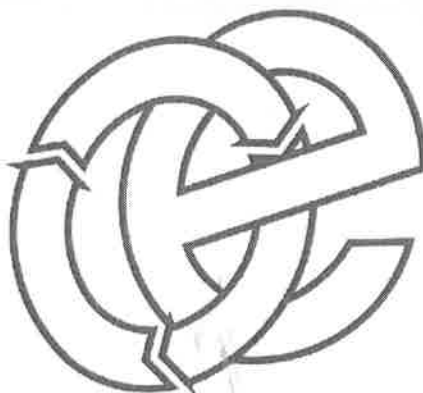


ENVIRONMENTAL MANAGEMENT SYSTEM


River Lane, Saltney, Chester CH4 8RH

Massey Metals Ltd

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Oaktree Environmental Ltd
Waste, Planning & Environmental Consultants

A silhouette illustration of a landscape. On the left, there's a large industrial tank. In the center, a small house with a chimney and a tree. To the right, a large industrial building with a tall chimney and a wind turbine. The foreground shows a silhouette of a person working with a shovel.

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CONTENTS

DOCUMENT HISTORY:.....	I
CONTENTS	II
LIST OF TABLES.....	IV
LIST OF APPENDICES:	V
SITE INFORMATION & KEY CONTACTS LIST	VI
1 GENERAL CONSIDERATIONS	1
1.1 SITE OPERATOR/PERMIT HOLDER.....	1
1.2 RELEVANT CONTACTS.....	1
1.3 SITE LOCATION	2
1.4 HOURS OF OPERATION	4
1.5 LIGHTING	4
1.6 WASTE TYPES AND QUANTITIES.....	4
1.7 EXEMPT ACTIVITIES	6
1.8 STAFFING AND MANAGEMENT	7
1.9 HEALTH AND SAFETY.....	7
1.10 FIT AND PROPER PERSONS.....	7
2 SITE ENGINEERING AND INFRASTRUCTURE	9
2.1 SITE INFRASTRUCTURE	9
2.2 ACCESS AND PARKING	9
2.3 SITE OFFICE.....	9
2.4 WEIGHBRIDGE	9
2.5 NOTICE BOARD AND SIGNS.....	10
2.6 SITE SECURITY	10
2.7 DRAINAGE.....	11
2.8 VEHICLES, PLANT AND EQUIPMENT	11
3 SITE OPERATIONS.....	12
3.1 PRELIMINARY PROCEDURES.....	12
3.2 CHECKING IN & INSPECTION OF LOADS	12
3.3 WEIGHING AND CATEGORISING LOADS	13
3.4 WASTE HANDLING - ELVS	13
3.5 WASTE HANDLING - FERROUS & NON-FERROUS SCRAP METAL	14
3.6 WASTE HANDLING - GENERAL	14
3.7 REJECTED WASTES.....	14
3.8 ELV DEPOLLUTION PROCEDURE	14
3.9 FUEL AND HAZARDOUS FUEL STORAGE.....	16
3.10 REMOVAL OF BATTERIES.....	17
3.11 DIFFICULT WASTES - CATALYTIC CONVERTORS	18
3.12 RECORD KEEPING	18
4 ENVIRONMENTAL CONTROL, MONITORING AND REPORTING	21
4.1 BREAKDOWNS AND SPILLAGES	21
4.2 SITE INSPECTIONS AND MAINTENANCE.....	21
4.3 SITE DIARY / INSPECTION FORM	22
4.4 SECURITY MONITORING.....	22
4.5 CONTROL OF MUD AND DEBRIS.....	23

4.6	CONTROL AND MONITORING OF DUST	23
4.7	ODOUR CONTROL	23
4.8	LITTER CONTROL	23
4.9	CONTROL OF PESTS, BIRDS AND OTHER SCAVENGERS	24
4.10	CONTROL AND MONITORING OF NOISE & VIBRATION.....	24
4.11	COMPLAINTS PROCEDURE.....	25
5	EMERGENCY PROCEDURES	26
5.1	GENERAL	26
5.2	FIRE	27
5.3	SPILLAGES	27
5.4	DRUMS.....	28
5.5	ADVERSE REACTIONS	28
5.6	HIGH WINDS	29
5.7	POOR VISIBILITY.....	29
5.8	OPERATIONAL FAILURE.....	29
5.9	BOMB SCARE	29
6	TRAINING FOR SITE STAFF	30
6.1	TRAINING NEEDS ASSESSMENT	30
6.2	SITE RULES AND INFRASTRUCTURE TRAINING.....	30
6.3	EMERGENCY PROCEDURES TRAINING.....	30
6.4	FIRE SAFETY / FIREFIGHTING TRAINING	31
6.5	RECOGNITION OF WASTE TYPES TRAINING	31
6.6	STORAGE AREAS / LIMITS TRAINING	32
6.7	VEHICLE / PLANT PREVENTATIVE MAINTENANCE TRAINING.....	32
6.8	DUTY OF CARE TRAINING	32
6.9	PLANT OPERATION TRAINING.....	32
6.10	PERMIT / EMS TRAINING	33
6.11	TRAINING FOR CONTRACTORS.....	33

List of Tables

Table 1.1 - Waste Storage Times / Quantities	5
Table 1.2 - Staffing Levels	7

Appendix I	-	Drawings
Appendix II	-	Record Keeping Forms
Appendix III	-	Copy of Issued Environmental Permit & EWC codes
Appendix IV	-	Health & Safety – Conditions of Site Use
Appendix V	-	Depolluting End-of-Life Vehicles (cars and light goods vehicles) Guidance for Authorised Treatment Facilities (March 2011)

Site Information & Key Contacts List

Site Address:	River Lane, Saltney, Chester CH4 8RH		
Site Operator:	Massey Metals Ltd	National Grid Ref:	SJ 38487 65268

Contact	Description	Office Hours	Out of Hours
Darren Massey	Site Manager / TCM	01244 676767	07701 111777
<u>Countess of Chester Hospital</u> Liverpool Rd, Chester CH2 1UL	Local NHS Hospital (Main)	01244 365000	999
	Accident & Emergency (A&E)	999, 112 or 111	999
<u>Saltney Surgery Dr Amin & Partners</u> 82 High St, Saltney, Chester CH4 8SF	Local Doctor Surgery (GP)	01244 683801	999 or 112
<u>North Wales Police</u> High Street, Saltney, CH4 8SF	Local Police Non-Emergency	101	999 or 112
	Police Emergency	999 or 112	999 or 112
<u>North Wales Fire & Rescue Service</u> Gorsaf Dân Fire Station 25 Chester Rd E, Deeside CH5 1SA	Fire and Rescue Service (in Emergency Dial 999)	01244 813512	999 or 112
<u>Natural Resources Wales</u> Chester Road, Buckley CH7 3AG	Environmental Regulator	0300 065 3000	0300 065 3000 999 or 112
<u>Flintshire County Council</u> County Hall, Mold CH7 6NB	Planning	01352 703228	0845 373 3665 / 999 or 112
	Environmental Health	01352 703440	
<u>Dee Valley Water</u>	Mains water and sewerage supplier	01978 833200	01978 833200
<u>Oaktree Environmental Ltd</u> - Lime House, 2 Road Two, Winsford, Cheshire CW7 3QZ	Specialist Advisor (Waste and Planning Issues)	01606 558833	999 or 112 or 0800 80 70 60

1 General Considerations

1.1 Site operator/permit holder

1.1.1 Massey Metals Ltd will operate Environmental Permit (EP). The primary operations which will take place at the site include:

- i) The importation, storage and processing of ferrous and non-ferrous scrap metal;
- ii) The importation of end-of-life vehicles (ELVs) to depollute, dismantle and remove all potentially hazardous components;
- iii) Separation of different elements of ELVs e.g. batteries, tyres, engines etc. for resale; and,
- iv) Baling ELVs and scrap metal for recovery to a suitably permitted site.
- v) Importation of catalytic convertors for de-canning.

1.1.2 ELVs and Scrap Metal will be accepted from members of the public and from the commercial, industrial and agricultural sectors.

1.2 Relevant contacts

1.2.1 The contact details for the operator are as follows:

Massey Metals Ltd
River Lane
Saltney
Chester
CH4 8RH

Contact: Darren Massey
Position: Site / Technically Competent Manager
Tel: 01244 676767

1.2.2 Oaktree Environmental Ltd have been engaged to act as consultants for Massey Metals Ltd to assist in the preparation of this Environmental Management System (EMS). This EMS has been prepared to meet the requirements of The Environmental Permitting (England and Wales) Regulations 2016 and Natural Resources Wales' Guidance on producing Environmental Management Systems.

1.2.3 Contact details for Oaktree Environmental Ltd are as follows:

Oaktree Environmental Ltd
Lime House
2 Road Two
Winsford
Cheshire CW7 3QZ

Contact: Chris Parry
Position: Senior Consultant
Tel: 01606 558833
E-mail: chris@oaktree-environmental.co.uk

1.3 Site location

1.3.1 The site is located on River Lane, Saltney, Chester CH4 8RH as shown on Drawing Nos. RIV/2303/01 & 02. The national grid reference for the site is SJ 38487 65268.

1.3.2 The area which is the subject of this EMS is outlined in green on Drawing No. RIV/2303/02. All references to 'the site' in this EMS shall mean this area

1.3.3 Specified waste management operations include waste disposal and waste recovery operations listed Annex IIA and IIB of The Waste Framework Directive 2008/98/EC; also shown on the next page:

Table 2.1 Activities	
Position	Responsibilities
R13: Storage of wastes pending any of the operations numbered R1 to R12 (excluding temporary storage, pending collection, on the site where it is produced)	Metal recycling: Treatment consisting only of sorting, separation, grading, shearing, baling, compacting, granulating of cables, and cutting using hand-held equipment only, of ferrous metals or alloys and non-ferrous metals into different components for recovery.
R4: Recycling/reclamation of metals and metal compounds	Vehicle dismantling: Treatment consisting only of depollution of waste motor vehicles and sorting, separation, baling, compacting, or cutting using hand-held equipment only, of waste into different components for recovery.
R5: Recycling/reclamation of other inorganic materials	There shall be no treatment of lead acid batteries, other than sorting and separating from other wastes.
R8: Recovery of components from catalysts	The maximum quantity of hazardous waste treated for disposal or recovery shall not exceed 10 tonnes per day. This does not include the manual depollution and dismantling of waste motor vehicles.
D15: Storage pending any of the operations numbered D1 to D14 (excluding temporary storage, pending collection, on the site where it is produced)	<p>Wastes shall be stored for no longer than 1 year prior to disposal and 3 years prior to recovery.</p> <p>The maximum quantity of hazardous waste stored at the site shall not exceed 50 tonnes at any one time of which no more than 10 tonnes shall be stored for disposal. This does not include waste motor vehicles awaiting manual depollution.</p> <p>No more than 25 tonnes of intact waste vehicle tyres (waste code 16 01 03) shall be stored at the site.</p>

1.4 Hours of operation

- 1.4.1 The site will be open for the delivery and receipt of waste on site and for all waste handling/processing operations according to the hours specified below:

Monday to Friday 08.00 – 17.30

Saturday 09.00 – 13.00

Sundays, Bank/Public holidays Closed

- 1.4.2 The only activities on site which will be permitted outside of these hours are onsite maintenance works and general office use.

- 1.4.3 During times where the site is closed or not in operation, the site will be locked and secured to prevent unauthorised vehicular and/or pedestrian access.

1.5 Lighting

- 1.5.1 During official lighting up times or during times of low light the site has sufficient lighting within the working areas to permit effective inspection of waste and ensure that safe working practices are maintained on site.

1.6 Waste types and quantities

- 1.6.1 The waste types to be accepted at the site are those as defined in the Controlled Waste (England & Wales) Regulations 2012 and Section 75 of the Environmental Protection Act 1990 consisting of Scrap Metal and End-of-Life motor vehicles [ELVs] (including hazardous wastes such as lead acid batteries and catalytic convertors which form part of, or are contained in, a waste motor vehicle and were necessary for the normal operation of the vehicle).
- 1.6.2 The site will also accept some components (including hazardous) removed from cars as they are occasionally found within vehicles and rejection of such components may lead to

fly tipping. For example, if a customer has some oil filters to dispose of with their vehicle the filters will be accepted and deposited appropriately at the site.

- 1.6.3 A detailed breakdown of wastes from the European Waste Catalogue (EWC) - Commission Decision 2000/532 accepted at the site is shown in Table 2.3 of the SR2012No14 which is included in Appendix III.
- 1.6.4 The throughput of the site will be limited to <44,999 tonnes per annum with 15,000 of this being hazardous waste i.e. undepolluted ELVs, batteries and catalytic convertors containing refractory ceramic fibre. Notwithstanding the daily limit the limits outlined in Table 1.1 below will apply to other waste types.
- 1.6.5 Table 1.1 below indicates the approximate storage quantities of the waste as shown on Drawing No. RIV/2303/03 with residence times for each waste type.

Table 1.1 - Waste Storage Times / Quantities

Waste Stored	Form	Storage Time (indicative)	Max. Volume of Waste Stored (m³) or tonnes
Undepolluted ELVs	Unprocessed	<12 hours	18-20 ELVs (approx. 120m ³)
Drained fluids from ELVs	Unprocessed	Removed from site once container full	3 x IBC's
Waste tyres	Separated	Removed from site once container full	One container i.e. 35m ³
Ferrous metal	Unprocessed	<3 months	110 - 150
Ferrous metal & depolluted ELVs	Processed	<3 months	110 - 150
Non-ferrous metal	Unprocessed & processed	<1 month	400 (<20 tonne)
Batteries and hazardous catalysts	Unprocessed & processed	<1 month or when containers full	<10 tonnes

- 1.6.6 Strict requirements will apply to certain types of wastes*, i.e.

- Empty used containers which have contained chemicals or hazardous waste must be cleaned or certified as clean before they are accepted. Paint tins or other containers

are accepted if they have residues in as long as those residues are solid and non-hazardous.

- Potentially dusty loads or loads containing powder have to be notified in advance to ensure that suitable plant and equipment is available to reduce dust emissions. Some powdered wastes are bagged prior to receipt to prevent a dust problem. No whole loads of powdered waste are accepted.
- Shot blasting residue are only be accepted from known sources or where the contents of the residue can easily be identified. Residues containing tributyl are not accepted.

1.7 Exempt activities

- 1.7.1 Activities which are outside the scope of the EP for the site (listed in Schedule 3 of The Environmental Permitting (England and Wales) Regulations 2010) may be carried out at the recycling centre and the relevant details would be registered with NRW prior to commencement. It is important to note that some of these activities may require appropriate planning permission for undertaking them.
- 1.7.2 Wastes brought onto site as part of an exempt waste activities and not part of the accepted waste types shown in Appendix III will be kept clearly segregated and identified from those wastes imported for the specified waste management operations.
- 1.7.3 Registration - once registered a copy of all exemption notifications and register entries will be held in the site office. Registered exemptions are valid for a period of 3 years. If the activity is to be carried on after 3 years, a renewal should be submitted to NRW.

1.8 Staffing and management

- 1.8.1 The site will open for the deposit of waste or for other essential operations during the hours listed in Section 1.5. Table 1.2 below details the staff structure of the site when operating at full capacity. Positions in bold italic print below are the minimum staff requirements when the site is open for the reception of waste:

Table 1.2 - Staffing Levels

Position	Employees	Responsibilities
Site manager (TCM)	1 (<i>1</i>)	Overseeing all activities which take place at the site
Admin / Office Staff	1 (<i>1</i>)	Managing site administration
Machine / Plant Operator / General Operatives	2 (<i>1</i>)	Waste handling/processing, reception and plant operation

1.9 Health and safety

- 1.9.1 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 employees, visitors and contractors are shown in Appendix IV. These conditions will be shown to all site users and must be signed prior to using the site. Anyone refusing to comply with the conditions of use will be asked to leave the site.

1.10 Fit and proper persons

- 1.10.1 The site will be assigned a Technically Competent Manager (TCM) who will provide the required attendance time at the facility as required by guidance periodically issued by Natural Resources Wales (NRW). A copy of TCM's Certificate of Technical Competence (COTC) will always be made available in the site office. The relevant award is the WAMITAB Level 4 Medium Risk Operator Competence for Physical Treatment; otherwise known as MROC2.
- 1.10.2 The company, through the TCM, will ensure that a nominated deputy is sufficiently trained and familiar with the EP and this EMS document in addition to all relevant

company procedures who, in the absence of the TCM, will act the competent person. If either the TCM or deputy is changed, NRW will be informed of the change and the relevant details of the replacement as soon as possible.

- 1.10.3 At the time of this EMS production, none of the relevant people associated with the operator had been convicted of a relevant offence.

2 Site Engineering and Infrastructure

2.1 Site infrastructure

2.1.1 The site's infrastructure is detailed on Drawing No. RIV/2303/03.

2.2 Access and parking

2.2.1 The site is accessed from River Lane and benefits from an existing access; car parking is available on River Lane.

2.3 Site office

2.3.1 The site office is shown on Drawing No. RIV/2303/03 and the list below details the relevant site documentation which will be kept in the site office.

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

2.4 Weighbridge

2.4.1 There is a weighbridge on site for accurately weighing all incoming/outgoing loads of waste; the location of which is shown on Drawing No. RIV/2303/03.

2.4.2 If the weighbridge is offline or undergoing repair, wastes will either be weighted at the site of production or using the conversion factors provided in Section 3.3 of this EMS.

2.5 Notice board and signs

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

- The site name and address.
- The name of the permit holder and operator.
- The Environmental Permit number and accompanying statement stating that the site is permitted by Natural Resources Wales.
- Natural Resources Wales' contact details, Emergency No. 0800 80 70 60 and
- General Enquires No. 03708 506 506.
- Operator's "out of hours" emergency contact details (telephone number).
- Operating hours.

2.5.2 Additional signs are displayed around the site for operational / health & safety purposes. All staff and visitors will be required to comply with the requirements of all signs whilst on site.

2.6 Site security

2.6.1 **Gates** - The main entrance gates are located as shown on Drawing No. RIV/2303/03 and are of galvanised steel construction. The gates remain padlocked when the site is unmanned.

2.6.2 **Fencing** - The site is fully secure and bounded 4m concrete panel fencing with steel sheets to external faces.

2.6.3 Further to the above infrastructure, the site benefits from 24 hour remotely accessible CCTV and an intruder alarm system also connected remotely to the site manager.

2.7 Drainage

- 2.7.1 All surface water falls to into an aco drain and connects to the foul sewer via a 10,000 litre capacity bypass oils separation system. Details of the above are shown on the Layout & Fire Plan. Oils from depolluting vehicles are collected into a separate underground tank.
- 2.7.2 The tanks are monitored daily/weekly and emptied and disposed of by a suitably
- 2.7.3 The offices/welfare inside the building also connects to the foul sewer system.

2.8 Vehicles, plant and equipment

- 2.8.1 Waste is handled using the plant listed below. Additional plant will be hired to cover any very busy periods. Only trained operators are permitted to drive/operate the plant listed below. Any changes to the list will be notified to NRW prior to implementation. The minimum requirements when the site is operational are shown in bold italic print.

Item	Number	Function
Scrap handler	1	Loading/unloading/movement/sorting
Forklift trucks	3	Loading/unloading/movement/sorting
Granulator	1	Separation of metals from plastics i.e. cutting
Cable cutter	1	Recovering non-ferrous metals
Baler	1	Size reduction of ELVs / scrap metal
Depollution ramps/rigs	2	Depolluting / dismantling ELVs
Catalytic de-canner	1	Extracting catalyst elements

- 2.8.2 The plant / equipment on site may vary depending on the amount of waste to be processed / treated. The list is the maximum that will be on at site at any one time. When the site is closed there may be periods when no plant/equipment is kept on site.

3 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 the waste types and operations which are acceptable at the site i.e. a copy of Appendix III of this EMS. The site will be used for waste from third-party users or the operator's own vehicles, whose details will be checked prior to delivery of waste to the site. The procedures below are followed prior to the receipt of waste on site.

3.2 Checking in & inspection of loads

- 3.2.1 All persons delivering waste to the site are required to report to the site office upon arrival (including employees of the operator).
- 3.2.2 Where a controlled waste transfer note accompanies a consignment of waste the note is checked to ensure that it accurately describes the type and quantity of waste. If the waste does not meet the description stated on the controlled waste transfer note the customer is advised to check the note and give a more detailed description of the waste. If the more detailed description of the waste reveals that the waste is not permitted at the site then the customer is advised to contact NRW to find an alternative site.
- 3.2.3 ELVs - Where registration documents are available these are used to confirm vehicle details. However, vehicles arriving via insurance companies are unlikely to possess such documents.
- 3.2.4 A visual inspection of the ELV will be carried out by a designated employee of the operator and the accompanying paperwork will be checked. If a leak is found, the leaking fluids will be drained immediately and stored in the appropriate manner and spillages dealt with in accordance with Section 5.3. If unauthorised waste is discovered inside a vehicle after receipt, two courses of action are available:

- i) Return the vehicle to the producer and advise NRW of the deposit; or,
- ii) Where the producer/owner of the vehicle has left the site and 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 skip. NRW will then be contacted to agree a course of action if the waste is difficult to handle or hazardous.

3.2.5 Provided that the vehicle meets the acceptance criteria (as judged visually by a trained member of the operator) then the vehicle will be moved into the depollution building and onto the depollution rig to await processing.

3.2.6 If the ELV requires assessment by an insurance company it will be marked as such and stored in a designated area and labelled for storage of 'insurance vehicles'. Upon completion of assessment the vehicle will be ready for processing or repair.

3.2.7 If the ELV is delivered by a private party or is not required for insurance assessment then it will be taken directly to the undepolluted vehicle storage area to await processing or taken directly into the depollution building for depollution.

3.3 Weighing and categorising loads

3.3.1 The incoming weights of scrap metal are determined by the site's weighbridge or by weighing scales.

3.3.2 ELVs will be estimated by class category or vehicle documentation. The weight of delivered vehicles may be recorded as the standard/plated net weight for that type of vehicle, if whole. These weights are required for each ELV or form of scrap metal delivered to the site to ensure that the site complies with recycling targets and throughput limits.

3.4 Waste handling - ELVs

3.4.1 Schedule 5 of the End-of-Life Vehicles Regulations 2003 sets out the minimum technical requirements for keeping and treating ELVs. The site will operate to the standards set out in these Regulations or any later standard.

- 3.4.2 Undepolluted ELV's and then transferred to the to the undepolluted ELV storage area shown on RIV/2303/03 to await processing i.e. depollution. Any vehicles received which are already depolluted may be taken directly to the appropriate area as shown on Drawing No 2303/RIV/03.

3.5 Waste handling - ferrous & non-ferrous scrap metal

- 3.5.1 Ferrous metals are bulked up and stored in the external yard and baled for size reduction enabling the easier removal to a suitably permitted or exempt facility for further recycling. Non-ferrous metals are stored internally due to high value of the metal.
- 3.5.2 The above areas are shown on RIV/2303/03.

3.6 Waste handing - general

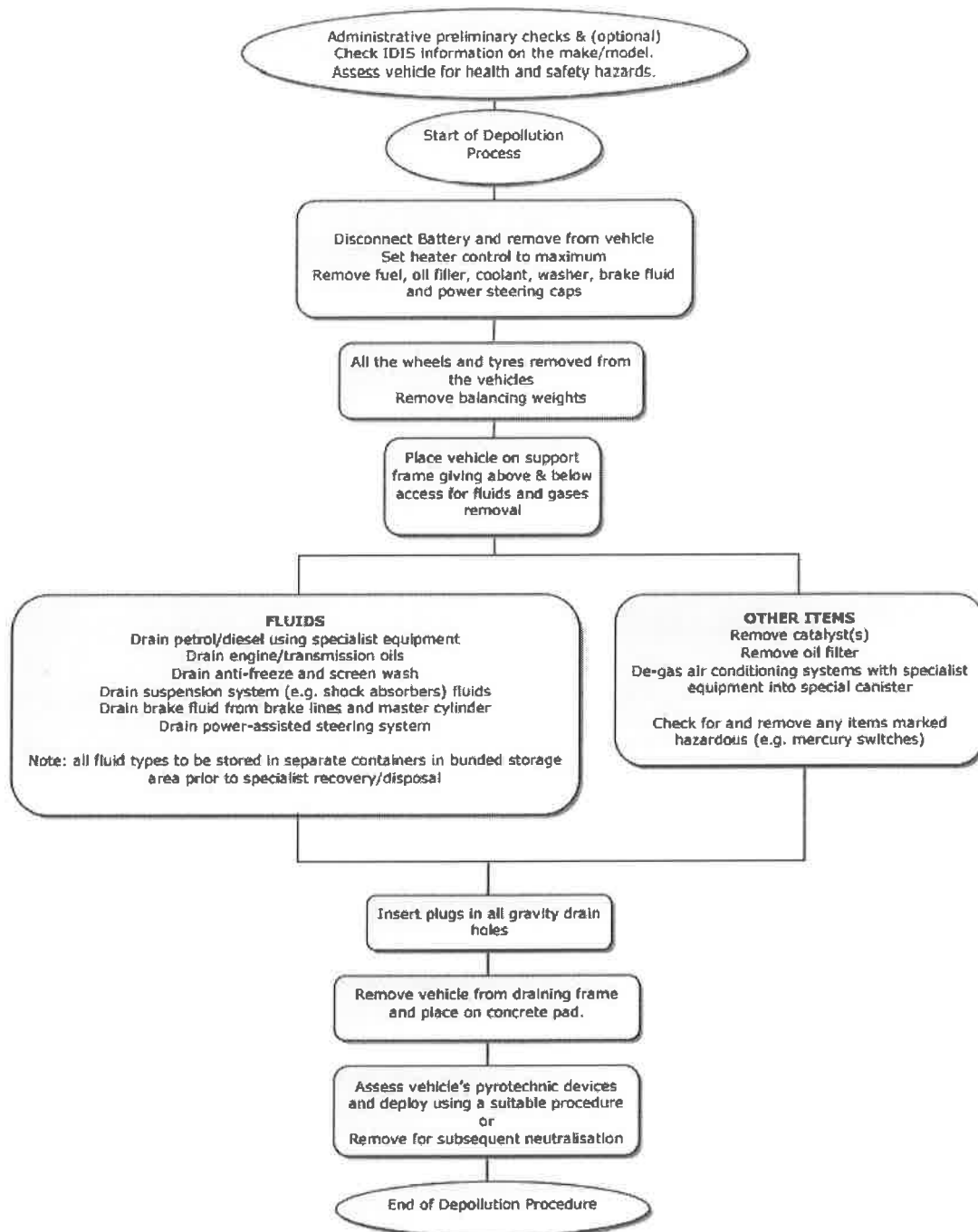
- 3.6.1 Any recovered materials from ELV processing (wood, plastics, fabrics) will be stored in segregated containers to await removal from site to a suitably permitted or exempt facility for further recycling. The site may store some of this material under a S2 Exemption.

3.7 Rejected wastes

- 3.7.1 Rejected wastes will be deposited in the quarantine skip provided for non-conforming wastes. This will occur when non-conforming waste is discovered after the deposit of a load or where the removal off-site of the waste may cause further problems. NRW will then be contacted to agree a course of action where necessary. The contents of the skip will be recorded in the site diary.

3.8 ELV depollution procedure

- 3.8.1 Each ELV will be treated as set out in the DEFRA / DTI publication "Depolluting End-of-Life Vehicles: Guidance for Authorised Treatment Facilities" as summarised below:



- 3.8.2 A suitable absorbent and full spill kit will be kept by the depollution rig in the event of any spillages of oil or fuel. Any contaminated absorbent will then be removed to an appropriately permitted disposal facility.
- 3.8.3 Once all viable parts have been removed and safely stored, the vehicle will be removed off site for further processing.

- 3.8.4 The depollution area will be a lift or elevated forks on which the vehicle will be placed to allow operatives to safely remove the hazardous components and fluids to render the car as non-hazardous waste. The surface of the depollution area will be a tray or containment area to ensure the containment of all liquids/fluids drained from the vehicle.
- 3.8.5 The depolluting equipment to be installed at the site will be similar to that manufactured by Autodrain. This equipment is designed specifically for the depollution of ELVs and includes tanks to 'suck out' the fluids (see below):



- 3.8.6 A trained member of staff is normally able to complete the depollution process in 15 - 20 minutes. Once vehicles have been depolluted they will be removed as soon as practically possible.
- 3.8.7 Once ELVs have been subjected to the depollution process, depolluted ELVs will be stored in the external yard to await baling as shown on Drawing No. RIV/2303/03.
- 3.8.8 If the maximum storage capacity of ELVs at the site is reached then no further waste will be accepted until vehicles have been removed off site to a suitably permitted site. The operator will contact NRW or Oaktree Environmental Ltd to calculate the waste capacity of the site if deemed necessary.

3.9 Fuel and hazardous fuel storage

- 3.9.1 All hazardous liquids removed from the vehicles will be stored in the depollution building which has impermeable concrete surfacing and sealed drainage.

- 3.9.2 The tanks/containers to be used for the storage of fuel or hazardous fluids will be surrounded by a bund which is capable of containing a minimum of 110% of the volume of fuel stored in the tank. All pipework and associated infrastructure will be enclosed within the bund and a lock will be fitted to the tank valve to prevent unauthorised operation. Any storage of oil will comply with the Control of Pollution (Oil Storage) (England) Regulations 2001 SI No.2954 or any subsequent legislation. All valves and gauges on the tank will be constructed to prevent damage caused by frost. The tanks will be clearly marked showing their capacity and product within.
- 3.9.3 Quantities of fluids in the drums/tanks which are topped up during the depollution process will be monitored on a daily basis to ensure there is adequate capacity on site. Fluids will be collected on a contract basis by reputable contractor who is a registered carrier of hazardous waste.
- 3.9.4 Fuel and hazardous fuel storage containers are located as shown on Drawing No RIV/2303/03.

3.10 Removal of batteries

- 3.10.1 **Batteries** - Batteries removed from vehicles will be handled as follows:

- a) Lead acid batteries are stored in containers with an impermeable, acid resistant base and a cover to prevent ingress of water. Containers can hold up to 1 tonne of batteries and will be covered and stored in the depollution building. Daily checks will be made on the containers.
- b) A suitable absorbent agent will be kept within the external yard so that prompt action can be taken to absorb any spillages. Any contaminated adsorbent material will then be removed to an approved disposal facility.
- c) Removal of batteries will be carried out in accordance with the Hazardous Waste (England & Wales) Regulations 2005 (HWR) (as amended) or any subsequent amending legislation.

3.11 Difficult Wastes - catalytic convertors

- 3.11.1 Catalytic Convertors removed or accepted from ELVs will be stored and processed (de-canned) under the HWR (as amended). The de-canning uses a guillotine to cut the cat and then squash the can to crush the inner core, allowing easy extraction of the valuable ceramic and dust. The material is stored in a 45 gal drum mounted under the unit.
- 3.11.2 The above will have the same procedures in place as shown in Section 3.10.

3.12 Record keeping

- 3.12.1 The details below will be recorded by the operator and kept in paper and or electronic format the site diary.
- 3.12.2 The following details where requested by the duty of care are recorded for every load deposited at the site:
- The date and time of delivery.
 - The name and address of the waste producer.
 - The detailed and accurate description of the waste including type, quantity (in tonnes or cubic metres) and EWC codes.
 - How the waste is contained e.g. loose, container type.
 - The carrier's name and address.
 - Driver's name, signature and vehicle registration No.
 - Signature or initials of persons producing/accepting/inspecting/carrying the waste.
 - Additional handling details/notes made by the driver after inspection of the load (where applicable).
 - SIC code of the premises which produced the waste.
 - Waste hierarchy declaration.
 - Information on previous treatment of the waste e.g. manual or mechanical.
- 3.12.3 The following details will be recorded for all deposits of non-conforming waste at the site and will be forwarded to NRW, where required:

- Date and time of deposit.
- A detailed and accurate description of the waste including type and EWC code.
- The quantity of waste (in tonnes or cubic metres).
- How the waste is contained e.g. loose, container type.
- Name, address and telephone No. of waste producer.
- The carrier's name, registration number and vehicle registration.
- Signature or initials of persons who produced, accepting/inspecting and carrying the waste.
- Reason for the rejection of waste and action taken.

3.12.4 The following details will be recorded for every load of waste leaving the site, where required by the duty of care:

- The date and time of removal.
- Detailed and accurate description of the waste including type, quantity of waste (in tonnes or cubic metres) and EWC codes.
- How the waste is contained e.g. loose, container type.
- The destination waste management site or exempt facility.
- The name and registration No. of the carrier or employee removing the waste (if applicable) and vehicle registration No.
- Signature or initials of persons i.e. transferor, transferee and carrier of the waste.
- SIC code of the premises transferring the waste.
- Waste hierarchy declaration.
- Type of treatment waste subjected to (if relevant) e.g. manual, mechanical.

3.12.5 A summary of waste types and quantities deposited at and removed from the site and origin and destination details will be forwarded to NRW using the standard waste return form by the 31st January each year as specified in the site's EP.

3.12.6 Outcomes of inspections of waste types, hardstanding areas, transfer/treatment areas, storage areas, drainage etc., are recorded and detailed comments entered into the operator's site diary (including action taken or proposed).

- 3.12.7 Visitors to the site will sign the visitor's book upon arrival and exit stating the purpose of their visit and whom they represent.
- 3.12.8 Complaints will be recorded using the operator's site diary or complaints record form shown in Appendix II.

4 ENVIRONMENTAL CONTROL, MONITORING AND REPORTING

4.1 Breakdowns and spillages

- 4.1.1 In the event of breakdown or malfunction to plant, equipment or infrastructure, alternatives will be brought on site until repaired. If alternatives cannot be sourced then waste and operations will be managed to ensure the item is repaired. The repair will be carried out at the most convenient location with absorbents used to clear oil or fuel spillages.
- 4.1.2 All site surfaces will be inspected daily when the site is in operation. Debris will be swept as required and placed in a skip for disposal to a suitably permitted site.
- 4.1.3 Any spillages of fuel/oil will be cleared immediately by depositing sand or absorbents on the affected area. The sand or absorbents will be placed in a skip to be taken to a suitably permitted site for disposal. All spillages of waste and windblown litter will be cleared by the end of the working day in which they occur. Spillage clearance procedures are detailed in Section 5.3. Sand and absorbents will be stored on site.
- 4.1.4 All wastes liable to give rise to contamination will be removed from the site if the site is not secure or if operations cease or are temporarily suspended.

4.2 Site inspections and maintenance

- 4.2.1 The inspection frequencies for maintenance/housekeeping are listed on record form MML/RF/4. The inspection form will be completed by a person who is familiar with the requirements of the EMS and EP 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 NRW.

- 4.2.2 All repairs to site security including gates and 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 completed.
- 4.2.3 Any major defects found during the daily site inspection which are likely to lead to a breach of permit conditions will be repaired immediately in which they are found, where possible. If a repair is not possible NRW will be contacted to agree a suitable timescale for repair.
- 4.2.4 All defects and problems likely to give rise to pollution will be recorded on the form MML/RF/4 with repairs/solutions being carried out immediately.

4.3 Site diary / inspection form

A site diary for the purpose of recording site activities will be maintained in addition to record form MML/RF/4. The diary will also be used to record any other information relevant to the working of the site. The following information will be recorded in the diary/record forms required by the EP:

- i) The identity of the signature of the inspection personnel;
- ii) The date and time of the inspection (or event);
- iii) The inspection details and any actions taken; and,
- iv) The name of the nominated deputy in the absence of the site manager.

4.4 Security monitoring

- 4.4.1 As the site does not have any site security infrastructure in terms of gates/fencing, regular patrols of the site will be undertaken by on site security guards who will be familiar with the requirements of the EMS/FPP.

4.5 Control of mud and debris

- 4.5.1 Although unlikely to present a problem, due to the nature of the waste accepted at the site, visual inspections of the site will be carried out daily (see MML/RF/4). However, staff will report any problems with mud or debris at the site immediately to the site manager.
- 4.5.2 The deposit of material on the access road or public highway will be treated as an emergency and will be cleared immediately by the operator using either a brush and shovel or vacuum tanker/road sweeper if necessary.

4.6 Control and monitoring of dust

- 4.6.1 The containment of waste within the site and the nature of the wastes accepted at the site (ELVs) present a very low risk of dust. If dust were to become a problem at the site, a permanent water supply is available on site in all climatic conditions to ensure that the dust suppression can function effectively. Any external water pipes will be lagged to prevent frost damage during winter months.

4.7 Odour control

- 4.7.1 The containment of waste within the site and the nature of the wastes accepted at the site (ELVs) present a very low risk of odour nuisance. If malodorous waste is deposited on site it will be consigned to a skip for rejected waste or removed from the site immediately.

4.8 Litter control

- 4.8.1 Although unlikely to present a problem, due to the nature of the waste accepted at the site, daily inspections of the site boundary will be carried out for the presence of windblown litter and operatives will be instructed to collect the litter and place it in a skip for disposal/recovery before the end of the working day.

4.9 Control of pests, birds and other scavengers

- 4.9.1 It is unlikely that vermin will present a problem, due to the waste types handled at the site, but a recognised pest control contractor will be brought in within 48 hours if any problems are encountered. The site will be inspected daily for the presence of vermin and the results of the inspection noted in the site diary or site inspection form.

4.10 Control and monitoring of noise & vibration

- 4.10.1 The site is operated using the Best Practicable Means at all times to ensure that all plant and equipment does not exceed agreed background levels by more than 5dB, measured at the nearest noise sensitive property.

- 4.10.2 The following table below sets out:

- The likely sources of noise arising from the development.
- The actions to be taken / procedures to be followed or planned in order to prevent or minimise levels.

NOISE PROBLEM	ACTION TO BE TAKEN TO PREVENT OR MINIMISE NOISE
Vehicles travelling to and from the site for delivery/collection of wastes/products.	All vehicles are required to be driven onto and off site with due consideration for neighbours. Access road to site should be maintained in good state of repair to prevent.
ELV deposit on site	Vehicles must be well maintained and operated with silencers. Moving parts to be regularly lubricated. All vehicles must be driven slowly around the site. Engines to be switched off when not in use. Reversing alarms to be preferentially fitted with white noise alarms to minimise impacts on neighbouring sites.
Small vehicles travelling to and from the site (e.g. staff and visitor's cars, courier van deliveries etc.)	All those working on and visiting the site to be made aware of need for considerate driving and keeping vehicles well maintained. Small vehicles will arrive marginally earlier than the main site operating hours.

4.11 Complaints procedure

- 4.11.1 All complaints will be recorded on MML/RF/6 and will include a record of the complaint, particulars of the complainant and details of any action taken to alleviate the problem.

5 **EMERGENCY PROCEDURES**

5.1 **General**

- 5.1.1 In addition to obligations imposed by RIDDOR '13 (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) the permit holder will notify Natural Resources Wales' of any serious injuries to employees of the operator, other site users or members of the public arising as a result of operations on site. Minor injuries such as cuts and grazes etc. will be recorded in the accident book on site. Separate procedures will be used for different types of emergency. An emergency at the site is defined by the site management as follows:

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

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

5.2 Fire

- 5.2.1 The site has an FPP which is referenced as RIV-2303-B and available to all staff/visitors at the site and kept in the site office.
- 5.2.2 For quick reference, the following actions will be taken when fire is detected or suspected (Site operatives):
- a) DONT PANIC
 - b) RAISE THE ALARM (IF NOT DONE SO ALREADY)
 - c) NOTIFY THE SITE MANAGER (IF SAFE TO DO SO)
 - d) DO NOT TRY TO TACKLE THE FIRE YOURSELF UNLESS YOU ARE TRAINED IN DOING SO AND YOU ARE SURE OF THE NATURE OF THE FIRE
 - e) LEAVE THE BUILDING USING THE NEAREST EXIT (I.E. FIRE DOOR OR ROLLER SHUTTER DOOR) AS QUICKLY AND AS ORDERLY AS POSSIBLE
 - f) ASSEMBLE AT THE SPECIFIED FIRE ASSEMBLY POINT WHICH IS LOCATED BY THE SITE ACCESS GATES.
 - g) THE SITE MANAGER OR DELEGATED OPERATIVE WILL BE IN CHARGE OF CALLING THE EMERGENCY SERVICES ON "999" AND ENSURING THAT ALL PERSONS WHO WERE WORKING IN THE BUILDING ARE ASSEMBLED SAFELY
 - h) INFORM ALL NEIGHBOURING PREMISES WHO ARE LIKELY TO BE AFFECTED
 - i) INFORM NATURAL RESOURCES WALES
 - j) DO NOT RETURN TO THE SITE UNTIL YOU HAVE BEEN GIVEN THE 'ALL CLEAR' BY THE EMERGENCY SERVICES AND THE SITE MANAGER

5.3 Spillages

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

5.4 Drums

5.4.1 The deposit of drummed waste will not be allowed at the site. If a drum is concealed within a skip and is not observed until the skip is deposited in the waste transfer area then the following procedure will apply:

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

5.5 Adverse reactions

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

5.6 High winds

- 5.6.1 There will be no sorting, processing or treatment of any wastes which are likely to be blown around during conditions of high winds. Vehicles leaving the site will be sheeted to comply with the requirements of the Duty of Care legislation.

5.7 Poor visibility

- 5.7.1 The site will not operate in conditions of poor visibility such as dense fog to reduce the risk of vehicle collision.

5.8 Operational failure

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

5.9 Bomb scare

- 5.9.1 In the unlikely event of a bomb scare, the site will be evacuated and the police contacted. The police will then assume control of the site until the threat has been verified or the device defused and removed. NRW will be kept informed of the events on site.

6 Training for Site Staff

6.1 Training needs assessment

- 6.1.1 All new and existing site staff are subject to a specific training regime based on their responsibilities at the site to ensure all operations are carried out without harm to the environment or amenity of the surrounding area. Training in all aspects of the site and waste operations at the site with regard to the individual responsibilities of the site staff will help to prevent incidents occurring which may have an adverse impact on the environment and/or the employees and their co-workers.
- 6.1.2 An employee training record (MML/RF/5 in Appendix II) shall provide a comprehensive checklist for the training needs of all new site staff and also serves as a training review for existing site staff which will be carried out annually.

6.2 Site rules and infrastructure training

- 6.2.1 This information will be provided to all employees, visitors and contractors with a full understanding of the site's conditions of use, which will be communicated and documented at induction for all staff with specific induction for visitors and contractors.
- 6.2.2 Competency should be demonstrated within this field to ensure the employee is fully aware of the site's surroundings and operations to ensure their safety and compliance with specific operating conditions at the site.

6.3 Emergency procedures training

- 6.3.1 All employees will be required to be familiar with the Environmental Controls in Section 4.0 and the Emergency Procedures as detailed in the Section 5.0.
- 6.3.2 In addition to normal operating conditions as specified in the site rules, employees must also be trained in dealing with eventualities which may occur outside the scope of normal operating conditions, so they are aware of how to deal with these situations in advance of an occurrence.

6.4 Fire safety / firefighting training

- 6.4.1 Management must provide all employees with appropriate fire safety training with regard to their individual responsibilities.
- 6.4.2 Emergency procedures detailing what measures employees should adopt should a fire occur at the site are detailed in Section 5.2 and will be covered by the 'emergency procedures' training (see Section 6.3). Staff will also be familiar with the site's FPP.
- 6.4.3 Regular fire drills will be undertaken by site management to ensure proper procedures are followed by employees in the unlikely event that a fire incident occurs. These will be unannounced drills and will not form part of the induction or review training as specified in Section 6.1.

6.5 Recognition of waste types training

- 6.5.1 All employees will be given induction training and subsequent regular training to identify those waste types which are permitted for acceptance at the site under the site's EP and those wastes which are not. This will include specific training to identify those common wastes which may be found following deposit and are not permitted at the site and will also include more obscure wastes and how to handle these wastes safely. All employees will be advised that they should refer any unrecognisable or unknown wastes to senior management, who should, in turn, follow procedures outlined in the EMS and/or contact NRW to agree a suitable method for removal.
- 6.5.2 This training will be provided to all site users who handle waste on site and those in charge of administration and reporting. In-depth training will also be provided to drivers responsible for collecting wastes from the site of production. They will be trained to identify any wastes not covered by the EP for the site and inform the producer that an alternative facility must be sought for any non-compliant wastes.

6.6 Storage areas / limits training

- 6.6.1 Those employees who carry out their responsibilities at the site and those in senior posts must be trained to identify appropriate waste storage areas to ensure that waste storage operations comply with the requirements of the EP for the site.
- 6.6.2 Employees in these roles must also be trained to recognize storage limits to ensure that they are in accordance with those specified in Section 1.5.

6.7 Vehicle / plant preventative maintenance training

- 6.7.1 This training is provided specifically for the vehicle and plant operators in order to ensure that all plant and machinery is checked regularly to prevent any occurrences which may lead to any adverse impacts on the environment or human
- 6.7.2 The same training will be provided to senior management enabling a dual-level maintenance programme.

6.8 Duty of care training

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

6.9 Plant operation training

- 6.9.1 Any employees who are required to operate loading or treatment plant for the movement or processing of waste will be required to undertake the necessary qualifications for the operation of the specific item of plant in question. This will be required prior to operating the plant and will be obtained through necessary external certification programmes.
- 6.9.2 Regardless of general plant operation certification, all operatives will be fully inducted in the operation of the specific make and/or model of plant used on site.

6.10 Permit / EMS training

- 6.10.1 All employees will be inducted into the operating conditions as prescribed in the EP for the site. Whilst much of the above training will provide specific guidance on many aspects of these documents, all employees will be made aware of the location of the EP in the site office. All managerial positions will be made fully aware of the site's operating conditions.

6.11 Training for contractors

- 6.11.1 General site training will be provided to any contractors who are working on the site on a temporary basis as described in Sections 6.2, 6.3 and 6.4 above.
- 6.11.2 Additional training will be provided to contractors in their area of expertise. If they are dealing with specific items of plant/machinery, site operating conditions and a general understanding of the EP conditions will be provided to prevent any adverse impacts on the environment.

Appendix I

Drawings



Rev:	RIV/2303/02
Drawing No:	

Title: PERMIT BOUNDARY PLAN

Site: River Lane, Saltney, Chester CH4 8RH

Client: Massey Metals Ltd

Date:	28 June 2017	Job:	3724
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Drawn:	CP	Checked:	Client:	2303
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Scale:	1:25,000	Printed @:	A4
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KEY: _____

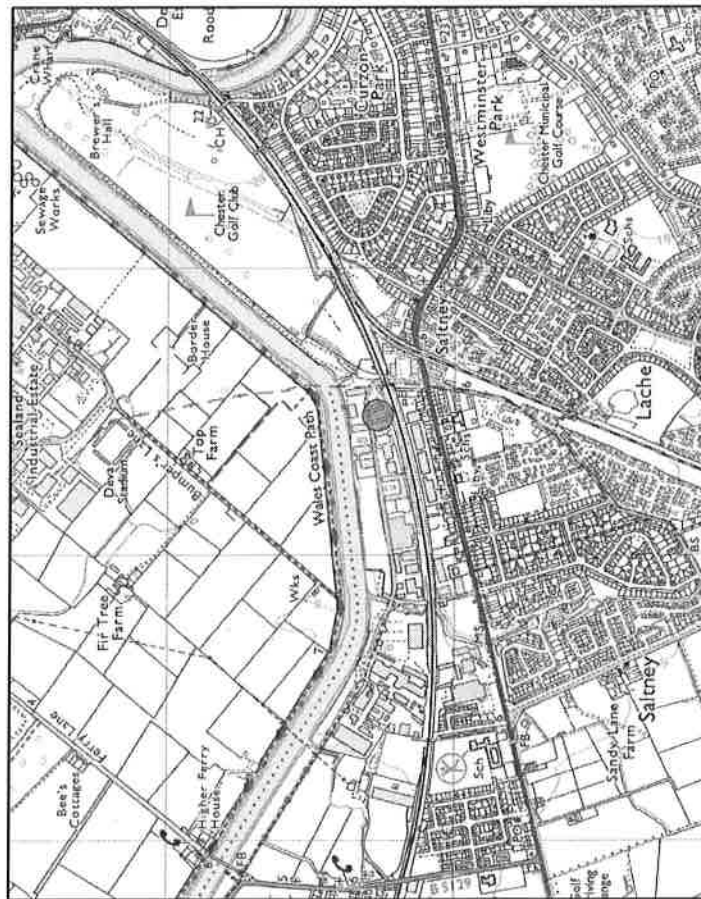
Site location

Notes:

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

REVISION HISTORY

Rev:	Date:	Init:	Description:
-	28/06/17	CP	Initial drawing



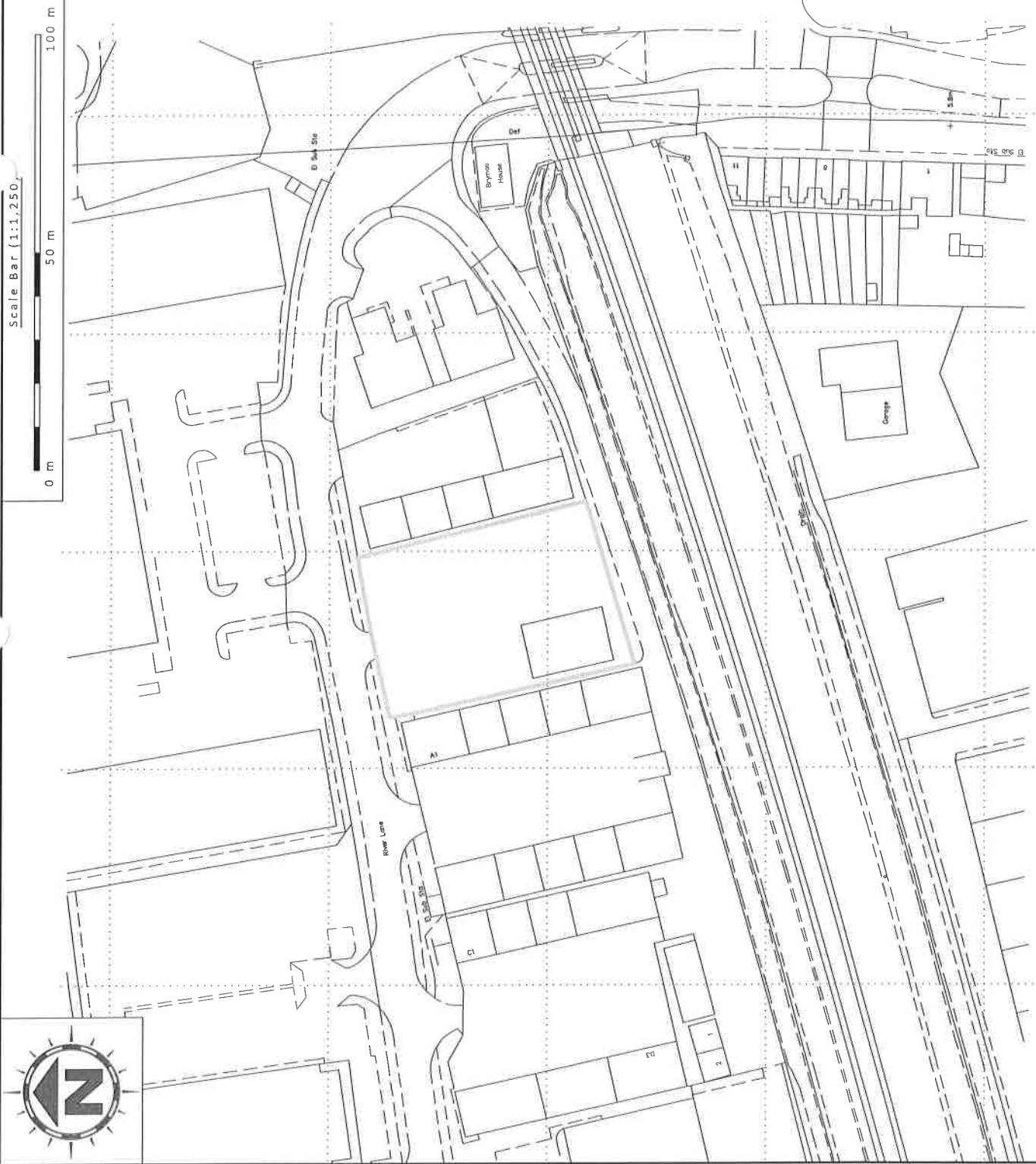


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Drawing No: RIV/2303/02
 Title: PERMIT BOUNDARY PLAN
 Site: River Lane, Saltney, Chester CH4 8RH
 Client: Massey Metals Ltd
 Date: 20 June 2017
 Drawn: CP
 Scale: 1:1,250
 Job: 3724
 Checked: -
 Client: 2303
 Printed @: A4
 KEY: Permit boundary

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

REVISION HISTORY		
Rev:	Date:	Description:
-	20/06/17 CP	Initial drawing





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Title: SITE LAYOUT & FIRE PLAN

Drawing No: RIV/2303/03 Revision: A

Client: MASSEY METALS LTD

Site: River Lane, Saltney, Chester CH4 8RH

Date: 1 August 2017 Printed At: A3

Scale: 1:250

Job No: 3724 Client No: 2303 Drawn By: CP Checked: DM

KEY:

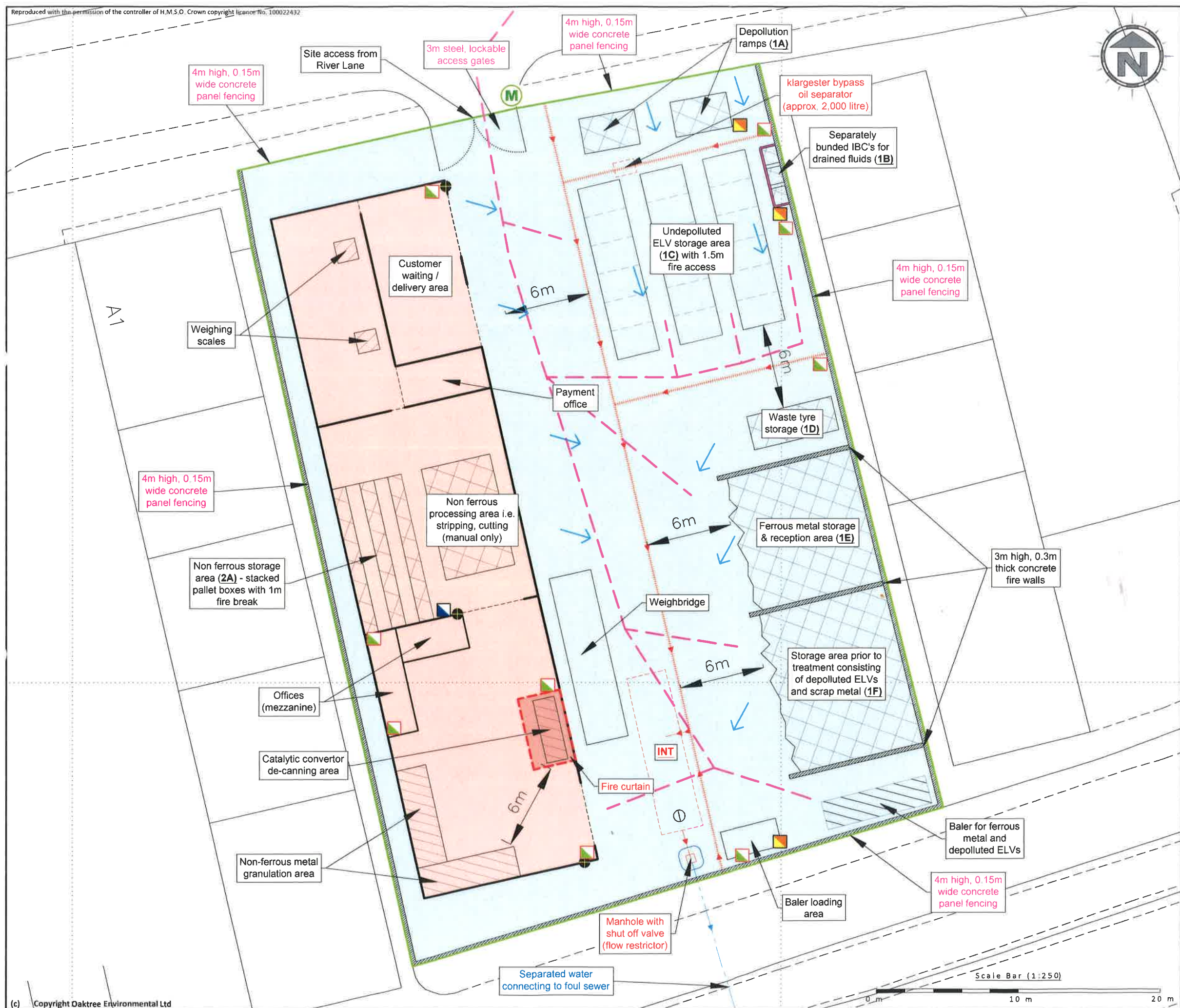
- Site boundary
- Storage areas
- Sealed buildings
- Concreted area
- Other buildings
- Foul drainage
- M Fire assembly point
- Spill kit
- Fire extinguisher locations (P = Powder, F = Foam, C = CO₂)
- Fall direction arrows
- Mains water (hose reel)
- Emergency exits
- INT Klargester - bypass oil separator (10,000 litre capacity)
- Emergency service fire access routes
- Aco drain

Notes:

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

REVISION HISTORY:

Rev:	Date:	Init:	Description:
-	28/06/17	CP	Initial drawing
A	01/08/17	CP	Amended as per EA comments



Appendix II

Record Keeping Forms

MASSEY METALS LTD

WASTE INPUT RECORD FORM - MML/RF/1

DATE:

TIME	PRODUCER/ SOURCE	WASTE TYPE	QUANTITY (TONNES/ m ³)	NAME OF CARRIER	DRIVERS NAME	DRIVERS SIGNATURE	VEHICLE REG. NO.	WASTE ACCEPTED/ INSPECTED BY
TOTAL FOR THIS SHEET								
TOTAL FROM PREVIOUS SHEET				SHEET No. OF CHECKED.....				
TOTAL WASTE DEPOSITED								

MASSEY METALS LTD
REJECTED WASTE - RECORD FORM MML/RF/2

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

MASSEY METALS LTD

WASTE AND PRODUCT OUTPUT RECORD FORM - MML/RF/3

MONTH.....

DATE	TIME	WASTE TYPE	QUANTITY (TONNES)	DESTINATION SITE	NAME OF CARRIER OR EMPLOYEE REMOVING WASTE	VEHICLE REG. NO.
TOTAL FOR THIS SHEET						
TOTAL FROM PREVIOUS SHEET				SHEET No. OF CHECKED.....		
TOTAL WASTE EXPORTED						

MASSEY METALS LTD
SITE INSPECTION FORM (DAILY INSPECTIONS) – MML/RF/4

WEEK STARTING		DAY						
TYPE OF INSPECTION		M	T	W	T	F	S	S
SITE ENTRANCE/NOTICE BOARD								
SECURITY - GATES								
SECURITY - FENCING								
SITE ROADS (CLEAR FROM HAZARDS)								
WASTE TRANSFER BUILDING - SIDES/ROOF								
IMPERMEABLE CONCRETE AREAS (INTEGRITY)								
HOLDING TANK / SUMP								
WASTE CONTAINERS & BAY WALLS								
WASTE STORAGE LIMITS MIXED WASTE								
WASTE STORAGE LIMITS ASBESTOS								
REJECTED WASTE TYPES / STORAGE								
NOISE LEVELS								
FIRES (ANY INCIDENTS REPORTED)								
QUARANTINE SKIP								
NO SMOKING SIGNS IN PLACE								
FIRE FIGHTING EQUIPMENT								
PLANT/EQUIPMENT MAINTENANCE CHECKS								
SPILL KITS								
OFFICE/WELFARE FIRE RISKS CHECKED								
FUEL TANK/BUND								
LITTER								
DUST								
ODOUR								
VERMIN								
RECORDS								
WEATHER I.E. HEAVY RAINFALL, HIGH WINDS								
COMPLAINTS RECEIVED								
OTHER (SEE NOTES BELOW)								
INSPECTION CARRIED OUT BY								
NOTES/ACTION (CONTINUE ON A SEPARATE SHEET IF NECESSARY):								
CHECKED BY		SIGNATURE						
POSITION		DATE						
Sheet		of						

MASSEY METALS LTD
EMPLOYEE TRAINING NEEDS ASSESSMENT / REVIEW - MML/RF/5

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