics

1.2.4

Notwithstanding the specification of permitted waste types under conditions 1.2.1 and 1.2.2 above, wastes shall not be accepted at the site which have any of the following characteristics:

Table 1.4 Excluded wastes of specified form and type

Waste Characteristic	Type
a) Form and Type:	Consisting solely or mainly of : i. powders, ii. sludges, iii. loose fibres
b) Form of containers:	i. Unmarked sealed drums.

1.3 Hours of operation

1.3.1 The following specified waste management operations authorised by this licence shall only be carried out within the times specified in section 6.1 of the working plan.

1.4 Staffing and understanding of requirements of licence conditions and working plan

Minimum staffing and supervision

1.4.1 Whenever the site is open to receive or despatch waste, or is carrying out any of the specified waste management treatment operations, it shall be supervised by at least one member of staff who is suitably trained and fully conversant with the requirements of the licence and the working plan regarding:

- a** waste acceptance and control procedures;
- b** operational controls and environmental monitoring;
- c** maintenance;
- d** record-keeping;
- e** emergency action plans;
- f** notifications to the Agency.

Availability of licence and working plan

1.4.2 A copy of this licence and the working plan shall be kept available on site for reference when required by all site staff carrying out work under the requirements of the licence.

Understanding of licence and working plan

1.4.3 All site staff shall be, or shall work under the direct supervision of a member of staff who is, fully conversant with those aspects of the licence conditions and working plan which are relevant to their specific duties.

1.5 Relevant convictions

Notification of relevant convictions

- 1.5.1 In the event of the Licence Holder and/or any relevant person being convicted of any relevant offence and which is in addition to any already notified to the Agency, then full details shall be provided to the Agency within 14 days following sentencing, whether or not the conviction or sentence is subsequently appealed. Such details shall include, in respect of each relevant person (as defined in section 74(7) of the Environmental Protection Act 1990 or any subsequent amendments to that section), the nature of the offence, the place and date of conviction, and any fine or other penalty imposed.

Notifications of appeals against convictions

- 1.5.2 In the event that the Licence Holder and/or any relevant person lodges an appeal against any such conviction or sentence, the Licence Holder shall notify the Agency of this within 14 days of the lodging. The Licence Holder shall notify the Agency of the results of that appeal, within 14 days of the appeal being decided.

1.6 Amendments to working plan and supporting information

Amendments to working plan requiring prior consent from the Agency

- 1.6.1 The Licence Holder shall give the Agency prior notice in writing of any proposed change to those sections of the working plan which are specified in Table 1.5 below, and to any appendices, drawings and figures which are referenced in those sections.

Table 1.5 Sections of working plan requiring prior consent for amendments

Number and Heading of Working Plan Sections and Appendices	Sections, Subsections and Appendices requiring Prior Consent for Amendments
Section 4. Site Maintenance/Environmental measures	Section 4.2
Section 5. Emergency Measures	Section 5.1
Section 6. Operating Hours	Section 6.1
Drawing Numbers	F2

- 1.6.2 The notice shall be accompanied by a copy of the proposed changes, and by a written assessment of the effect that implementing the proposed change to the working plan would have on the risk posed by the site to human health and the environment.
- 1.6.3 The Licence Holder shall provide up to 6 additional copies of the proposed change and supporting risk assessment to the Agency, when required by the Agency in writing.

- 1.6.4 The proposed change to the working plan shall not be implemented unless the Agency has given its written consent to it. Following consent, the Licence Holder shall give the Agency prior written notification of the implementation date of the change, and from that date the changed section shall be deemed to be incorporated in the working plan in replacement of the previous version of that section.

Amendments to the working plan requiring prior notification to the Agency

- 1.6.5 Except where it is specified under condition 1.6.1 above that the amendment of specified sections of the working plan requires the prior consent of the Agency, the Licence Holder shall give the Agency not less than 7 days prior written notice of any change to the working plan and to any appendices, drawings and figures which are referenced from those sections.
- 1.6.6 The notice shall be accompanied by a copy of the specified changes.
- 1.6.7 The Licence Holder shall provide up to 6 additional copies of the proposed change to the Agency, when required by the Agency in writing.
- 1.6.8 Such changes to the working plan shall be deemed to be incorporated in the working plan and implemented on the date specified to the Agency in the amendment notification.

1.7 Notification of change of operator's or holder's details

- 1.7.1 The following information shall be notified in writing within 5 working days to the Agency:
- i any change in the Licence Holder's trading name, registered name or registered office address;
 - ii any steps taken with a view to the Licence Holder going into administration, entering into a company voluntary arrangement or being wound up;

1.8 Notification of preparatory works

- 1.8.1 No preparatory works shall be undertaken until at least 7 days prior notice in writing has been given to the Agency of the intention to do so. The notification shall include details of what work is being done and when.

1.9 **Notification of commencement, cessation and
recommencement of waste handling operations**

Cessation and recommencement of receiving wastes

- 1.9.1 In the event that the site ceases receiving wastes for longer than 28 days within 7 days following the elapse of that time, the Licence Holder shall inform the Agency in writing of the date of cessation and of the planned date of recommencement. In the event that the site recommences receiving wastes sooner than the notified date then the Licence Holder shall give the Agency not less than 5 days prior notice in writing.

1.10 **Notifications and submissions to Agency**

- 1.10.1 Except where otherwise specified, all notifications and submissions to the Agency under the requirements of these licence conditions:
- a** shall be made in writing to the address specified by the Agency in writing at the time of issue of this licence, or as subsequently specified by written notification to the Licence Holder;
 - b** shall quote the licence reference number and the name of the Licence Holder.

2 Site engineering for pollution prevention and control

2.1 **Engineered site containment and drainage systems**

Provision and maintenance of site containment and drainage systems

- 2.1.1 Waste shall only be deposited, stored, treated or otherwise handled in any area of the site, where the engineered site containment and drainage system for that area is provided in accordance with condition 2.1.2 and Table 2.1 of condition 2.1.2.
- 2.1.2 The engineered site containment and drainage systems shall be designed, constructed, inspected, validated and maintained, and shall be fully documented and recorded, to be fit for purpose, and, where provided, to meet the standards specified in Table 2.1 below.

Table 2.1 Site containment and drainage standards

Type of Site Containment and Drainage	Minimum Specified Standards of Design, Construction and Maintenance
a Hardstanding	<p>Areas of hardstanding shall be constructed of granular material (e.g. crushed stone, aggregate, road planings or other similar material) and maintained such that the working surface:</p> <ul style="list-style-type: none"> i. shall remain even ii. shall not be subject to settlement or differential settlement iii. shall not be subject to rutting by vehicles even when wet iv. shall have sufficient durability to allow cleaning for example by scraping. v. shall remain free of standing water.
b Impermeable pavement	<ul style="list-style-type: none"> i. Areas of impermeable pavement shall be maintained so as to prevent the transmission of fluids through the pavement or joints or prevent the ponding of fluids on the pavement. ii. No liquid will run off areas of impermeable pavement other than via the drainage system.
c Drainage systems	<ul style="list-style-type: none"> i. All drains shall be inspected daily and maintained so that they remain free from blockages at all times.
d Covered buildings or roofed areas	<ul style="list-style-type: none"> i. All buildings shall be maintained to prevent ingress of rain and surface water.
e Storage areas for skips, drums, trailers and other mobile tanks and containers	<ul style="list-style-type: none"> i. All skips, drums and other mobile tanks and containers having individual capacities which are used for the storage and treatment of wastes shall be constructed and maintained so that they do not leak any wastes contained in them.
f Fixed Tanks	<ul style="list-style-type: none"> I. All fixed tanks used for the storage and treatment of wastes or other potentially polluting materials must, as the primary or first line of containment, be constructed and maintained to a standard which is fit for purpose, and which meets the following requirements: II. Storage tanks should be tested to a recognised standard and produced to a quality assurance system complying with ISO 9001 or 9002. Polythene tanks should comply with OFS T100. III. The tank should be marked with the product type and tank capacity IV. All fixed tanks (and their associated inlet and outlet pipes and valves) used for the storage of potentially polluting or hazardous wastes in liquid form, or other potentially polluting materials which are to be used in combination

Table 2.1 Site containment and drainage standards

Type of Site Containment and Drainage	Minimum Specified Standards of Design, Construction and Maintenance
	<p>with those wastes in the specified waste management operations shall be located within suitable secondary containment (external & internal), and on an impermeable pavement. It shall meet the following specification:</p> <ul style="list-style-type: none"> a) No damp course should be provided in any bund or secondary containment wall structure and there should be no drainage outlet. b) The bunded area should be capable of containing at least 110% of the volume of the tank or the largest drum. c) Fill pipes, draw pipes and sight gauges should be enclosed within its curtilage.
g Inspection and maintenance of engineered containment	<p>All areas of hardstanding, impermeable pavement, sealed drainage systems, covered buildings, roofed areas, fixed bays and other containers, and storage areas for skips, drums and other mobile tanks and containers:</p> <ul style="list-style-type: none"> i. shall be inspected no less frequently than monthly, to ensure the continuing integrity and fitness for purpose of their construction, and the inspection and any necessary maintenance shall be recorded in the site diary; and ii. in the event of any damage occurring which breaches the integrity of the engineered containment so that it no longer meets the specified standards, the Licence Holder shall cease importing waste into or treating waste in the affected area, shall notify the Agency immediately, and shall not recommence importing waste into or treating waste in the affected area until it has been repaired to a standard at least as good as the original specification. iii. all repair work (unless otherwise agreed with the Agency) shall be subject to construction quality assurance and a validation report shall been submitted to the Agency for approval prior to the reintroduction of waste into the affected area(s).

3 Site infrastructure

3.1 Provision of site identification board

3.1.1 No wastes shall be received at the site until an identification board has been provided at or near the site entrance.

3.1.2 The identification board shall be inspected at least once per week. In the event of damage or defect which affects the legibility of the identification board, shall be repaired or replaced within 5 working days.

- a The board shall be easily readable from outside the site entrance in daylight hours, and shall display the following information:
- b Licence Holder name ;
- c Licence number;
- d Emergency contact telephone number;
- e Statement that the site is licensed by the Environment Agency;
- f Agency national numbers: 0645 333111 and 0800 807060;
- g Days and hours site is open to receive waste.

The location of the noticeboard should be such that it is clear that it does not designate areas outside the licensed site and does not encourage illegal tipping.

3.2 Site security

3.2.1 Site security systems shall be provided at all times during the subsistence of this licence, the objective of which shall be to prevent access by humans which is not authorised either by the Licence Holder or under legal powers of entry. These shall be installed, operated and maintained, and shall be fully documented and recorded, in accordance with the standards specified in Table 3.1 below:

Table 3.1 Site security system standards

Site security system	Specified standards
Operational standards	The site shall be kept closed and secure at all times when unattended.
Maintenance standards	The site security shall be fully inspected at the commencement of each working day. Any defects or damage shall be made secure by temporary repair by the end of the working day, and shall be repaired within 7 working days of the damage being detected. All inspections, defects, damage and repairs shall be recorded in the site diary.

4 Site operations

4.1 Control of mud and debris

Prevention of mud and debris on road

4.1.1 Whenever the site is receiving or despatching wastes or site engineering works are being carried out, measures shall be provided, operated and maintained in accordance with section 4.2 of the working plan with the objective of preventing the deposit or tracking of mud or debris arising from the site onto public areas outside the site, which shall include public highways and areas of public access outside the site.

4.1.2 All vehicles leaving areas of the site which are operational or upon which engineering works are being carried out shall, before leaving the site, be cleaned as necessary and shall be checked to ensure that they are clear of loose waste and that their loads are secure.

Remediation of mud and debris on road

4.1.3 In the event that mud or debris arising from the site is deposited onto public areas outside the site, remedial measures shall be implemented immediately, in accordance with section 4.2 of the working plan and the following requirements:

- a** the affected public areas outside the site shall be cleaned;
- b** traffic shall be isolated from sources of mud and debris within the site to prevent further tracking of mud and debris, and measures shall be taken to clear any such sources as soon as practicable.

4.2 Potentially polluting leaks and spillages of waste

Potentially polluting leaks and spillages from vehicles, plant and equipment

4.2.1 All vehicles used on the site by the operator, and all plant and all equipment used on the site in connection with specified waste management operations, shall be operated and maintained with the objective of preventing potentially polluting leaks and spillages of wastes or other potentially polluting materials which are to be used in combination with those wastes in the specified waste management operations.

Control and remediation of leaks and spillages

- 4.2.2 In the event of any potentially polluting leak or spillage occurring on site, documented control and remediation procedures shall be implemented immediately and recorded, in accordance with the standards specified in Table 4.1 below.

Table 4.1 Standards for prevention and control of leaks and spillages

Action		Specified standards	
a	Control and remediation of leaks and spillages	i.	In the event of damage or deterioration being detected to any drum or other tank or container that is causing, or is likely to cause, a leak, that drum or other mobile tank or container shall be repaired or replaced immediately.
		ii.	In the event of damage or deterioration being detected to any fixed tank that is, or is likely to cause, a leak, that tank shall be repaired or emptied of liquid immediately.
		iii.	In the event of a spillage or leak occurring on site measures shall be taken to contain and clean the spillage using absorbent material.
		iv.	In the event of a spillage or leak occurring on site, details of the steps taken by the operator to mitigate the leak will be recorded in the site diary.
b	Filling and emptying skips, drums and other mobile containers	I.	Filling and emptying of containers shall be supervised at all times by a member of staff.
		II.	Lids/ caps/ bungs or other closures shall be in place at the end of filling
		III.	Containers shall not be filled beyond their operational capacity.

4.3 **Fires on the site**

Prohibition of unauthorised fires on site

- 4.3.1 No wastes shall be burned on the site.

Fire action plan

- 4.3.2 In the event of a fire on the site a fire action plan shall be implemented immediately and recorded, in accordance with section 5.1 of the working plan

4.4 **Waste acceptance and control procedures**

Waste acceptance procedures

- 4.4.1 All wastes shall be received, inspected, accepted or rejected, and recorded in accordance with the standards specified in Table 4.2 below.

Waste control procedures

- 4.4.2 All wastes accepted at the site shall be handled, kept and recorded in accordance with the standards specified in Table 4.2 below.

Waste despatch procedures

- 4.4.3 All outgoing wastes shall be inspected, despatched and recorded in accordance with the standards specified in Table 4.2 below.

Incompatible wastes

- 4.4.4 Incompatible wastes which are likely, in combination with each other or with other material at the facility, to give rise to pollution of the environment or harm to human health outside the site, shall be clearly identified and kept physically separate in designated areas, in accordance with the standards specified in Table 4.2 below.

Table 4.2 Standards for waste acceptance and control procedures

Stage of Waste Handling	Specified standards
a) Waste inspection	<p>All wastes received at the site:</p> <ul style="list-style-type: none"> i. shall be inspected on receipt to confirm their description and composition against the relevant waste transfer note and other accompanying documentation. ii. shall be kept separate from and shall not be covered by or mixed with other wastes until they have been confirmed and recorded for acceptance at the site.
b) Quarantine storage and rejection of wastes	<ul style="list-style-type: none"> i. Any items of non-permitted waste which is inadvertently delivered and accepted at the site, shall be placed immediately in a quarantine storage area (marked H on diagram reference F2), and, where these are or appear to be special wastes, the Agency shall be informed immediately; ii. In the quarantine area, wastes shall be kept segregated from other wastes which are or are likely to be incompatible; iii. Quarantined wastes shall be removed from site within 7 days; iv. A record shall be kept in the site diary of all rejected wastes.
c) Inspection of wastes for despatch	<ul style="list-style-type: none"> i. All wastes despatched from the site shall be inspected prior to despatch to confirm their description and composition.
d) Incompatible wastes	<ul style="list-style-type: none"> i. Incompatible wastes which are/likely, in combination with each other or with other material at the facility, to give rise to pollution of the environment or harm to human health outside the site, shall be clearly identified and kept physically separate in designated areas.

4.5 Waste quantity measurement systems

Means of measurement

4.5.1 All wastes accepted at and despatched from the site shall be measured in accordance with the following requirements:

The weight of all wastes accepted at and despatched from the site shall be determined by means of either:

- a a public weighbridge, or a weighbridge or scales located within the site and designated in the working plan site layout plan; and
the weighbridge or scales used shall record quantities of wastes in tonnes to an accuracy of 0.01 tonnes;

or

- b the conversion of volume to weight in tonnes, using volume/weight conversion factors specified in writing by the Agency.

4.6 **Removal of residual wastes from site**

- 4.6.1 In the event that the specified waste management operations on the site cease and the Agency has reasonable grounds to believe that they will not be resumed within 28 days, then, notwithstanding the operational limits on storage times of wastes specified in the other conditions of this licence, the licence holder shall ensure that all wastes remaining on the site shall be removed by the date specified by the Agency in writing. This shall include, where required by the Agency, decontamination of plant, equipment and engineered containment used in the specified waste management operations,

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Pollution control, monitoring and reporting

No conditions necessary under this section.

6 Amenity management and reporting

6.1 **Control, monitoring and reporting of dusts, fibres and particulates**

- 6.1.1 Measures shall be implemented and maintained throughout the operational life of the site to control and monitor emissions of dusts, fibres and particulates from the site, to meet the standards specified in Table 6.1 below and in accordance with section 4.2 of the working plan.
- 6.1.2 All emissions to air from the specified waste management operations on the site shall be free from visible concentrations of dusts, fibres or particulates as are likely to cause pollution of the environment or harm to human health or serious detriment to the amenity of the locality outside the site boundary, as perceived by an authorised officer of the Agency.
- 6.1.3 In the event that any dusts, fibres or particulates arising from the site are released or are likely to be released onto public areas outside the site boundary in such quantities or concentrations that they are likely to cause pollution of the environment or harm to human health or serious detriment to the amenity of the locality, the actions specified in Table 6.1 below shall be implemented immediately

Table 6.1 Standards for monitoring and control of aerial emissions of dusts, fibres and particulates

a) Monitoring of aerial emissions	Visual monitoring of aerial emissions shall be carried out by site staff supervising waste handling operations. <ul style="list-style-type: none">i. by the site manager or supervisor, at least twice per day, at the site boundary situated downwind of the waste operations, and shall be recorded in the site diary; andii. by site staff supervising individual waste handling operations, during the carrying out of those operations.
b) Aerial emissions action plan	<ul style="list-style-type: none">i. On detection or complaint of visible aerial emissions that are or are likely to be transported beyond the site boundary, immediate action shall be taken to stop the waste handling operations giving rise to the emission and to suppress the aerial emission from the waste.ii. The incident and the remedial action shall be recorded in the site diary.

6.2 **Control of odours**

- 6.2.1 All emissions to air from the specified waste management operations on the site shall be free from odours at levels as are likely to cause pollution of the environment or harm to human health or serious detriment to the amenity of the locality outside the site boundary, as perceived by an authorised officer of the Agency.

6.3 **Control of pest infestations**

- 6.3.1 Throughout the operational life of the site, measures to control and minimise pests on the site shall be carried out, in accordance with the standards specified in Table 6.2. Such measures shall prevent pest infestations that are likely to cause pollution of the environment or harm to human health or serious detriment to the amenity of the locality.

Table 6.2 Standards for monitoring and control of pest infestations

		Specified standards	
a	Monitoring of pest infestations	i.	An inspection of stored wastes for pest infestations shall be carried out at least at weekly intervals by the site supervisor, and shall be recorded in the site diary.
b	Pest infestations action plan	i.	On detection or notification of pest infestations, immediate action shall be taken to secure the attendance of a professional pest control contractor, to eliminate the pest infestation.
		ii.	The incident and the remedial action shall be recorded in the site diary.

7 Site records

7.1 Security and availability of records

Security of records

- 7.1.1 All records which are required to be made under the other conditions of this licence and the working plan shall be maintained and kept secure from loss, damage or deterioration.

Availability of records

- 7.1.2 All records which are required to be made under the other conditions of this licence and the working plan shall be made available for inspection at the place where they are kept immediately when required by an authorised officer of the Agency.

7.2 Records of waste movements

- 7.2.1 A record shall be kept of all wastes received (other than those wastes delivered by private householders) and of all materials (wastes and recovered materials) removed from the site. The records shall include the following for each vehicle load of waste/material:

for waste received:

- a** origin of waste
- b** date received
- c** quantities in tonnes received and waste type – as specified by the Agency
- d** nature of the waste (solid, liquid or sludge)

for waste/material removed:

- e** date removed
- f** quantities in tonnes removed and waste and/or material type – as specified by the Agency
- g** destination of waste and/or materials removed
- h** nature of the waste and/or materials (solid, liquid or sludge)

- 7.2.2 A summary of the information, including nil returns, shall be submitted to the Agency, in a format required by the Agency. Summaries shall be for each quarter of the financial year and shall be submitted to the Agency within one month of the end of each quarter.

7.3 Site diary

7.3.1 A site diary shall be kept secure and shall be available for inspection at the site when required by an authorised officer of the Agency. This shall include a record of the following events:

- a** construction work
- b** maintenance
- c** breakdowns
- d** emergencies
- e** problems with waste received and action taken including rejected loads and unauthorised waste consignments.
- f** site inspections carried out by the operator
- g** technically competent management attendance on site: time onto site and time left site
- h** despatch of records to the Agency
- i** severe weather conditions
- j** complaints about site operations and actions taken
- k** environmental problems and remedial actions

7.3.2 Each record shall be completed within 24 hours of the relevant event.

Interpretation

In these conditions and their interpretation, unless the context otherwise requires, the following terms have the specified meanings:

“accepted”

for waste being delivered to the site, shall mean accepted as waste input to the site for storage and/or processing and/or disposal under the specified waste management operations;

“authorised officer of the Agency”

means any person(s) authorised in writing by the Agency pursuant to section 108(1) of the 1995 Act to exercise any of the powers specified in subsection (4) of that section;

“clinical waste”

has the meaning as defined in regulation 1(2) of the Controlled Waste Regulations 1992 or any statutory provisions amending or replacing them;

“consequences”

for **risk assessments** carried out within these conditions, means the adverse effects of harm as a result of realising a **hazard** which cause the quality of human health (other than health and safety of site staff or visitors to the site covered under the Health and Safety at Work Act 1974) or the environment to be impaired in the short or longer term;

“engineer”

for engineering works specified in these conditions, means a person who works in the relevant branch of engineering, as a qualified professional;

“engineered”

for works specified in these conditions, means carried out and completed using the relevant engineering process specified in these conditions;

“engineered landfill containment system”

means all elements (other than leachate and landfill gas management systems, and intermediate and final caps), relating to engineered liners for final disposal to land, and incorporating liners for individual cells and the site as a whole, and including methods of liner protection and leakage detection;

“engineered site containment and drainage system”

means all elements relating to engineered containment of activities on the site, other than final disposal to land, and incorporating site surfacing, bunding and drainage systems, buildings and fixed tanks;

“engineering”

for engineering works specified in these conditions, means the relevant process of design, construction or installation, quality assurance or validation or commissioning specified in these conditions;

“engineering survey”

means a survey carried out in accordance with recognised or approved standards by a suitably qualified competent person;

“environmental targets or receptors”

for **risk assessments** carried out within these conditions, shall mean identified human and environmental populations or components, as specified in these conditions or otherwise agreed by the Agency within these conditions;

“groundwater”

means any water contained in underground strata;

“hazard”

means a property or situation that in particular circumstances could lead to harm;

“immediately”

for carrying out of actions under the conditions, shall mean without delay and within a reasonable time, taking into account any more immediate direct action necessary to prevent or minimise risk to human health and the environment. For carrying out notifications to the Agency, shall also mean by the fastest effective means available (for example, telephone) and confirmed in writing within 1 working day (or such other time as may be agreed by the Agency within the conditions);

“inert waste “

means waste which when disposed of in or on land does not undergo any significant physical, chemical or biological transformation;

“landfill gas management system”

means all elements relating to landfill gas extraction from individual landfill cells and the landfill mass as a whole, and incorporating methods of landfill gas drainage, containment and the subsequent disposal system, whether it be a methane oxidation system, landfill gas flare, landfill gas engine(s) or otherwise, either on or off the site;

“leachate management system”

means all elements relating to leachate extraction from individual landfill cells and the landfill mass as a whole, and incorporating methods of leachate drainage, containment and the subsequent treatment and/or disposal system, either on or off the site;

“maintenance”

for engineering maintenance specified in these conditions, means the process of inspection, testing, repair of the relevant engineering works specified in these conditions;

"preparatory works"

means engineering works required prior to the carrying out of the activities authorised by this licence;

"probability"

means the quantified expression of chance, denoted either as:

- the ratio or percentage of the occurrence of a particular event as one among a number of possible events;
- or as the frequency of occurrence of a particular event in a given period of time;

"received"

for waste being delivered to the site, shall mean delivered to the site and undergoing the waste acceptance procedures specified in the working plan, including storage of those wastes during those procedures prior to acceptance of the waste;

"release pathways"

for **risk assessments** carried out within these conditions, shall mean the routes by which defined **hazards** may potentially realise their **consequences**, defined in terms of releases or emissions from the site that go beyond the site containment or boundary via one or more of the following routes, either directly or indirectly: **Land; Groundwater; Surface water; Atmosphere;**

"relevant offences"

are offences within the meaning of regulation 3 of the Waste Management Licensing Regulations 1994 or any statutory provisions or regulations amending or replacing them;

"risk"

means a combination of the **probability** and **consequences** of occurrence of a defined **hazard**;

"risk assessment"

means the systematic identification, analysis, estimation and evaluation within a defined **scope** of the defined **risks** of a particular activity, operation, process or design, carried out and reported by suitably qualified or competent persons, using recognised quantified or semi-quantified methods and techniques.

Unless otherwise agreed by the Agency within these conditions, a risk assessment shall include and record the following:

- definition of the **hazards** associated with an activity, operation, process or design;
- assessment of the **probability** of those **hazards** occurring;
- determination of the potential **consequences** of those hazards for defined **environmental targets or receptors**, taking into account defined **release pathways** and defined protective measures;
- evaluation of the potential **magnitude** of those consequences and the **probability** of their occurrence;

"scope of risk assessment"

means the boundaries of the **risk assessment** and the **risks** to be assessed within those boundaries, as defined in the conditions or otherwise agreed by the Agency within the conditions;

"special waste"

has the meaning as defined by regulation 2 of the Special Waste Regulations 1996 or any statutory provisions or regulations amending or replacing them;

"specified waste management operations"

means the waste management operations authorised by condition 1.1 of this licence;

"surface water management system"

means all elements relating to collection of rain water or surface water from individual landfill phases and the landfill site as a whole, and incorporating methods of water collection, containment and the subsequent treatment and/or disposal system, either on or off the site;

"surface water"

means any lake, pond, river or watercourse whether natural or artificial;

"the 1994 Regulations"

means the Waste Management Licensing Regulations 1994 and any statutory provisions or regulations amending or replacing them.

"the Agency"

means the Environment Agency;

"the Licence Holder"

means the Licence Holder specified in this licence or other person to whom the licence has been transferred in accordance with section 40 of the Environmental Protection Act 1990;

"the operator"

means a person who is in occupation of the site and has responsibility for carrying out day to day activities at the site;

"the site"

means the land, structures, plant and equipment to which this licence relates;

"time periods, e.g. annually, quarterly, monthly, per year, etc. "

Where periods are referred to in conditions, they shall be calculated in the following way:

- annually or per year: 1 April to 31 March;
- quarterly: 1 April to 30 June, 1 July to 30 September, 1 October to 31 December, 1 January to 31 March;
- monthly: calendar month;
- weekly: Monday to Sunday.

Where the issue of the licence does not coincide with the start of any of these periods, then any relevant limits for the first period shall apply pro rata;

"UK Waste Classification Scheme" or "UKCWS"

the UK Waste Classification Scheme (Draft 16) or its subsequent replacement;

"waste"

means controlled waste as defined in section 75(4) of the 1990 Act and the Controlled Waste Regulations 1992 or any statutory provisions or regulations amending or replacing them;

"working plan"

means the working plan identified in writing by the Agency at the time of issue of this licence and any subsequent amendments to it made in accordance with the conditions of this licence.

Appendices to conditions

Appendix A: Format for summary records of wastes accepted and removed

Introduction

Your waste management licence condition no. 7.2.2 requires you to provide to the Agency a summary of the records which you must keep of all wastes received and of all waste materials removed from the site. This set of instructions specifies the format of the summary which is required by the Agency. A standard form is provided (Ref. 00/IA) which you must use when completing summary returns to comply with the licence condition. Please retain it as a master and photocopy it each time you make a return. An electronic version is available on request.

Waste type and quantity

You are required to identify waste types according to the categories specified in the accompanying list (Ref.00/IB). This shows how particular waste streams fit in to the classification system. Most licensed sites will find that they are only dealing with a small number of categories of material and it is worth looking through the list carefully to identify the waste groups that you handle at your site.

Waste quantity needs to be provided in metric tonnes. A density conversion list is provided to allow bulk loads to be converted to tonnes on sites without weighing equipment.

District of Origin/Destination

You are required to identify the source and destination of the waste by local authority District. This information can be found from transfer notes, from the driver of the vehicle or maybe within your own record systems if you are operating vehicles yourself. A list of three letter codes for all the Unitary Authorities in Wales and adjacent English authorities is attached. The local authority Districts in your immediate area are entered on your site return form, as it is likely that these are the main sources of material entering the site. Use the code list to add in any extra areas required, or write in the District name in full.

Your Legal Responsibility

Your licence condition requires you to keep a record of each load of waste/material entering your site and each load of waste or reclaimed material leaving the site. A summary of this information has to be provided to the Agency on a quarterly basis (or on an annual basis for metal recycling facilities).

Daily site records

For waste/material entering the site you need to record

- a** the date and time of the movement;
- b** the district of origin;
- c** the type and quantity; and
- d** whether it is solid/liquid or sludge i.e. the physical state of the waste.

For all wastes/materials leaving the site (for either recovery or disposal) you must record

- e** the date and time of the movement;
- f** the destination district;
- g** the type and quantity; and
- h** whether it is solid/liquid or sludge.

You may be using a record sheet at present, or a ticketing system, and provided this allows you to record all of the information required by the licence condition, this will be an appropriate form. For those who do not have a suitable system, we have enclosed an example daily record sheet for you to use.

Quarterly Returns

The standard quarterly return form allows small and large sites to describe the wastes and other materials entering and leaving their site.

Most sites handle a limited range of wastes and only need to complete a relatively small part of the return form. Inert landfill sites have been supplied with a reduced form that reflects the very limited types of waste they handle.

Although the Agency has asked for quarterly returns, it is advisable for this analysis to be done more frequently: perhaps weekly or monthly.

Metal Recycling Sites (MRS's) will only have to make returns on an annual basis at present. A separate form is supplied for this purpose.

General Information

The first part of the form is asking for general information to identify the site. It is also necessary to indicate whether materials are weighed in and out of the site, or whether weights are estimated.

It is advisable to complete most of this section, other than the quarter and year, prior to photocopying and use this as your master form.

Section 1: Waste/materials entering the site

Summarise the information on your daily record system to provide the total amount of waste in each category received from every different District of origin. Please note that the waste categories are exclusive (i.e. construction wastes should not be included in the category for general mixed industrial wastes).

An example of a completed section 1 is shown in the following pages.

Section 2 – Waste materials taken off site for disposal elsewhere

You may have a major transfer station producing a large range of sorted waste materials for disposal elsewhere; or an inert landfill site with an occasional load of contrary material that needs to leave the site for disposal elsewhere; or another type of facility where wastes leave your site for final disposal elsewhere.

Your licence requires you to keep a record of all loads of leaving the site for disposal elsewhere, stating waste type, quantity, state and District of destination. Use the code sheets to decide which category of waste each load falls into and the District of destination code.

An example Section 2 return is shown in the following pages. If you have no wastes leaving the site for disposal elsewhere this quarter, write NIL across the sheet. If you need more space to write in a larger number of waste groups, photocopy the Section 2 page to make a continuation sheet.

Section 3 – Materials taken off site for recycling

This section is completed in exactly the same way as Section 2, but is for wastes leaving the site for recycling.

Example 3 in the following pages shows the output of waste materials for recycling from a metal recycling site.

If you have no wastes leaving for recycling, write NIL across the sheet. If you need more space to write in a larger number of waste groups, photocopy the Section 3 page to make a continuation sheet.

IF YOU ARE A METAL RECYCLING SITE, PLEASE SKIP THE NEXT TWO PARAGRAPHS & GO TO THE HEADING 'FOR METAL RECYCLING SITES ONLY'

Section 4 – This section is optional and applies to landfill sites only. The information will be essential for the development of the future Waste Strategy for Wales and is required by planning authorities for future development planning for waste management facilities.

Section 5 – You MUST complete the declaration, and then send the return to your area office within one month following the end of the quarter. Metal Recycling Sites must return the form within one month of the end of the financial year. The address of the area office is provided at the end of this section of the quantity return sheet

FOR METAL RECYCLING SITES ONLY

Section 4 – You MUST complete the declaration, and then send the return to your area office within one month following the end of the quarter. Metal Recycling Sites must return the form within one month of the end of the financial year. The address of the area office is provided at the end of this section of the quantity return sheet

Help

If you require any further information on any of these issues please call the Environment Agency general enquiry line on 0645 333111.

Accompanying documents

The following accompanying documents should be used in association with this set of instructions:

- i** Environment Agency South West Wales Section 35 EPA Quarterly return (you must complete this form when making your summary return to the Agency).
- ii** Waste Categories for Wales must use these categories when completing the summary return form).
- iii** Factors to Convert Waste Volume to Weight (you can use these conversion factors when converting volume to weight).
- iv** District Codes (you must use these codes when completing the summary return form).
- v** Example Sheet for Recording Daily Loads In/Out (this is not a mandatory form but you could use it to satisfy the Agency's requirements for daily input/output records)

EXAMPLE 1: RECEIPT OF MATERIALS ONTO SITE

SECTION 1 MATERIALS TAKEN INTO SITE																
Waste Type	State	District of Origin					(Within Wales - see district code list)					(Outside Wales - see attached list)				Total Tonnes
		ANG	CON	DEN	FLI	GWY	POW	WRE				CHE				
21A Inert Construction and Demolition waste	Solid	567.40		402.36	126.13							89.65			1185.54	
22A Degradable Construction and Demolition waste	Solid	703.50			908.53		987.57					203.79			2,803.39	
	Sludge					26.12		14.32							40.44	
22C Degradable Household	Solid		939.26	898.30	816.54			789.32							3443	
22D Degradable Commercial	Solid	169.34		27.45	901.35										1,098.14	
	Liquid							62.97							62.97	
	Sludge		27.07				45.87					903.70			976.64	
TOTAL																
Total For	Solid	1440.24	939.26	1,328.11	2,752.55	0	987.57	789.32	0	0	0	293.44	0	0	8,530.49	
Each Area	Liquid	0	0	0	0	0	0	62.97	0	0	0	0	0	0	62.97	
	Sludge	0	27.07	0	0	26.12	45.87	14.32	0	0	0	903.70	0	0	1017.08	

A variety of materials are received on site from the different areas. These materials are tallied both to provide the total amount of each waste type and the total waste for each area (both for each type and a grand total). Waste should be added by type, state and by district. Do not mix solid, liquid and sludge wastes.

EXAMPLE 2: DISPOSAL OF MATERIALS OFF SITE**SECTION 2 MATERIALS TAKEN OFF SITE FOR DISPOSAL ELSEWHERE**

Waste Type	State	Destination					(Within Wales - see attached list)					(Outside Wales - see attached list)					Total Tonnes
		ANG	CON	DEN	FLI	GWY	POW	WRE				CHE					
Waste Type / Code 21A Inert Construction and Demolition waste	Solid		809.07		574.93	982.71											2366.71
Waste Type / Code 22A Degradable Construction and Demolition waste	Solid	703.50					987.57					203.79					1894.86
	Sludge		47.89			26.12											74.01
Waste Type / Code 22C Degradable Household	Solid	997.65						789.32				456.98					2243.95
Waste Type / Code 25 Healthcare Risk Wastes	Solid				4.00												4.00
	Liquid																
	Sludge																
TOTAL																	
Total For	Solid	1701.15	809.07	0	578.93	982.71	987.57	789.32	0	0	0	0	0	0	0	0	6509.52
Each Area	Liquid	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Sludge	0	47.89	0	0	26.12	0	0	0	0	0	0	0	0	0	0	74.01

Please indicate the destination of all wastes. Do not include RECYCLED wastes. Additional waste types can be added in spare sections at the bottom of the section. Do not mix solid, liquid and sludge wastes in the totals.

EXAMPLE 3: OUTPUT OF MATERIALS FROM A METAL RECYCLING SITE**SECTION 3 MATERIALS TAKEN OFF SITE FOR RECYCLING**

SECTION 3 MATERIALS TABLE

Waste Type	State	ANG	CON	DEN	FLI	GWY	POW	WRE	(Outside Wales - see attached list)				Total Tonnes
									CHE				
Waste Type / Code 23A Metals and Discarded (Scrap) Composite Equip Special Waste	Solid	87.61	547.04	876.12		397.07		489.37			40.21		2,437.42
Waste Type / Code 23B Metals and Discarded (Scrap) Composite Equip	Solid		407.67	87.35	706.15		406.74						1,607.91
Waste Type / Code 29B Organic Chemicals Other	Solid												
	Liquid			27.03									27.03
	Sludge												
Waste Type / Code	Solid												
	Liquid												
	Sludge												
Total For	Solid	87.61	954.71	963.47	706.15	397.07	406.74	489.37			40.21		4,045.33
Each Area	Liquid	0	0	27.03	0	0	0	0			0		27.03
	Sludge	0	0	0	0	0	0	0			0		0

Please indicate the destination of all wastes. Do not include waste that is taken off site for DISPOSAL.

Under **29B** Organic Chemicals, Other wastes such as oil can be entered and recorded as going to a recycling site. In this instance, 27.03 tonnes of oil has been sent for recycling. Additional waste types can be added in the spare sections at the bottom of the section. Do not mix solid, liquid and sludge wastes in the total.

Rights of appeal

Section 43(1) of the Environmental Protection Act 1990 provides that, where except in pursuance of a direction given by The National Assembly For Wales,

- a licence is granted subject to conditions

the applicant may appeal from the decision to The National Assembly For Wales.

Therefore if you feel aggrieved by the decision or any of the conditions to the licence as granted you may obtain the appropriate form on which to give written notice of an appeal from:

The Planning Inspectorate
Crown Buildings
Cathays Park
Cardiff
CF10 3NQ

Tel: 02920 823859

Fax 02920 825150

This notice of appeal should be accompanied by the following information:

- a statement of the grounds of appeal
- a copy of the licence
- a copy of any correspondence relevant to the appeal
- a copy of any other document relevant to the appeal including, in particular, any relevant consent, determination, notice, planning permission, established use certificate or certificate of lawful use or development
- a statement indicating whether you wish the appeal to be in the form of a hearing or on the basis of written representations.

You are also required to serve a copy of your notice of appeal together with copies of any of the above documents that have accompanied your notice of appeal, to the Environment Agency. You should appeal within 6 months of the date that this notice takes effect but The National Assembly For Wales may allow notice of appeal to be given after the expiry of this time period.