

4.4 Commencement and Cessation of Waste Operations (WP/1.12)

- 4.4.1 Written notification will be provided to the Environment Agency at least 5 days before the commencement of specified waste management operations as set out in the Waste Management Licence.
- 4.4.2 If the site is to cease all waste management operations either permanently or for longer than 3 months, then the Environment Agency will be notified of the date of cessation and the proposed date of recommencement in writing within 5 working days following the cessation of operations.
- 4.4.3 If the date of commencement is sooner than the proposed date as notified above, then the Environment Agency will be notified in writing 5 working days prior to the recommencement of operations.

4.5 Control of Mud and Debris (WP/4.140)

- 4.5.1 The site is surfaced with compacted hardcore with the access road constructed of concrete. If required, the concrete access road will be cleaned using the following methods:
- Sprayed with a water bowser
 - Scraped using a Front Loading Shovel
 - Manual Sweeping
- 4.5.2 The hardcore area of the site will be repaired with new crushed stone where necessary to limit the amount of material potentially picked up by vehicles entering or leaving the site.
- 4.5.3 A wheeled front loading shovel will keep the stockpiles of waste in a tidy condition. The shovel will be in full time attendance ensuring that the waste deposited is kept in a tidy pile.
- 4.5.4 To prevent mud and debris from being deposited on the public highway, a communal wheel wash facility is present on the Port site. Given the length of the internal access road (1.8km), it is considered unlikely that any mud or debris picked up on the site will still be on the vehicle when the public road system is reached.
- 4.5.5 The wheel wash facility is situated on the concrete access road out of the Port and automatically cleans the wheels and chassis of vehicles leaving the site with high pressure jet spays.
- 4.5.6 If considered necessary, an additional wheel wash facility could be installed at the entrance to the Stenor Environmental site to facilitate the overall measures to mitigate mud deposition on the public highway.
- 4.5.7 The wheel cleaning equipment will be inspected on a weekly basis under the direction of the site supervisor and cleaned and maintained as necessary to ensure efficient and effective operation. Silt collected in the recycling tank will be drawn off using a vacuum sludge pump as required and transported to a licensed landfill/treatment facility.
- 4.5.8 To prevent debris being deposited on the public highway, vehicles leaving the site will be sheeted where necessary.

4.6 Fires on Site (WP/4.153)

- 4.6.1 The burning of rubbish on site will be prohibited.
- 4.6.2 Given the waste types to be accepted at the site, it is considered extremely unlikely that a fire could result.
- 4.6.3 However, should any fire accidentally start on site for any reason the following guidelines will be observed:
- If a fire is discovered
 - 1) Immediately raise the alarm.
 - 2) Attack the fire, if possible, with the appliances provided at the site control office, but without taking personal risk.
 - 3) Small waste fires will be extinguished by application of water from the dust control system, foam or a cover of earth/sand.
 - On hearing the Fire Alarm
 - 4) If the fire is out of control, the Site Supervisor will call the Fire Brigade immediately. The Environment Agency will also be informed. Large uncontrollable fires will be dealt with by/under the control of the Fire and Rescue Service.
 - 5) Leave the office or areas of work and report to the site supervisor at the main gate, which will act as the fire assembly point.
 - 6) If in a site office, stop work and leave using the nearest available exit.
 - 6) Do not stop to collect personal belongings.
 - 7) Do not re-enter the site until you are told by the site supervisor that it is safe.
- 4.6.4 Fire training and actions to be taken in the event of a fire will be communicated at the site induction meetings and on a regular basis thereafter.
- 4.6.5 Any operative working on the site who deliberately starts a fire, may it be malicious, to keep warm, or to dispose of unsuitable or suitable waste will be instantly dismissed. Any visitor to the site that ignores the site rules in this respect will be asked to leave.
- 4.6.6 Smoking will be restricted to a designated area.
- 4.6.7 No waste is to be accepted at the site if fire is present.
- 4.6.8 Any residues from fires will be left in a segregated safe area for at least 24 hours and then checked thoroughly by the site supervisor and/or lead fire officer to ensure that the heat has reduced to ambient temperature and there are no smouldering fires. The residues will then be removed from site to a licensed landfill.

4.7 Waste Acceptance and Recording (WP/4.210)

- 4.7.1 All vehicles arriving at the site must stop and report to the Site Control office. First time visitors to the site will be issued with instructions on health and safety matters.

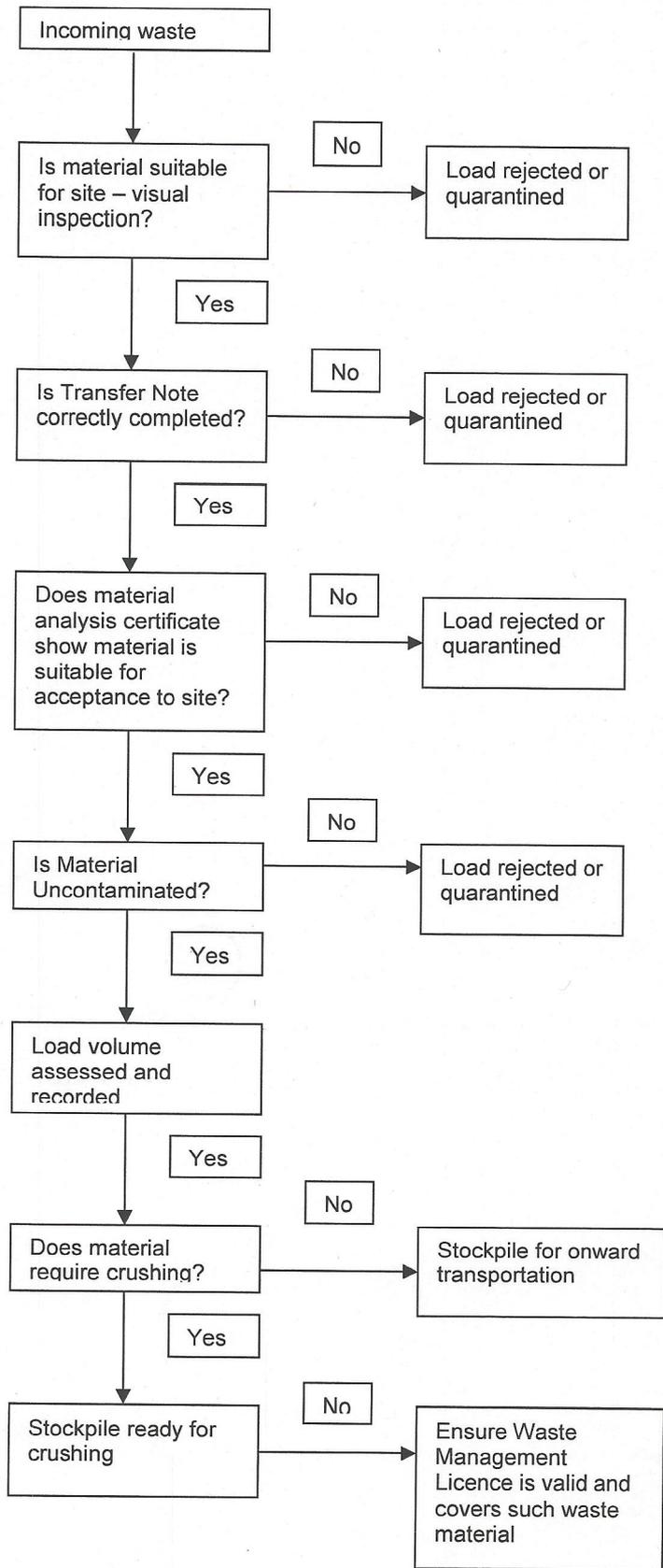
All incoming loads of material to the site will be pre-arranged. Advance notification of delivery is required from the customer or carrier to enable special arrangements to be put in place for the receipt and disposal of the wastes. Normally one day prior notification is required. However, this requirement may be altered in special circumstances and subject to the Site Supervisor's approval. Prior to material being dispatched to the site, specific information will be requested by Stenor. As a minimum this information will include:

- category and type of waste
 - origin of waste (site address and contact details)
 - the process which produced the waste
 - an estimation of waste volume
 - name of haulier and registration number
- 4.7.2 Once on site, customers will park in the vehicle reception area adjacent to the Site Control/ Administration office and report to the office. The driver of the vehicle must detail the source location and description of the waste they are carrying along with the vehicle registration number through the use of a Transfer Notice. Annual Duty of Care notes are provided by some customers for inputs where the producer, description of waste, and carrier does not vary. All loads accepted will conform with the duty of care legislation.
- 4.7.3 The site supervisor will question the driver, if unsure about the description of the waste, to ensure that the site licence conditions are not breached. The site supervisor will make a visual check, wherever possible, to ensure an adequate description has been provided.
- 4.7.4 The type and quantity (in volume) of waste will be recorded, with the records available for inspection at all operational times in the site office. As a minimum, the records shall note:
- time and date of delivery
 - category and type of waste
 - an estimation of volume or weight based on inspection
 - name of haulier and registration number
- 4.7.5 Quarterly returns of the waste input and output will be completed for submission to the Environment Agency in the required format.
- 4.7.6 If the site supervisor is satisfied that the waste is acceptable, the driver will be directed to the correct stockpile for tipping, and instruction given for the use of the wheel cleaner on exit of the Port site if required. An operative in the tipping area will then inspect the load when being tipped, to confirm that the waste below the top layer of material is indeed the same and that there are no hidden unacceptable wastes.
- 4.7.7 Any loads suspected of not complying with the limitations of the site licence or with incomplete or incorrect documentation will be held in a specified area

adjacent to the weighbridge for further checking and verification. The waste will be checked by the site supervisor or other technically competent person. Deposition will be refused until the matter is resolved. If the matter cannot be resolved, then the vehicle will be turned away and a record made in the site diary. The licence plate number and the name of the waste carrier will be forwarded to the Environment Agency.

- 4.7.8 Outgoing vehicles must stop in the vehicle reception area before leaving the site. The waste volume will be recorded and a ticket produced with all the details documented. A copy will be issued to the customer and a copy sent to head office for collation. The records will be held on site for a period of no more than 24 hrs before being transported to Stenor's office for collation and permanent storage.
- 4.7.9 Random visual checks of the waste stockpiled will be carried out on a daily basis. Should any object or debris amongst the waste appear to be outside the licence conditions and of a hazardous nature, this will be brought to the attention of the site supervisor and machine operators.
- 4.7.10 A site operative will then gather the object/material and deposit it into the skip reserved for temporary storage of hazardous material. Personal Protective Equipment (PPE) including anti corrosive gloves, goggles, overalls and boots will be supplied to a trained operative.
- 4.7.11 Samples of the material (if applicable) will be sent to an Analytical Laboratory for independent testing. The material will be left, untouched, in the skip while its identity is determined.
- 4.7.12 Upon receipt of the test report from the Analytical Laboratory, the exact method of disposal can be determined. Arrangements will then be made to transport the material to a suitably licensed landfill.
- 4.7.13 Information relating to the date of acceptance/discovery, possible carrier, location and time of storage will be kept in the site diary.

Flow Chart of Waste Acceptance Procedures



4.8 Waste Reclamation and Sorting Operations (WP/1.1)

4.8.1 Details of the layout of the facility are shown in the Working Plan Drawing No. 5040219/200/002. All vehicles arriving at the Site Control Office will be directed to the appropriate waste storage area depending on their load.

4.8.2 Once the waste has been tipped, the materials will be inspected and if suitable will be segregated into various categories utilising the plant and equipment documented in Section 4.3 above. The main categories to be sorted are:

- Inert soil – Suitable for screening for topsoil/backfill
- Heavy Inert Waste – Suitable for recycling/crushing

4.8.3 Inert Soil:

The soil can be used as a natural backfill or alternatively it can be further screened. If it is to be screened, the 360° excavator fitted with standard backhoe attachment will collect the soil and feed the material onto a conveyor. Using a tight grid mesh screen the soil material can be filtered to form topsoil material and a more coarse material. Topsoil can be sold on directly from the stockpile whilst the coarse material can be further screened.

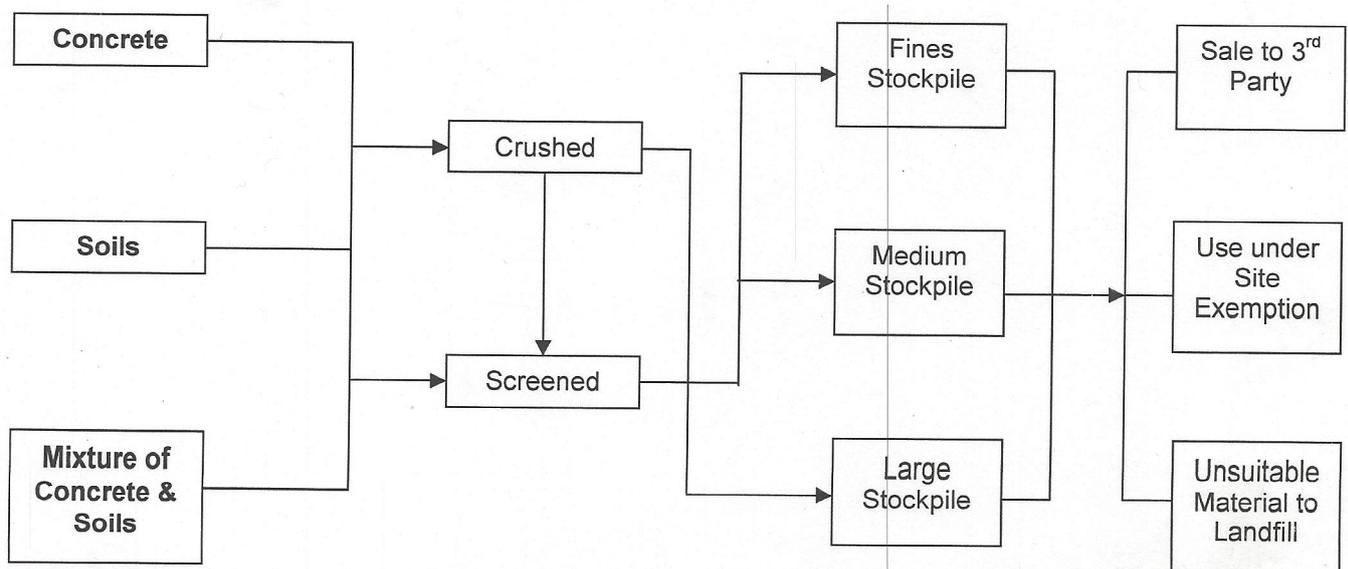
4.8.4 Heavy Inert Waste:

The 360° Excavator, fitted with standard backhoe (or grapple) attachment, will collect all heavy waste i.e. concrete, bricks, blocks etc. and feed the material into a crusher. Following crushing, some material may then be put through the 'screen' for further refinement whilst the remainder will be stockpiled as relatively coarse material.

4.8.5 Once screened/crushed the material will be stored in stockpiles dependent on the grade and end usage of the material.

4.8.6 Either the front-loading shovel or 360° excavator will load waste and reclaimed material for transport.

Waste Reclamation and Sorting Flowchart



5.0 SITE RECORDS

5.1 Security and Availability of Records (WP/7.1)

- 5.1.1 All site records will be kept in the site control office. The records will be available for inspection during normal operational hours as specified in Section 4.1.
- 5.1.2 All site records will be maintained and kept secure from loss, damage and deterioration. The records will be securely stored within the site control office, which will be kept locked at all times when unattended.
- 5.1.3 The types and quantities of incoming wastes will be recorded as documented in Section 4.7. The paper copies of waste transfer documentation will be removed from the site each day and taken to Stenor Environmental Services Ltd's Head Office for collation and storage. The records will remain available for inspection for a minimum of two years.

5.2 Records of Waste Movements (WP/7.3)

5.2.1 A record will be kept of each load of waste accepted and each load removed from the site. The records will include that information as stated in Section 4.7 and in addition, for wastes that are to be removed from the site, the date of removal and quantity removed.

5.2.2 A summary record of waste inputs and outputs will be made for each quarter of the financial year and will be submitted to the Environment Agency within 1 month of the end of that quarter. The summary records will include:

- the type of waste
- the volume of waste (converted into tonnes)
- the date of deposit
- the date of removal

5.2.3 This information will be supplied in a format agreed with the Environment Agency.

5.3 Site Diary (WP/7.4)

5.3.1 A site diary will be available for inspection in the site control office. The diary will include the following information:

- start and finish of any construction works
- start and finish of waste management processes carried out
- plant maintenance and breakdowns
- emergencies
- problems with wastes received and actions taken
- site inspections, their findings and remedial responses
- weather
- complaints and their remedial actions
- any unusual occurrences

5.3.2 Each record will be completed within 24 hours of the relevant event.

5.3.3 A visitor's book will be kept in the site control office, giving times and dates of all visitors to the site and their business. A visitor includes anyone who is not part of the regular site operations staff or a customer delivering/collecting waste.

6.0 Site Engineering

6.1 Site Containment and Drainage (WP/2.210)

- 6.1.1 The site is covered by compacted concrete and hardcore. Concrete hardstanding is present along the access road up to the entrance of the waste reclamation and recycling centre.
- 6.1.2 Due to the site not being licensed to accept hazardous or contaminated materials there is no engineered drainage within the site. Surface water is allowed to percolate through the permeable hardstanding into the wharf.
- 6.1.3 The toilet/washing facilities provided will be of a portaloo type and will be pumped out as and when necessary.

7.0 ENVIRONMENTAL CONTROLS

7.1 Control of Litter (WP/6.050)

- 7.1.1 The waste types to be accepted at the site will not give rise to a significant source of litter, and good housekeeping practice will prevent this from leaving the site.
- 7.1.2 All vehicles delivering waste likely to contain any light material will be required to be adequately covered/sheeted to remove the potential for wind-blown litter to be released to the public highway or site roads.
- 7.1.3 In the event that litter does escape the site, it will be retrieved manually by the end of the working day.

7.2 Control of Dust, Fibres and Particulates (WP/6.010)

- 7.2.1 The sorting and screening of inert wastes has the potential to give rise to dust and particulates. The risk assessment has identified a number of site operations that may give rise to dust emissions including:
- tipping of materials into storage areas
 - sorting of materials using mechanised plant
 - screening of materials to remove topsoil and subsoil from the larger fraction
 - trafficking of lorries and plant over dirty hardstanding
 - loading of lorries from stockpiles
- 7.2.2 The site is covered in a mixture of permeable made-up ground consisting of compacted hardcore and concrete. Given this mixture of surfacing, an adequate degree of control can be maintained over the generation of dust from the site. These areas are unlikely to generate large amounts of dust and, should the site management perceive that there is a dust problem, can be wetted with the use of a water bowser to suppress the dust.
- 7.2.3 The plant and lorries operating at the site will have exhausts that vent vertically upwards therefore reducing any chance of dust generation from exhaust downdraughts.
- 7.2.4 The water bowser will be equipped with the ability to spray water over stockpiles should the need arise during dry and windy weather.
- 7.2.5 The mobile screening and crushing plant to be used on the site is equipped with suitable dust suppression features and will be operated in accordance with the conditions attached to the Local Authority Part B authorisation. The operators of the plant on site will be trained to CITB or equivalent requirements. This training covers the use of appropriate dust suppression equipment on those machines requiring it.
- 7.2.6 Routine gravimetric monitoring of dust and particulates will not be necessary if the above mitigation and control measures are imposed. As with the Local Authority Authorisation, if dust is believed to be a problem in the opinion of a Local Authority Officer or Environment Agency Officer, the operator will undertake monitoring to identify the source. This monitoring will be to British Standard 1747 Part 1, 1969 or by another method agreed by the Local Authority.
- 7.2.7 Where it is appropriate, to avoid the release of dust and particulates whilst being transported on the road network, the lorries will be sheeted before leaving the site.
- 7.2.8 A speed limit of 5 mph will be imposed on waste vehicles operating within the site to limit the amount of dust that can be generated.
- 7.2.9 A record of any complaints received regarding dust or particulates outside the site boundary and any remedial actions taken will be kept in the site diary. The number of complaints will be reviewed and monitored periodically to ensure that sufficient dust control mechanisms are in place.

7.3 Control of Odours (WP/6.020)

- 7.3.1 Odour problems from inert wastes are unlikely to arise. However, should any biodegradable waste be discovered during sorting of wastes it will be placed in an enclosed skip prior to removal to landfill. This waste will be removed from the site on a weekly basis.

- 7.3.2 A record of any complaints received regarding odours outside the site boundary and any remedial actions taken will be kept in the site diary. The number of complaints will be reviewed and monitored periodically to ensure that sufficient odour control mechanisms are in place.

7.4 Control of Pest Infestations (WP/6.040)

- 7.4.1 The waste types to be accepted at the site are unlikely to result in pest infestations.
- 7.4.2 If any pest infestations occur, a specialist pest control contractor will be employed to remove these pests.
- 7.4.3 A daily inspection will be made of the site for signs of pest infestations, and any occurrence recorded in the site diary. In the event of any infestations being identified, the pest control contractor will be brought on site to initiate further control measures.

7.5 Control and Monitoring of Noise (WP/6.030)

- 7.5.1 A qualitative assessment of the noise produced at the site was undertaken as part of the environmental risk assessment in Appendix 1. Given the sensitivity of the surrounding industrial/commercial operations, and the other noise sources in the locality, the conclusion of this risk assessment was that specific measures for the control and monitoring of noise from site operations are not required.
- 7.5.2 Good practice measures to control noise at the site will be implemented. These include, but are not limited to:
- regular maintenance of the plant to keep extraneous noise such as loose feeder gates or squeaky conveyor rollers to a minimum
 - minimising the height from which material is loaded onto conveyors/lorries
 - controlling the speed of vehicles trafficking around the site
 - using a one-way system to minimise the need for lorries to reverse
 - fitting approved reversing warblers to site plant
- 7.5.3 A record of noise related complaints will be kept in the site diary and monitored or reviewed periodically to ensure that sufficient noise abatement is in place. If an increase in the number of complaints is observed, then noise monitoring will be carried out, and the need for further mitigation measures, such as movement or further screening of specific plant will be put into place.

7.6 Control of Scavenging Birds and other Scavengers (WP/6.041)

- 7.6.1 The waste types to be accepted at the site are unlikely to attract birds or other scavengers to the site.
- 7.6.2 Security provisions as set out in Section 3.5 will prevent other scavengers such as humans from gaining access to the site and removing materials.