

**ROADRUNNER
WASTE LTD**

**INTERIM WORKING PLAN
FOR
ROADRUNNER WASTE LTD
AT
DEE BANK INDUSTRIAL ESTATE
BOOT END
BAGILLT
CH6 6HD
EAWML/ 37214**

**PREPARED BY:
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TABLE OF CONTENTS

	Page Number
1.0 GENERAL CONSIDERATIONS	
1.1. Site operator/licence holder	4
1.2 Site history and planning status	5
1.3 Licence area/waste management operations	5
1.4 Hours of operation	6
1.5 Waste types and quantities	6
1.6 Staffing and management	7
1.7 Health and Safety	7
1.8 Fit and proper person	8
2.0 SITE INFRASTRUCTURE	
2.1 Access and parking	9
2.2 Notice board and signs	9
2.3 Site security	9
2.4 Site office	9
2.5 Weighbridge	10
2.6 Fuel storage	10
2.7 Waste transfer and storage	10
2.8 Drainage	11
2.9 Vehicles, plant and equipment	11
3.0 SITE OPERATIONS	
3.1 Preliminary procedures	12
3.2 Checking in and inspection of loads	12
3.3 Waste recycling	13
3.4 Waste dispatch	13
4.0 ENVIRONMENTAL CONTROL, MONITORING AND REPORTING	
4.1 Breakdowns and spillage's	14
4.2 Site inspection and maintenance	14
4.3 Control of mud and debris	15
4.4 Control and monitoring of dust	15
4.5 Odour control	16
4.6 Litter control	16
4.7 Control of pests, birds and other scavengers	16
4.8 Control of fire	16
4.9 Control and monitoring of noise and vibration	16
5.0 SITE RECORDS	
5.1 Site records	17

APPENDICES

- Appendix 1 Site Safety Rules
- Appendix 2 Volume/ weight conversion chart
- Appendix 3 Waste types
- Appendix 4 Site Inspection Form
- Appendix 5 Emergency procedure – spillage, fire,
- Appendix 6 Waste rejection form
- Appendix 7 Dust suppression system

DRAWINGS

- RW/02 Site Layout

1.0 GENERAL CONSIDERATIONS

1.1 Site operation/licence holder

1.1.1 Roadrunner Waste Limited operates a waste transfer/ recycling facility located at Dee Bank Industrial Estate, Boot End, Bagillt, CH6 6HD. The site is intended to allow Roadrunner Waste Limited to increase the amount of waste recycled. It is intended that the site accept waste from commercial, industrial and domestic customers. This interim working plan has been produced for Roadrunner Waste Limited to cover the interim period during site development to meet the requirements of planning application 044149. This will form an updated Working Plan to run alongside Environmental Permit (EP) EAWML/37214.

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

1.1.3 The registered office for Roadrunner Waste Limited is:

Cambrian View
Rhuallt
St Asaph
Denbighshire
LL17 0TD

1.1.4 4W Environmental Limited has been employed to act as consultant for Roadrunner Waste Limited, to assist in the preparation of this working plan. Contact details for 4W Environmental Limited are as follows: -

Contact: Martin Womack
Position: Project Manager

Business address: 4W Environmental Limited
Office 26
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Hope Street
Saltney
Chester
CH4 8BU

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1.2 Site history and planning status

- 1.2.1 The site is located on land at Dee Bank Industrial Estate, Boot End, Bagillt, CH6 6HD, National Grid Reference SJ 212 760 as shown on **Drawing No. RWL/001/B**
- 1.2.2 The site has the benefit of a current planning permission issued by Flintshire County Council. The valid planning permission number is 044149 granted on 16th February 2009.

1.3 Licence area/ waste management operations

- 1.3.1 The area, which is the subject of the EP and planning application, is outlined in green on **Drawing No. RW/02** All references to 'the site' in this working plan shall mean this area and the infrastructure, plant and equipment associated with the site.
- 1.3.2 The EP permits the Treating, Sorting and Storage (Keeping) of waste prior to recovery or disposal.
- 1.3.3 Specified waste management operations will include waste disposal and waste recovery operations listed in Parts III and IV of schedule 4 of the Waste Management Licensing Regulations 1994. They are in summary:

D15: Storage of waste pending disposal.

R12: Exchange of wastes for submission for recovery

R13: Storage of waste pending recovery

1.4 Hours of operation

- 1.4.1 The operation of the waste transfer and recycling facility will be during the hours listed below and in line with planning permissions 044149.

Waste Inputs and Product Output

Monday to Friday	07.00 to 18.00
Saturday	07.00 to 18.00
Sunday	None
Public and Bank Holidays	None

Waste Processing

Monday to Friday	07.00 to 18.00
Saturday	08.00 to 18.00
Sunday	None
Public and Bank Holidays	None

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

- 1.4.2 Any proposal to conduct site operations outside the hours listed in 1.4.1 will be subject to prior notice to the Environment Agency and Flintshire County Council Minerals and Waste Planning Department.

1.5 Waste types and quantities

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

- 1.5.2 **Appendix 3** gives a detailed breakdown. This breakdown is not exhaustive and other wastes have not been listed but which fall in the category of wastes permitted under Table 1.2A, EAWML/ 37214.

- 1.5.3 Excluded wastes - the following wastes will not be accepted

Hazardous waste as defined under the Hazardous Waste (England and Wales) Regulations 2005. Liquid wastes, clinical wastes, sludge's and wastes consisting mainly or solely of loose fibres/ powders.

1.5.4 Waste delivered to the site will be contained predominately within skip vehicles, waste may also be delivered in vehicles such as Curtain Sider, REL, FEL, 8 Wheel Tipper and Trade Waste vehicles. The maximum quantities to be tipped at the site in any one working day will be 500 tonnes consisting of:

- 300 tonne inert waste
- 50 tonne metal waste
- 100 tonne degradable household waste
- 100 tonne degradable commercial waste
- 150 tonne degradable industrial waste

1.5.5 The maximum amount of waste to be stored on site at any time under EAWML/ 37214 will be 160 tonnes of Household waste, Solid Commercial & Industrial waste. With 40 tonne untreated non inert waste and 120 tonne untreated inert waste.

<u>Waste type</u>	<u>Max duration of storage</u>	<u>Max quantity stored</u>
Mixed waste	7 working days	40 tonnes
Inert waste	31 days	120 tonnes
Putrescible waste	48 hours	<1 tonne

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

1.6 Staffing and management

1.6.1 The site will be open for the receipt of waste or for other essential operations during the hours listed in Section 1.4.1

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

<u>Position</u>	<u>No.</u>	<u>Responsibilities</u>
<i>Site Operative</i>	<i>1</i>	<i>Overall site management (fully conversant with the requirements of the Environmental Permit)</i>

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

1.7 Health and Safety

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

1.8 Fit and proper persons

- 1.8.1 Technical competence – Dewi Roberts has completed a WAMITAB (Waste Management Industry Training and Advisory Board) COTC (Certificate of Technical Competence) level TSB-4 (managing transfer operations - biodegradable waste). Dewi Roberts will be the technically competent management at the site. Additional technical competence may be achieved through the use of a third party holding the correct WAMITAB award upon approval by the Environment Agency.
- 1.8.2 Continuing competence will be demonstrated through the WAMITAB continuing competence scheme.
- 1.8.3 Financial provision – It is proposed that a credit check be carried out upon the company in line with Environment Agency Guidance Policy 181_03.
- 1.8.4 Relevant convictions - at the date of writing Dewi Roberts or any employee of Roadrunner Waste Limited had been convicted of a relevant offence.

2.0 SITE INFRASTRUCTURE

2.1 Access and parking

2.1.1 Access to the site is gained from the A548. The site entrance is shown on **Drawing No. RW/02**

2.1.2 Parking - adequate space is available on the site for the parking of all vehicles associated with the operational activities, see **Drawing No. RW/02**

2.2 Notice board and signs

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

- The site operator's name, address and telephone number
- Statement that the site is permitted by the Environment Agency
- The hours of operation of the site
- The Environmental Permit reference number
- Emergency telephone numbers for EA (0800 807060)
Environment Agency national telephone number (08708 506506)

Additional signs will be displayed to state the following:

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

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

2.3 Site security

2.3.1 Gates - Gates are erected at the entrance as shown on **Drawing No. RW/02**
The gates are 2 metres high steel mesh and will be padlocked at all times when the site is unmanned.

2.3.2 Fencing – The site is bounded to the specification shown in **Drawing No. RW/02**, comprising of steel mesh fencing to the height of 2 metres, exterior walls topped with 3-strand barbed wire and close boarded fencing topped with 3-strand barbed wire.

2.4 Site office

2.4.1 The site office is located as shown in **Drawing No. RW/02**.

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

- Waste Management Licence/ Environmental Permit
- The working plan
- Site Diary
- EA inspection reports
- In-house inspection sheets
- Duty of Care Transfer Notes (retain for 2 years)
- Hazardous Waste Transfer Notes (retain for 3 years)
- Waste delivery tickets
- Weighbridge tickets if supplied
- Visitor Book
- Accident book

2.5 Weighbridge

2.5.1. A weighbridge will not be installed on the site. Waste quantities are calculated/ recorded using weighbridge tickets, conversion factors (as recommended by Her Majesty Customs and Excise, see **Appendix 2**) and on board weighing devices fitted to plant and vehicles.

2.6 Fuel storage

2.6.1 Fuel tanks will be stored on site and may move due to operational requirements. All fuel tanks will be bunded to a capacity of at least 110% .of the fuel container. All pipes and valves will be located within the bund.

2.7 Drainage

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

2.7.2 All waste handling and waste storage area surfaces drain into an interceptor. Waste handling, storage and treatment areas are covered to prevent the generation of contaminated waters.

2.7.3 All surface water from uncontaminated clean yard areas and roof water from covered surfaces will drain into the foul sewer.

2.7.4 Foul drainage is provided by foul sewer.

2.8 Waste Transfer & Storage

- 2.8.1 All waste sorting operations will take place within the 2 waste transfer buildings, as shown in **Drawing No. RW/02**. The floor area is surfaced with mesh reinforced concrete of sufficient strength for the tipping of loads, storage of wastes, housing the screening plant and running loading plant.
- 2.8.2 The floors are laid with a fall to a drain which runs into a silt trap and interceptor prior to discharging to foul sewer.
- 2.8.3 Roof water and surface water runoff drain to silt traps and an interceptor prior to discharging to foul sewer.
- 2.8.4 Area for the deposit of unauthorised wastes - a clearly signed enclosed skip is to be allocated for the quarantining of unauthorised waste, which cannot be removed from the site immediately. The location of this skip may be varied as operating conditions permit.
- 2.8.5 The buildings are steel portal frame construction with box section all weather plastic/ steel cladding to the outer walls. The roof is constructed from similar cladding materials.

2.9 Vehicles, plant and equipment

- 2.9.1 Waste will be loaded and unloaded on site using either a wheeled loading shovel, 360 degree excavator or similar. The loader will be stored on site.
- 2.9.2 A road sweeper is kept on site if required for dust suppression/ cleaning of running areas.
- 2.11.1 Environmental Permit (EAWML/37214) cross reference – see section 2.9

3.0 SITE OPERATIONS

3.1 Preliminary procedures

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

3.2 Checking in and inspection of loads

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

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

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

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

3.2.4 Environmental Permit (EAWML/37214) cross reference – see section 2.5

3.3 Waste Recycling

- 3.3.1 The purpose of this transfer station is to allow waste streams to be sorted into wastes that can be recycled i.e. plastics, wood, inerts and metals, which are removed from the residual waste that will go for end disposal. This will reduce the need for landfill and for the use of virgin materials. This will occur through the following processes;
- 3.3.2 Once a load has been accepted for deposit (in accordance with 3.2.1) and is found to comply with the conditions of the environmental permit the following procedure will apply:
- (i) The driver will be directed where to deposit the load to help increase the recycling efficiency as shown in **Drawing No. RW/02**
 - (ii) Commercial waste will be sorted by hand or mechanical plant in to reusable waste such as plastics, paper, cardboard, etc. These segregated wastes will either be stored; in bays within the 2 waste transfer buildings, in skips within the 2 waste transfer buildings, loosely in small quantities (where placing the waste in skips is not practical).
 - (iii) The fraction of waste that cannot be recycled will be stored within the waste transfer building to be removed to a suitably licenced waste management site.
- 3.3.3 If the maximum storage capacity of the site is reached then no further waste will be tipped until waste can be removed from the site and taken to a suitably licenced or exempt waste management operation.
- 3.3.4 Unsorted general waste will be stored within the waste transfer building for a maximum of seven days. Unsorted inert waste will be stored for a maximum of thirty one days and putrescible waste for a period of 48 hours.

3.4 Waste Despatch

- 3.4.1 When a collection vehicle arrives at the site the driver will be instructed to report to the site office. All relevant documentation will be completed and the vehicle will be passed to load the waste and transport it to the disposal site.
- 3.4.2 Environmental Permit (EAWML/37214) cross reference – see section 5.1.2

4.0 ENVIRONMENTAL CONTROL, MONITORING AND REPORTING

4.1 Breakdowns and spillage's

- 4.1.1 In the event of breakdown of the loading plant an alternative loading shovel will be brought on site until it is repaired.
- 4.1.2 The surface of the waste transfer bay will be cleared of all waste at least once every 31 days to allow inspection of the site surface, push walls etc. and to carry out any necessary repairs.
- 4.1.3 Any spillage's will be cleared immediately by depositing sand or absorbents on the affected area. The area will be cordoned off to contain the spillage. The sand or absorbents will then be placed in a skip prior to being taken to a suitably licenced site for disposal (**Appendix 5**).

4.2 Site inspections and maintenance

- 4.2.1 The inspection frequencies for maintenance/ housekeeping are listed on record form **Appendix 4** The inspection form will be completed by the site manager or a person who is familiar with the requirements of the working plan and environmental permit for the site. All details of defects, problems and repairs carried out will be recorded on the form on the day that each event occurs. Detailed comments may also be recorded in the site diary. All repairs will be carried out within 5 working days unless agreed otherwise with the Environment Agency.
- 4.2.2 All repairs to site security fencing will be made within 5 working days of the discovery of the damage and the site will be made secure until the repair has been effected.
- 4.2.3 Any major defects found during the daily site inspection which are likely to lead to a breach of licence conditions will be repaired by the end of the working day in which they are found where possible. If a repair is not possible by the end of the working day the Environment Agency will be contacted to agree a suitable time-scale for repair.

4.3 Control of mud and debris

- 4.3.1 Mud on roads - The surfacing of the entire operational area of the site will be concreted hard standing. Thus reducing the generation of mud on site. The strict use of the dust control measures listed in Section 4.4.1 significantly reduces the risk of mud deposition on the approach roads.
- 4.3.2 Road vehicles will not track through areas where waste is stored. However, the deposit of material on the public highway will be treated as an emergency and will be cleaned with a mechanical vacuum sweeper, or similar, immediately.

4.4 Control and monitoring of dust

- 4.4.1 All site operations will be carried out to minimise the creation of dust. It is not envisaged that dust will become an issue due to the nature of the waste been mainly commercial and industrial and housed within a building. In the event that dust becomes an issue in line with the Health and Safety at Work Etc Act 1974 then a dust suppression system will be fitted locally. The type of system to be fitted will be agreed with the Environment Agency prior to installation. Operations giving rise to dust will be treated using a mist air type spray barrier system (**Appendix 7**), covering of stockpiles, damping down roads and the use of road sweeper. If fugitive dust emissions are observed then the process giving rise to the operation will be suspended and an investigation carried out to ascertain the reason.
- 4.4.2 Sheeting of vehicles - vehicles will be securely sheeted before leaving the site. Loads with the potential to be dusty in transit will be sprayed with water, if necessary, before leaving the site to reduce dust emissions.
- 4.4.4 and 4.4.5 - Environmental Permit (EAWML/37214) cross reference – see section 4.4

4.5 Odour control

- 4.5.1 All incoming waste will be subject to the acceptance procedures as detailed in **section 3.2.1**. If any waste exhibiting offensive odours is deposited on site it will be deposited in the quarantine area for rejected waste or removed from the site immediately to a suitable disposal site.
- 4.5.2 It is not perceived for odors to be a problem. Odours can be mitigated using good operational techniques. Should odour become an issue then the following action will be taken:
- Investigate the source of the odour
 - Investigate operations management
 - Investigate other potential sources exterior to the site
 - Investigate complaint
- 4.5.3 If odours are detected within the site then action will be taken to improve site operations. If this is not sufficient then alternative control methods will be employed such as odour masking sprays.

4.6 Litter control

- 4.6.1 The site surface will be inspected daily when the site is in operation and debris will be swept as required and placed in a skip.
- 4.6.2 Any litter which does escape and is arrested by the site fence will be removed before the end of the working day on which it is discovered.

4.7 Control of pests, birds and other scavengers

- 5.7.1 Vermin/ insect/ bird control - It is unlikely that vermin will present a problem because of the waste types handled at the site but a recognised pest control contractor will be brought in if any problems are encountered.
- 5.7.2 The site will be inspected as part of the weekly site inspection and the presence of vermin noted in the site dairy (**Appendix 4**).

4.8 Control of Fire

- 4.8.1 Naked flames and smoking are not allowed on site, other than designated areas, which include the Site Office and changing facilities for the operatives.
- 4.8.2 No waste material shall be burned within the boundaries of the site.
- 4.8.3 There will be sufficient fire hydrants and extinguishers on site.
- 4.8.4 Any fire at the site will be regarded as an emergency and immediate action shall be taken to extinguish it with the appropriate fire extinguisher, provided that the person feels competent to tackle the fire.
- 4.8.5 In the event that the fire cannot be tackled with the equipment provided the Fire Brigade should be called and the fire hydrants shall be utilised.
- 4.8.6 All outbreaks of fire shall be notified forthwith to the Environment Agency.

4.9 Control and monitoring of noise and vibration

- 4.9.1 It is not anticipated that site operations will cause a noise and vibration nuisance because of the scale and location of the operation. Activities likely to give rise to noise will be contained within buildings. Such operations are crushing, operation of a screen, operation of a Trommel and activities associated with the picking line. It is not anticipated that any item of machinery will have a spectator count level greater than 110 dB(A). Noise levels at neighbouring noise sensitive receptors will be kept to 55dB LAeq (1 hour) free field measurement Mondays to Saturdays and 45dBLAeq (1 hour) free field measurement on Sundays and Bank Holidays.

5.0 SITE RECORDS

5.1 Site Records

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

5.1.2 The following details will be recorded using a Waste Transfer Note for every load deposited at the site:

- (i) The date and time of delivery.
- (ii) The name and address of the waste producer.
- (iii) The type and quantity of waste (in tonnes or cubic metres).
- (iv) The carriers name or driver name.
- (v) Vehicle registration number.
- (vi) Signature of person inspecting waste.

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

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

- (i) Date and time of deposit.
- (ii) A description of the waste.
- (iii) The quantity of waste (in tonnes or cubic metres).
- (iv) Name, address and telephone number of waste producer.
- (v) The carrier's name, registration number and vehicle registration.
- (vi) Duty of Care/ Hazardous Waste Transfer Note reference number
- (vii) Reason for the rejection of waste and action taken.

The details will be recorded on a Rejected Waste Form **Appendix 6**

5.1.5 The following details will be recorded for every load of waste leaving the site:

- (i) The date and time of removal.
- (ii) The type and quantity of waste (in tonnes or cubic metres).
- (iii) The destination waste management site or exempt facility.
- (iv) The name and registration number of the carrier removing the waste (if applicable).
- (v) Duty of Care Waste Transfer Note number.

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

- 5.1.7 A summary of waste types and quantities deposited at and removed from the site will be forwarded to the Environment Agency at intervals specified in the waste management licence for the site.
- 5.1.8 Site diary - The outcome of all inspections of hard-standing areas, push walls, drainage channels etc. will be recorded in the site diary (including action taken or proposed) and site inspection form
- 5.1.9 Visitors to the site will sign the visitor's book upon arrival and exit stating the purpose of their visit and whom they represent.

Appendices

- 1 Site Safety Rules
- 2 Volume / Weight Conversion Table
- 3 Waste Types
- 4 Site Inspection Form
- 5 Waste Rejection Form
- 6 Dust Suppression System

APPENDIX 1
SITE SAFETY RULES

ROADRUNNER LIMITED
JANUARY 2011

SITE SAFETY FOR USERS

Roadrunner Waste Limited

**Waste Transfer Station
Dee Bank Industrial Estate
Boot End
Bagillt
Flintshire
CH6 6HD**

◆ ***PERSONAL PROTECTIVE EQUIPMENT***

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

◆ ***ACCIDENTS OR INCIDENTS***

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

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

- ◆ ***SITE ACCESS***

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

- ◆ ***VEHICLES ON SITE***

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

- ◆ ***DEPOSITING LOADS***

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

- ◆ ***LEAVING THE SITE***

- ◇ Drivers must ensure that their vehicles are in a roadworthy condition when leaving the site.

APPENDIX 2

VOLUME/ WEIGHT CONVERSION TABLE

VOLUME TO WEIGHT CONVERSION FACTORS

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

APPENDIX 3
WASTE TYPES

ROADRUNNER LIMITED
JANUARY 2011

ROADRUNNER WASTE LIMITED - WASTE TYPES ACCEPTED

Abrasive
ash
Bitumen (solidified only)
Boiler scale
Brickwork
bushes
Cables
Carbon and carbon/boron fibre
Cardboard and paper
Cement
Ceramic
chalk
China
Clay
Clinker (excluding incinerator residues)
concrete
Cork
Dredgings (de-watered)
Ebonite
Electric cable/wire
Electrical fixtures, fittings and appliances
empty containers of less than 50 litre capacity
enamels
Excavated road metal
Fabrics (natural/synthetic fibres)
Felt (roofing)
Fiberboard
fines/brick/stone dust
Floor sweepings
Foundry and moulding sands (clean)
Furniture, including foam rubber products
garden/horticultural waste
Gas fixtures, fittings and appliances
Glass and glass fibre
Grass cuttings
Gravel
Hardcore
hassocks
kapok
Kieselguhr/ diatomaceous earth
Mica
Packaging
peat
Pipework
Pitch (solidified only)
Plaster
Plasterboard
Plastics
Pottery

Ragstone
Road planings
Rock
rubber/latex
Sand
Shot blasting residue
Silica
Silt (de-watered)
Slate
Solid ferrous and non-ferrous scrap metals
(no swarf/dust)
Stone
subsoil
Tar (solidified only)
Tarmacadam
Tiles
topsoil
Trees/tree cuttings
Wood
Wood products hardboard, fibreboard
Etc.

The following waste types are excluded from the above category and will not be accepted:

1. all types of asbestos
2. animal waste - including animal processing waste and carcasses
3. batteries
4. clinical wastes
5. contaminated soils (EA definition)
6. fragmentiser wastes
7. liquid or chemical wastes
8. oils, fats, waxes or greases (other than small quantities found in skip loads)
9. paint waste
10. sludges or interceptor wastes
11. transformers (containing oils)
12. vegetable/food waste (other than small quantities found in skip loads)
13. cellulose waste
14. glue wastes
15. tyres
16. contaminated slag

APPENDIX 4
SITE INSPECTION FORM

ROADRUNNER LIMITED
JANUARY 2011

**Roadrunner Waste Services Ltd
Site Inspection Form**

Date: _____

Area	Description	√	X	Comments
Office	WML & WP Available			
Office	Site Diary Completed			
Office	Weather Conditions			
Office	TCM on Site			Time in: _____ Time out: _____
Office	Minimum Staffing Requirements: 1 x Site Manager, 1 x waste handling and plant operative, 1 x waste screening & sorting operative			
Office	Hours of Operation			Start: _____ Finish: _____
Office	Waste Acceptance Procedures available			
Office	Site Records: waste accepted/ despatched from site (min 2 years)			
Office	Waste Carriers Registrations			
Office	Visitor Book			
Office	Accident Book			
Office	Insurance Displayed			
Office	Spillage Procedure available			
Site	Gates, Barriers & push walls			
Site	Speed Signs			
Site	HGV Parking			
Site	Vehicles - Clean Wheels			
Site	Site Identification Board			
Site	Permitted Waste Types - Domestic, Commercial & Industrial, Inert			
Site	Dust - visual check a.m./ p.m.			Time a.m.: _____ Time p.m.: _____
Site	Noise - a.m./ p.m.			Time a.m.: _____ Time p.m.: _____
Site	Odours - a.m./ p.m.			Time a.m.: _____ Time p.m.: _____
Site	Storage of Liquids - bunded areas (110% capacity)			
Site	Storage of Waste - Domestic, C&I untreated 40t, Inert untreated 120t			
Site	Permitted Quantities of Waste - Inert 300t/day, Metal 50t/day, Household Waste 100t/day, Commercial 100t/day, Industrial 150t/day			
Site	Total waste acceptance <500t/day			
Site	Site Drainage Inspection - surfaces are even, no settlement, no rutting, can be scraped, free of standing water. Interceptor inspected weekly and after rain. Bunded areas checked for integrity			
Site	Prevention of Mud / Debris - Roadsweeper available			
Site	Quarantine Area			
Site	Exempt areas clearly identified			
Overall	Construction work (specify)			
Overall	Maintenance work (specify)			
Overall	Breakdowns (specify)			
Overall	Emergencies (specify)			
Overall	Problems with waste received & actions taken			
Overall	Complaints received and action taken			
Overall	Environmental problems/ remedial actions taken			
Overall	Litter			
Overall	Site Security			
Overall	Site Tidiness			
Overall	Pests			
Overall	Fire Extinguishers			
Overall	Safety Notices			
Overall	First Aid Boxes			

Signed: _____

**Roadrunner Waste Services Ltd
Site Inspection Form**

Date:

Additional Comments

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APPENDIX 5
EMERGENCY PROCEDURES

ROADRUNNER LIMITED
JANUARY 2011

Emergency procedures -

1. INTRODUCTION

This procedure describes the action to be taken if an emergency situation arises.

2. PROCEDURE

2.1 Fire/Explosion

In the event of a fire in the site buildings or plant the following action should be taken:

-

1. The person discovering the fire will raise the alarm and evacuate and isolate the area.
2. Use the appropriate fire extinguisher or other fire fighting equipment i.e. fire suppression on plant, if the fire can be controlled without endangering personnel.
3. Contact the Site Manager/Supervisor immediately; if the fire cannot be safely tackled the emergency services should be notified.
4. All electrical supplies should be isolated and made safe in the area of the fire.
5. Supervisor / Manager must inform weighbridge to prevent further entry of vehicles onto site if necessary.
6. The Site Manager/Supervisor or next senior person will make a check of all visitors, contractors and staff to make sure everybody is accounted for.
7. The site Manager/Supervisor will if necessary, send a member of staff to the site entrance to direct the emergency services onto site.
8. The Site Manager/Supervisor or next senior person will liase with and direct the emergency services to any casualties.
9. The Site Manager/Supervisor will send a report of the incident to the Operations Manager and Environment Agency.
10. All used fire extinguishers should be returned to a supplier for refilling/ replacement.

UNDER NO CIRCUMSTANCES SHOULD THEY BE RETURNED TO THE FIRE POINT.

11. All site employees to follow any instruction, supervision, training and information provided by Supervisor / Manager / other competent person.

Full records of all actions taken and equipment used should be kept and if possible photographs taken.

ROADRUNNER EMERGENCY PROCEDURES

2.2 Spillage or Leakage

This can occur during waste deliveries, vehicle breakdowns, accidents and/or damage to tanks and bunds. Care should be taken when dealing with any spillage. The COSHH Register (kept in the site office) should be consulted and any specific instruction complied with.

Immediate action will include –

1. If any spillage occurs it should be immediately contained if possible and reported to the Site Manager/Supervisor or Senior person on site. They will then assess the situation and decide on an appropriate course of action.
2. If possible stop the leak or if it is safe to do so isolate the cause of the spill or leak and/or move to banded area i.e. pick up the container turn off the valve or block the flow.
3. If the spillage is small then use spill granules immediately to prevent the spill spreading, clean up and send contaminated material to appropriate licensed site for disposal.
4. If the spill is larger use inert material's i.e. clay or sand to make a containment bund and seek specialist help to clean up.
5. If some of the spillage has entered a flowing watercourse immediately contact the EA and use an appropriate approach for the material spilled i.e.
 - Oil – floating absorbent boom,
 - Denser than water (i.e. sinks) a weir can be used.
6. If the spillage is major and cannot be contained using approved materials, then the EA and Dewi Roberts should be contacted immediately and specialist help obtained.
7. If a vehicle does start leaking and it can be safely approached and started then it should immediately be moved to a position where any spillage can be contained (if possible) i.e. quarantine area, sweeper tipping bay or other concrete area that can be isolated.
8. Operator to follow any instruction, supervision, training, Information provided by Supervisor / Manager / other competent person

Examples of emergency containment measures include:

- Sacrificial areas
- Bunding of vehicle parking and other hard standings
- Pits and trenches
- Portable tanks, overdrums and tankers
- Vacuum or similar mobile tankers may also be used for collecting and containing small spills.

A wide variety of products are available to deal with spillages or to contain spills in emergency containment areas, some of which are listed below. Any materials or equipment used must be well maintained and strategically placed at accessible locations, which are clearly marked with durable notices explaining their use.

- Sand and earth.

ROADRUNNER EMERGENCY PROCEDURES

- Proprietary absorbents
- Sealing devices and substances for damaged containers
- Drain seals
- Booms

2.3 Vehicle Accident

In the event of an accident involving any item of plant or vehicle, the person first becoming aware of the incident must immediately check for casualties.

Any spillage will be dealt with as in 2.3. Immediate action will include -

Vehicle Damage

1. Check for casualties.
2. If there are any casualties the First Aider must be summoned and the emergency services called.
3. Check for immediate danger and give first aid
4. The plant item or vehicle must not be moved, unless to remove casualties, until the Site Manager has assessed the situation and obtained any evidence as to the cause.

The accident details should be noted in the site log. Dewi Roberts will carry out an investigation filling in the appropriate forms and initiate any corrective action.

All accidents and near misses must be reported no matter how trivial as per the Accident/Incident and Emergency Procedure

2.4 Notifiable Personnel Injury

If any person at the site suffers a serious personal injury the First Aider or Senior person on site will telephone the emergency services if necessary and arrange for the casualties to be dealt with as appropriate. The Accident book will be filled in and kept up to date with any subsequent information about the casualty.

Accident/Injury

1. **Remove** casualties from immediate danger
2. If injuries are serious Dial 999 and ask for an ambulance - follow the instructions given
3. Summon the first aider
4. Do not move any plant or equipment involved other than to rescue casualties
5. Inform Dewi Roberts immediately
6. Record details in accident book

ROADRUNNER EMERGENCY PROCEDURES

Electrical

1. Isolate supply and/or casualty,
2. **Do not touch anything until supply is isolated.**
3. Summon Help / Call emergency services
4. Give first aid if it is safe to do so.

Dewi Roberts will produce a brief report as per Accident/Incident and Emergency Procedure.

2.5 Flooding

In the event of flooding to any site, building and/or equipment then the following action may be taken. -

1. If the site is in imminent danger of flooding or a flood alert has been issued isolate all electrical supplies in the affected area.
2. If possible remove all stocks of chemicals and fuel from the at risk area.
3. Isolate and seal off leachate collection systems at risk.
4. Remove any plant from the at risk area
5. If spillage has occurred immediately contact the EA and use an appropriate approach for the material spilled i.e.
 - Oil – floating absorbent boom,
 - Denser than water (i.e. sinks) a weir can be used.
6. If the spillage is major and cannot be contained using approved materials, then the EA and Dewi Roberts should be contacted immediately and specialist help obtained.
7. Do not attempt to enter a flooded area for any reason until a full risk assessment has been carried out or the flood has subsided
8. Operator to follow any instruction, supervision, training, information provided by Supervisor / Manager / other competent person.

Dewi Roberts will be immediately informed and will arrange for samples to be taken. If the floodwater is not contaminated it can be pumped to surface water. If contamination is shown to be present then the Environment Agency will be consulted before removal. After the flood and removal of any contaminated water Dewi Roberts will arrange for any affected electrical supplies to be checked by an approved contractor.

ROADRUNNER EMERGENCY PROCEDURES

2.6 Explosives, Bombs or Ammunition

In the event that explosive material is discovered in the waste or in a skip

Explosives/Bombs

1. Evacuate area and keep clear
2. Dial 999 and state nature of emergency
3. Follow all instructions given
4. Contact supervisor/line Manager immediately

2.7 Non-conforming Waste

The procedure for non-conforming waste will be described in the working plan or as an appendix to the working plan. Generally all non-conforming waste must be reported to your line manager as well as the Environment Agency. If the material is suspected of being hazardous. Evacuate the area and seek assistance from the EA.

Exposure to Chemicals/unknown substances

- Avoid contact- Evacuate all personnel from immediate area.
 - Stop the carrier leaving site if possible.
 - Contact Dewi Roberts or next available line manager immediately.
 - Quarantine area and seek assistance from EA
- In the event that personnel are exposed to hazardous materials then: -
- If anyone is overcome or otherwise injured remove casualty from danger if it is safe to do so
 - Do not put yourself at risk.
 - Remove contaminated clothing using appropriate PPE and use emergency shower
 - Contact first Aider
 - Consult the COSHH file and/or consignment note for hazards if available.
 - Send casualty to hospital along with details of the material and sample if possible

Gas Bottles/other pressurised cylinders

- If bottle or cylinder is leaking Avoid contact- Evacuate all personnel from immediate area, ventilate and seek assistance from emergency services.
- Stop the carrier leaving site if possible.
- Contact Dewi Roberts or next available line manager immediately.
- Remove bottle to appropriate cage or quarantine area and arrange for removal from site.

3 RECORDS

All incidents, near misses, accidents and emergencies will be recorded in the site log.

References

Managing fire water and major spillage's: PPG18

APPENDIX 6
WASTE REJECTION FORM

ROADRUNNER LIMITED
JANUARY 2011

Waste Rejection Form

Date	Time	Vehicle Reg.	Company	Driver
Waste Description	Reason for Rejection	Action Taken	Signature	
Environment Agency Notified				
Contact Name	Date	Time	Comments	

APPENDIX 7
DUST SUPPRESSION SYSTEM

ROADRUNNER LIMITED
JANUARY 2011

Mist-Air Dust Suppression System

Mist-Air Environmental
Hillcrest
Penybont
Nr. Oswestry
Shropshire
SY10 9JF

At Mist-Air Environmental Limited we manufacture and install the ultimate in Dust Suppression and Odour Absorption Equipment.

The secret of success is our unique dry fog system. Dry fog is formed to absorb fine airborne dust immediately, keeping the dust where it is formed. No wetting occurs - so personnel, floors, machinery and stock stay dry.

Our system is far more efficient and flexible than negative pressure or dust extraction systems. Dust is killed as it's formed, instead of dragging it across and up into dust extraction vents, past all the operatives you are trying to protect from dust!

The Mist-Air unique distribution system effectively covers large areas, indoors or outdoors. Several buildings or areas can be supplied from even our smallest system. Our distribution system is more flexible, and out-performs every other type of dust suppression system on the market.

Low purchase / installation / running and maintenance cost.

Money back guarantee if you are not completely delighted with our system.

Mist-Air Systems are Fitted to:

Hoppers, Conveyors, Shredders, Wood chippers, Crushers, Screens, Trommels, Storage buildings, extraction towers and vents.

Hundreds of existing sites to visit, including:

Waste transfer stations, Recycling works, Landfill sites, Factories, Foundries, Quarries, Waste Water Treatment Works, Chemical disposal sites, Sludge handling sites.

Proved effective for the following dust:

Paper, stone, glass, soil, wood, polystyrene, plastic, lime, dyes, etc.

Odours and Flies

All Mist-Air systems can inject Mist-Air Odour Absorber and Mist-Air Insecticides into the mist to give instant control for odours or flies. These additives can be safely used when buildings and sites are occupied.

Cooling

And here's an added advantage! Our systems create flash evaporating, so that during hot days, cooling takes place, substantially removing the heat from steel clad buildings, making the environment much more pleasant to work in.



Seen working at a Recycling Centre

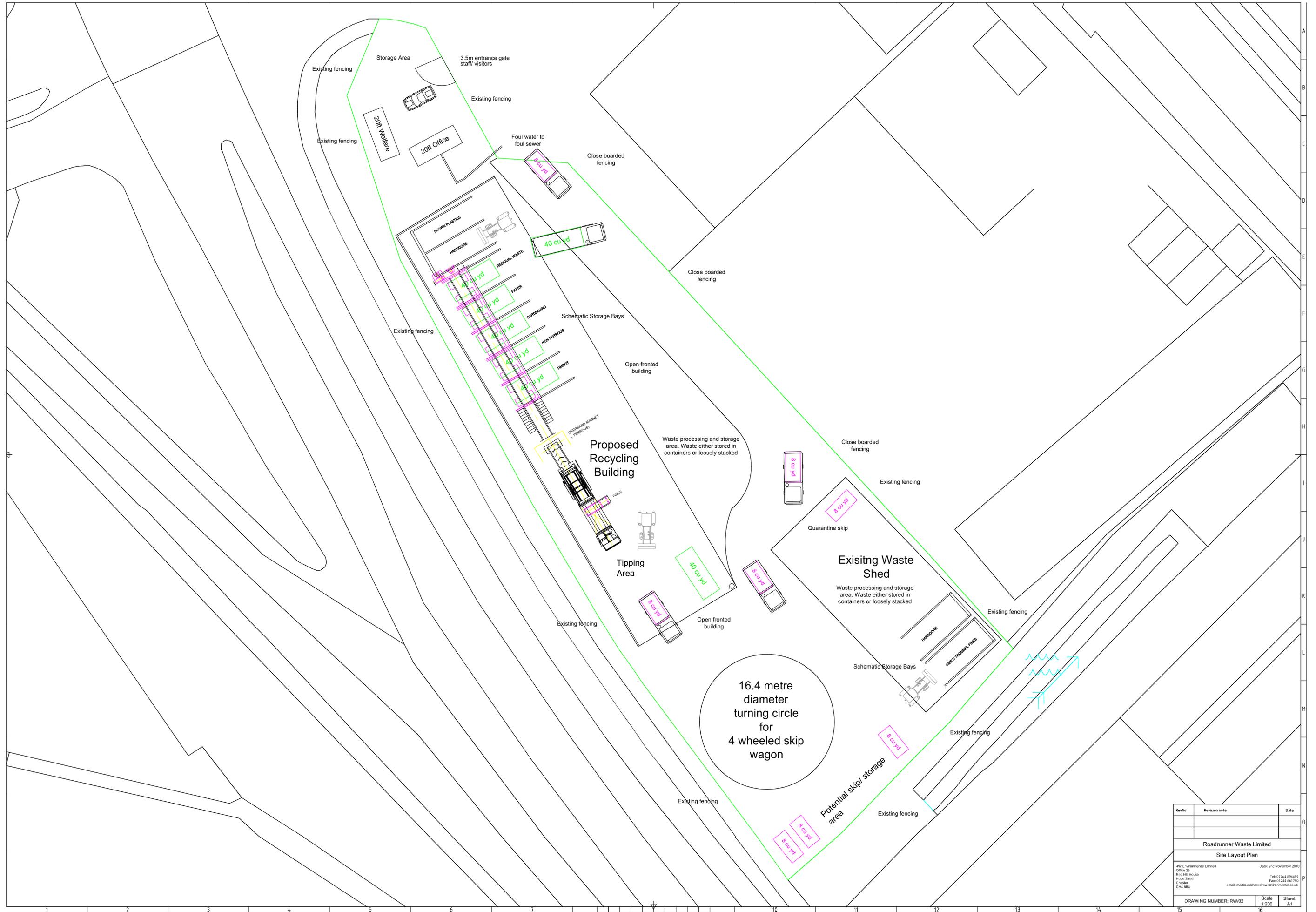


Seen Working at a Chipping Location

DRAWINGS

RW/02

**ROADRUNNER LIMITED
JANUARY 2011**



RevNo	Revision note	Date
Roadrunner Waste Limited		
Site Layout Plan		
<small> RW Environmental Limited Office 26 Red Hill House Hope Street Chester CH4 8BU </small>		<small> Date: 2nd November 2010 Tel: 07764 89499 Fax: 01244 661750 email: martin.womack@rwenvironmental.co.uk </small>
DRAWING NUMBER: RW/02		Scale: 1:200
		Sheet: A1