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Dyddiad/Date: 19 April 1999

BP Chemicals Ltd.
Baglan Bay Works,
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NE/12/517/LDA/1KL/1. ①
ASiantaeth Yr
Amgylchedd Cymru
ENVIRONMENT
AGENCY WALES



OUTGOING



PERMIT

Dear Sir/Madam

**MODIFICATION OF WASTE MANAGEMENT LICENCE FOR SITE INPUT/
OUTPUT RETURNS**

I refer to the Notice of Modification and associated instructions and guidance which we sent out to you recently.

Unfortunately it has come to our attention that the set of 'Instructions' for completing the site return form contained some ambiguities and errors (particularly in the examples of completed form sections). Accordingly I enclose a revised set of Instructions (reference Inst-Old/99/02) which you should now use for completing the site return form.

We are very sorry for any inconvenience caused.

The Agency seeks your full cooperation in this matter which is an important component of the Agency's drive to ensure consistency in Wales and to promote sustainable waste management.

Yours faithfully,

AUDREY EVANS
Team Leader Waste Licensing

Enc.

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**Environmental Protection Act 1990
Section 35(1)(a) Quarterly Returns**

**Instructions
(Ref: Inst-Old/99/02)**

General Information

You may have been producing summary waste returns to the Environment Agency (the Agency) for many years, but the Agency now requires you to start classifying waste materials moving in and out of your site in a different manner so as to allow an easy transition to a UK compatible system at a later date. A new standard form has been provided for use when completing summary returns to comply with your recent licence modification. Please retain it as a master and photocopy it each time you make a return. An electronic version is available on request.

The main change to any system that you may have used in the past is a new consistent way of grouping wastes. Also, we are now applying to all licences in Wales the requirement to identify the area from which waste originated or where waste materials leaving the site are going. Many licences are already required to identify area of origin and destination.

Waste type and quantity

The Environment Agency is working towards producing a UK Waste Classification Scheme on behalf of the Department of Environment Transport and the Regions. The system is at an advanced stage of drafting and it is about to go out for a limited trial.

A list of the new waste groups is attached which shows how particular waste streams fit in to the new 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 Districts in Wales and adjacent English authorities is attached. The District Councils 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 new 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

- the date and time of the movement;
- the district of origin;
- the type and quantity; and
- 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

- the date and time of the movement;
- the destination district;
- the type and quantity; and
- 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 is quite lengthy and 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 will be 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 probably sensible 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 over the page:

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

Helpline

If you require any further information on any of these issues please call the Environment Agency Helpline on 0118 988 1508. This will be operational throughout April 1999.

From May 1999 onwards if you require any help then please call the Agency's general enquiry line on 0645 333111.

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					Total Tonnes
		ANG	CON	DEN	FLI	GWY	POW	WRE			CHE	
21A Inert Construction and Demolition waste	Solid	567.40		402.36	126.13						89.55	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	869.30	816.54			789.32				3443.42
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 For Each Area		1440.24	939.26	1,328.11	2,752.55	0	987.57	789.32	0	0	293.44	8,530.49
	Liquid	0	0	0	0	0	0	62.97	0	0	0	62.97
	Sludge	0	27.07	0	0	26.12	45.87	14.32	0	0	903.70	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	987.65						789.32			456.98			2243.95
Waste Type / Code														
25 Healthcare Risk Wastes	Solid				4.00									4.00
	Liquid													
	Sludge													
Total For Each Area														
	Solid	1701.15	809.07	0	578.93	982.71	987.57	789.32	0	0	0	650.77	0	6509.52
	Liquid	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	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 FOR RECYCLING FROM A METAL RECYCLING SITE

SECTION 3 MATERIALS TAKEN OFF SITE FOR RECYCLING

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