



ENVIRONMENT  
AGENCY

## Waste management licence

Environmental Protection Act 1990

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J & A Metals,  
Thornhill Road,  
Cwmgwili,  
Crosshands,  
Llanelli,  
Carmarthenshire.  
SA14 6PT

Authorisation number:

EAWML/34211

Effective date

1<sup>st</sup> April 2004

**Asiantaeth yr Amgylchedd****Asiantaeth yr Amgylchedd Cymru**  
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## Introduction

*This note does not form part of the authorisation.*

This licence is granted under Section 35 of the Environmental Protection Act 1990. It consists of the authorisation certificate, the site plan and subsequent conditions.

The licence is written to prevent the authorised activities causing pollution of the environment or harm to human health.

You are reminded that it is an offence under Section 33 of the Environmental Protection Act 1990 not to comply with the terms of this licence.

This licence does not free you from the need to comply with any other regulatory regimes controlled by other bodies (such as planning or environmental health etc).

The Agency is required to maintain an up to date copy of this licence on the public register that is freely available to anyone wishing to view it.

If you wish to transfer or surrender the licence, or modify any of its conditions, you cannot do so without the consent of the Agency. Further advice can be obtained on these issues or any other aspect of the licence from your local Environment Agency office.

[Waste management licence](#)  
[Status Log](#)[Waste management licence](#)

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## Status log

| Detail   | Date       | Comment   |
|--|------------|---|
| Application received                               | 20/12/2002 | Incomplete  |
| Working Plan                                       | 16/09/03   | V1.1 dated 29 <sup>th</sup> October 2002 and Additional Appendix 7 - Agreed |
| Application duly made                              | 03/10/2003 | Complete  |
| Draft licence EAWML/34211 sent out to consultation | 27/01/04   | Complete  |
| Licence EA WML 34211                               | 01/04/04   | Signed by Environment Management Team Leader                                |





## Working plan

◆ The working plan is the operators document and is submitted by the applicant with the application for a Waste Management Licence, it provides:

- Information to the Environment Agency to enable it to set licence conditions
- Information to the operator and staff on how the facility should be managed

The submitted and accepted working plan consists of the following documents, plans and drawings:

◆ Recycling Centre Working Plan Version 1.1

◆ Supporting documents to the Working Plan

| Document title     | Working plan document reference & location   |
|--------------------|--|
| List of Drawings   | JAM/01: Site Location Map<br>JAM/02: Application Boundary Plan<br>JAM/03: Typical Site Layout<br>JAM/04: Transfer Building Layout                                      |
| List of Appendices | 1: List of Drawings<br>2: Record keeping forms<br>3: Waste types<br>4: Health and safety<br>6: Planning consent and other permissions<br>7: Waste acceptance procedure |

Waste management licence  
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**Authorisation**

Environmental Protection Act 1990

Authorisation Number

**EAWML34211**



**ENVIRONMENT  
AGENCY**

Facility type

**Waste Transfer Station**

The Environment Agency, in pursuance of Part II of the Environmental Protection Act 1990, hereby grants a waste management licence authorising the

**Keeping and Treating**

of controlled waste on the land specified below, to

**John Frederick James and Andrew Martin James**

Whose business address is:

**J & A Metals**

**Thornhill Road**

**Cwmgwili**

**Crosshands**

**Llanelli**

**Carmarthenshire**

**SA14 6PT**

The licence relates to the land at;

J & A Metals, Thornhill Road, Cwmgwili, Crosshands, Llanelli, Carmarthenshire. SA14 6PT (hereinafter called 'the site') shown edged in red on the drawing, titled JAM/02 Application Site Boundary, dated 06/11/04 and attached to this licence.

This Authorisation shall have effect from:

Signed

**Peter Jordan**

**Team Leader - Environment Management**

Date of signing

## 1 General considerations

### 1.1 Specified waste management operations

- 1.1.1 No waste management operations shall be authorised by this licence unless:
- specified in and undertaken in accordance with the limitations in section 1.4.3 of the working plan and in the following table; or
  - otherwise required by the conditions of this licence as being an integral part of those operations;

**Table 1.1 Specified waste management operations**

| Specified Waste Management Operation  | Permitted Waste Types which may be subject to the Specified Operation | Limits on Specified Waste Management Operations  |
|---|---|--|
| <b>D15:</b> Storage pending, on this site any of the category "D" operations authorised under this column, or elsewhere than on this site, any of the operations listed in Part III of Schedule 4 of the 1994 Regulations, (excluding temporary storage, pending collection, on the site where it is produced).   | All   | <ul style="list-style-type: none"><li>Maximum storage capacity shall not exceed <b>100</b> tonnes for mixed and inert wastes and <b>1,216</b> tonnes for scrap metal.</li></ul> <p>All permitted specified waste management operations (D9, D15, R2, R3, R4 &amp; R13) shall be carried out within the areas specified in Appendix 1, Transfer building layout drawing no. JAM/04, dated 4-6-2003 of the working plan.</p> |
| <b>R13:</b> Storage of waste consisting of materials intended for submission, on this site to any of the category "R" operations authorised under this column, or elsewhere than on this site, to any of the operations listed in Part IV of Schedule 4 of the 1994 Regulations, (excluding temporary storage, pending collection, on the site where it is produced). |   |  |

**Table 1.1 Specified waste management operations**

| <b>Specified Waste Management Operation</b>  | <b>Permitted Waste Types which may be subject to the Specified Operation</b> | <b>Limits on Specified Waste Management Operations</b>  |
|--|--|---|
| <b>D9:</b> Physico-chemical treatment of waste not listed elsewhere in this table which results in final compounds or mixtures which are disposed of on this site by means of any of the category "D" operations authorised under this column, or elsewhere than on this site, by means of any of the operations listed in Part III of Schedule 4 of the 1994 Regulations. | All solid wastes   | Treatment (D9) consisting only of physical sorting or separation of waste into different components for disposal ( <b>no more than 50 tonnes per day</b> ), |
| <b>R2:</b> Recycling or reclamation of organic substances which are not used as solvents   |  |   |
| <b>R3:</b> Recycling or reclamation of metals and metal compounds  |  | Vehicles or equipment containing fluids or hazardous components shall be carried out in accordance with section 3.7 of the working plan.                    |
| <b>R4:</b> Recycling or reclamation of other inorganic materials.  |  |   |

*Specified Waste Management Operations and Exempt Waste Management Operations*

- 1.1.2 The storage (including temporary storage) and treatment operations of waste motor vehicles shall meet the requirements of Schedule 5 of the ELV Regulations 2003. Infrastructure and equipment provided to meet these obligations shall be maintained in working order and shall be used to give effect to their purpose.
- 1.1.3 Where wastes are being brought onto the site for waste management operations which are exempt from licensing under the 1994 Regulations, then the wastes which are subject to the specified waste management operations shall be kept clearly segregated and identified from those wastes which are being kept on the site for the exempt waste management operations.

## 1.2 Permitted wastes

### *Permitted categories and types of wastes*

- 1.2.1 No wastes other than those specified in section 1.6.4 of the working plan shall be accepted at the site.

**Table 1.2A. Permitted quantities of waste**

| Permitted waste categories  | Maximum permitted quantities allowed to be stored on site at any one time for each waste category (subject to maximum permitted total quantity in condition 1.2.2) |
|---|--|
| Inert wastes  | 100 tonnes   |
| Metal wastes (non-hazardous)  | 1,216 tonnes   |
| Degradable Household wastes<br>Degradable Commercial wastes<br>Degradable Industrial wastes (non-hazardous) | 50 tonnes  |

### *Permitted quantities of wastes*

- 1.2.2 The total quantity of waste accepted at the site per year shall not exceed **24,999 tonnes**.

### *Exclusion of wastes with other specified characteristics*

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

**Table 1.2B. Excluded wastes of specified form and type**

| Waste Characteristic   | Type  |
|--|---|
| Liquid Wastes  | All forms and types other than fluids from vehicle dismantling  |
| Special Wastes and Hazardous Wastes  | All forms and types other than lead acid batteries, which is an integral part of that vehicle or equipment.                   |
| Clinical Wastes  | All forms and types   |
| Wastes which are not appropriately packaged or adequately contained in UN approved containers. | Consisting solely or mainly of dusts, powders or loose fibres;<br>Wastes that are in a form which is either sludge or liquid. |
| Pressurised gasses in containers   | All forms and types   |

### 1.3 **Amendments to working plan and supporting information**

#### *Amendments to working plan requiring prior consent from the Agency*

- 1.3.1 The Licence Holder shall give the Agency prior notice in writing of any proposed change to those sections of the working plan which are specified in Table 1.3 below, and to any appendices, drawings and figures which are referenced in those sections.

| <b>Table 1.3 Sections of the working plan requiring prior consent for amendments</b> |   |  |
|--|---|--|
| <b>Number and Heading of Licence Conditions</b>                                      |   | <b>Sections, Subsections and Appendices of the Working Plan requiring Prior consent for Amendments</b> |
| 1.1  | Specified waste management operations                           | 1.4.3  |
| Table 1.1  | Specified waste management operations                           | 3.7<br>Plan JAM/04   |
| 1.2  | Permitted wastes  | 1.6.4  |
| 2.1  | Engineering for site containment and drainage systems           | 2.0  |
| Table 2.1  | Engineering and drainage standards                              | 2.10.3   |
| 3.2  | Site security   | 2.3  |
| 4.1  | Control of mud and debris and loose waste                       | 4.3.1<br>4.3.3   |
| 4.2  | Leaks and spillages   | 4.1  |
| 4.4  | Waste acceptance and control procedures                         | 3.0<br>Appendix 7  |
| 4.6  | Storage of wastes with specified hazardous properties or forms. | 3.7  |
| 5.2  | Monitoring and control of pest infestations                     | 4.7.1  |

- 1.3.2 The notice shall be accompanied by a copy of the proposed changes, and by a written assessment of the effect that implementing the proposed change to the working plan would have on the risk posed by the site to human health and the environment.
- 1.3.3 The Licence Holder shall provide up to 6 additional copies of the proposed change and supporting risk assessment to the Agency, when required by the Agency in writing.
- 1.3.4 The proposed change to the working plan shall not be implemented unless the Agency has given its written consent to it. Following consent, the Licence Holder shall give the Agency prior written notification of the implementation date of the change, and from that date the changed section shall be deemed to be incorporated in the working plan in replacement of the previous version of that section.

*Amendments to the working plan requiring prior notification to the Agency*

- 1.3.5 Except where it is specified under condition 1.3.1 above that the amendment of specified sections of the working plan requires the prior consent of the Agency, the Licence Holder shall give the Agency not less than 7 days prior written notice of any change to the working plan and to any appendices, drawings and figures which are referenced from those sections.
- 1.3.6 The notice shall be accompanied by a copy of the specified changes.
- 1.3.7 The Licence Holder shall provide up to 6 additional copies of the proposed change to the Agency, when required by the Agency in writing.
- 1.3.8 Such changes to the working plan shall be deemed to be incorporated in the working plan and implemented on the date specified to the Agency in the amendment notification.

1.4 **Staffing and understanding of requirements of licence conditions**

*Minimum staffing and supervision*

- 1.4.1 Whenever the site is open to receive or dispatch wastes, or is carrying out any of the specified waste management operations, it shall be supervised by at least one member of staff who is suitably trained and fully conversant with the requirements of the licence regarding:
- a** waste acceptance and control procedures;
  - b** operational controls;
  - c** maintenance;
  - d** record-keeping;
  - e** emergency action plans;
  - f** notifications to the Agency.

*Availability of licence*

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

*Understanding of licence*

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

*Attendance of Technically Competent Persons*

- 1.4.4 Attendance of the technically competent person(s) at the site shall be recorded in the site diary on arrival and departure.



1.5 **Changes in technically competent persons**

- 1.5.1 Any changes in the technically competent management of the site and the name of any incoming person [together with evidence that such person has the required technical competence] shall be submitted to the Agency in writing within 5 working days of the change in management. Technically competent management and technical competence shall be as defined under section 74 of the Environmental Protection Act 1990 and Regulations 4 and 5 of the 1994 Regulations.

1.6 **Relevant convictions**

*Notification of relevant convictions*

- ~~1.1.1~~ 1.6.1 In the event of the Licence Holder and/or any relevant person being convicted of any relevant offence and which is in addition to any already notified to the Agency, then full details shall be provided to the Agency within 14 days following sentencing, whether or not the conviction or sentence is subsequently appealed. Such details shall include, in respect of each relevant person (as defined in section 74(7) of the Environmental Protection Act 1990 or any subsequent amendments to that section), the nature of the offence, the place and date of conviction, and any fine or other penalty imposed.

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*Notifications of appeals against convictions*

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

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

- 1.7.1 The following information shall be notified in writing within 5 working days to the Agency:
- a** where the Licence Holder is an individual or named individuals:
    - i** where the Licence Holder consists of more than one named individual, the death of any of those individuals;
    - ii** any change in the Licence Holder's name(s) or address(es);
    - iii** any steps taken with a view to the Licence Holder, or any one of them, going into bankruptcy, entering into a composition or arrangement with creditors, or, in the case them being in a partnership, dissolving the partnership;
    - iv** the operator at the time of issue of the licence and of any change in the operator or in the operator's trading name, address, registered name or registered office address (if different from the Licence Holder); or

- b** where the Licence Holder is a registered company:
- i** any change in the Licence Holder's trading name, registered name or registered office address;
  - ii** any steps taken with a view to the Licence Holder going into administration, entering into a company voluntary arrangement or being wound up;
  - iii** the operator at the time of issue of the licence and of any change in the operator or in the operator's trading name, address, registered name or registered office address (if different from the Licence Holder); or
- c** where the Licence Holder is a corporate body other than a registered company:
- i** any change in the Licence Holder's name or address;
  - ii** any steps taken with a view to the dissolution of the Licence Holder;
  - iii** the operator at the time of issue of the licence and of any change in the operator or in the operator's trading name, address, registered name or registered office address (if different from the Licence Holder)

**1.8 Notification of preparatory works**

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

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

*Specified waste management operations*

- 1.9.1 No specified waste management operation shall be carried out until at least 7 days prior notice in writing has been given to the Agency of the intention to commence carrying out the specified waste management operation.

*Cessation and recommencement of specified waste management operations*

- 1.9.2 In the event that the site ceases receiving wastes for longer than 21 days then within 7 days following the elapse of that time, the Licence Holder shall inform the Agency in writing of the date of cessation and of the planned date of recommencement. In the event that it is intended that the site shall recommence receiving wastes sooner than the notified date then the Licence Holder shall give the Agency not less than 7 days prior notice in writing.

1.10 **Notifications and submissions to Agency**

1.10.1 Except where otherwise specified, all notifications and submissions to the Agency under the requirements of these licence conditions:

- a** shall be made in writing to the address specified by the Agency in writing at the time of issue of this licence, or as subsequently specified by written notification to the Licence Holder;
- b** shall quote the licence reference number and the name of the Licence Holder.

2 **Site engineering for pollution prevention and control**

2.1 **Engineering site containment and drainage systems**

*Provision and maintenance of site containment and drainage systems*

2.1.1 No waste shall be deposited, stored, treated or otherwise handled in any area of the site until the engineered site containment and drainage system for that area has been constructed and completed in accordance with this condition and condition 2.1.2.

2.1.2 The engineered site containment and drainage systems shall be designed, constructed, inspected, validated and maintained in accordance with section 2 of the Working Plan, and shall be fully documented and recorded, to be fit for purpose and meet the standards specified in Table 2.1 below.

**Table 2.1 Site containment and drainage standards**

| Type of Site Surface and Drainage          | Minimum Specified Standards of Design, Construction and Maintenance   |
|--|---|
| a) Hardstanding                            | Areas of hardstanding shall be constructed of granular material (e.g. crushed stone, aggregate, road planings or other similar material) and maintained such that the working surface: <ul style="list-style-type: none"><li>i) shall remain even</li><li>ii) shall not be subject to settlement or differential settlement</li><li>iii) shall not be subject to rutting by vehicles even when wet</li><li>iv) shall remain free of standing water.</li></ul> |
| b) Impermeable pavement, bunding and sills | Areas of impermeable pavement, bunding and sills shall be constructed and maintained so as to prevent fluids running off the pavement and the transmission of fluids through the pavement or joints.  |

| Type of Site Surface and Drainage                                       | Minimum Specified Standards of Design, Construction and Maintenance  |
|---|--|
| c) Sealed drainage systems  | <p>Drainage to areas of impermeable pavement shall be provided by a sealed drainage system, that is comprised of a drainage system with impermeable components which does not leak and which will ensure that:-</p> <ul style="list-style-type: none"> <li>• no liquid will run off the pavement other than via the system; and</li> <li>• except where they may be lawfully discharged, all liquids entering the system are collected in a sealed sump or tank.</li> </ul> <ul style="list-style-type: none"> <li>i) Sealed sumps or tanks shall be inspected no less frequently than daily and after rain, emptied when the collected liquids reach 80% of the capacity of the sump as measured using a dipstick or equivalent gauge, and constructed and maintained so as to collect and contain all liquids which run off the pavement;</li> <li>ii) Inspections and emptying of sealed sumps shall be recorded in the site diary.</li> <li>iii) Uncontaminated drainage from clean yard areas shall be kept separate and discharged to either surface water or sewer or watercourse or soakaway.</li> </ul> |
| d) Covered buildings or roofed areas                                    | <p>Where wastes are stored in a building:</p> <ul style="list-style-type: none"> <li>i) the building shall be designed, constructed and maintained to prevent ingress of rain and surface water.</li> <li>ii) roof water shall be kept separate from contaminated water and other liquids and shall be discharged to either surface water, a sewer, a water course or a soakaway in accordance with section 2.10.3 of the Working Plan.</li> </ul>   |
| e) Fixed bays and other fixed containers                                | All fixed bays and other fixed containers used for the storage and treatment of wastes must be constructed and maintained to a standard, which is fit for purpose.   |
| f) Storage areas for skips, drums and other mobile tanks and containers | All skips, drums and other mobile tanks and containers having individual capacities of greater than 10 litres which are used for the storage of wastes shall be constructed and maintained so that they do not leak any liquids contained in them.   |
| g) Inspection and maintenance of engineered containment                 | <p>All areas of hardstanding, impermeable pavement, sealed drainage systems, covered buildings, roofed areas, fixed bays and other containers, and storage areas for skips, drums and other mobile tanks and containers:</p> <ul style="list-style-type: none"> <li>i) shall be inspected no less frequently than monthly, to ensure the continuing integrity and fitness for purpose of their construction, and the inspection and any necessary maintenance shall be recorded in the site diary; and</li> <li>ii) in the event of any damage occurring which breaches the integrity of the engineered containment so that it no longer meets the specified standards, the Licence Holder shall cease importing waste into or treating waste in the affected area, shall notify the Agency immediately, and shall not recommence importing waste into or treating waste in the affected area until it has been repaired to a standard at least as good as the original specification.</li> </ul>  |

*Construction quality assurance of new site containment and drainage systems*

- 2.1.3 No wastes shall be deposited, stored, treated or otherwise handled in any area for which an engineered site containment and drainage system is to be newly constructed to meet the requirements of this condition unless:

- a** details of the identities, relevant experience and relevant qualifications of the personnel who will be providing Quality Assurance of the engineered site containment and drainage systems have been submitted in writing to the Agency and acknowledged in writing by the Agency;
- b** the engineered site containment and drainage system has been constructed in accordance with the other requirements of condition 2.1;
- c** the Validation Report on the construction of the engineered site containment and drainage system has been submitted in writing to the Agency, and the Agency has confirmed in writing that it has no objection to the placement of wastes on that containment area.

*Construction quality assurance of existing site containment and drainage systems*

- 2.1.4 No wastes shall be deposited, stored, treated or otherwise handled in any area for which a previously constructed and existing engineered site containment and drainage system is being used to meet the requirements of this condition unless:

- a** details of the identities, relevant experience and relevant qualifications of the suitably qualified Engineer who will be providing inspection and validation of the existing engineered site containment and drainage systems have been submitted in writing to the Agency and acknowledged in writing by the Agency;
- b** the engineered site containment and drainage system for that area has been inspected by the designated Engineer and has been maintained or improved, in accordance with their recorded advice, to be fit for purpose in that :
  - i** areas of impermeable pavement are laid to take weight of relevant vehicles, plant and equipment without cracking or breaking; and
  - ii** areas of impermeable pavement are free from cracks which could increase permeability; and
  - iii** areas of impermeable pavement are resistant to mechanical, physical and chemical stresses to which they may be subjected; and
  - iv** areas of impermeable pavement fall towards the drainage system to prevent ponding; and
  - v** no liquid will run off areas of impermeable pavement other than via the drainage system; and
  - vi** the drainage system is sealed so that it does not leak and is capable of collecting and containing liquids draining from the impermeable pavement ; and
  - vii** liquid from the drainage system is disposed of to an approved discharge.

- 2.1.5 The existing engineered site containment and drainage system shall be maintained in accordance with the recommendations of the designated Engineer and the requirements of Table 2.1.

### 3 Site infrastructure

#### 3.1 Provision of site identification board

- 3.1.1 No wastes shall be received at the site until an identification board has been provided at or near the site entrance.
- 3.1.2 The identification board shall be inspected at least once per week. In the event of damage or defect, the board shall be repaired or replaced within 3 working days.
- 3.1.3 The board shall be easily readable from outside the site entrance in daylight hours, and shall display the following information:
- a** Site name and address;
  - b** Licence Holder name (company name, not individual name unless justified as necessary);
  - c** Operator name (company name, not individual name unless justified as necessary);
  - d** Licence number;
  - e** Emergency contact name and telephone number (for security reasons, personal names and home phone numbers should not be used except where no alternative is practicable);
  - f** Statement that the site is licensed by the Environment Agency;
  - g** Agency national numbers: 0845 933 3111 and 0800 807060 (or any other number subsequently notified in writing by the Agency);
  - h** Days and hours site is open to receive waste.

#### 3.2 Site security

- 3.2.1 Site security systems shall be provided at all times during the subsistence of this licence as specified in section 2.3 of the working plan. The objective of which shall be to prevent access by humans, and livestock, which is not authorised either by the Licence Holder or under legal powers of entry. These shall be installed, operated and maintained, and shall be fully documented and recorded, in accordance with the requirements specified in Table 3.2:

**Table 3.2 Site security system standards**

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

## 4 Site operations

### 4.1 Control of mud and debris and loose waste

#### *Prevention of mud and debris on road*

4.1.1 Whenever the site is receiving or despatching wastes, measures shall be provided, operated and maintained with the objective of preventing the deposit or tracking of mud or debris arising from the site onto public areas outside the site, which shall include public highways and areas of public access.

4.1.2 All vehicles leaving areas of the site which are operational or upon which engineering works are being carried out shall, before leaving the site, be cleaned as necessary and shall be checked as specified in section 4.3.1 and 4.3.3 of the working plan, to ensure that they are clear of loose waste and that any waste is secure.

#### *Remediation of mud and debris on road*

4.1.3 In the event that mud, debris or waste arising from the site is deposited onto public areas outside the site, the following remedial measures shall be implemented immediately:

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

## 4.2 Leaks and spillages

### *Potentially polluting leaks and spillages from vehicles, plant and equipment*

- 4.2.1 All vehicles used on the site by the operator, and all plant and all equipment used on the site in connection with specified waste management operations, shall be operated and maintained in accordance with section 4.1 of the working plan with the objective of preventing potentially polluting leaks and spillages of wastes or other potentially polluting materials which are to be used in combination with those wastes in the specified waste management operations.

### *Potentially polluting leaks and spillages from skips, drums and other mobile containers*

- 4.2.2 Each skip, drum or other mobile container used to hold wastes which consist of or contain potentially polluting liquids, sludges or powders, [or other potentially polluting materials which are to be used in combination with those wastes in the specified waste management operations] shall be:

- a** loaded and unloaded;
- b** filled and emptied;
- c** clearly and unambiguously labelled regarding its contents, unless the contents are clearly identifiable by visual inspection;
- d** inspected and maintained according to the maintenance schedules and procedures;
- e** in the event of damage or deterioration to a container that is, or is likely to cause, a leak, that container shall be repaired or replaced immediately;

all in accordance with section 4.1 of the working plan and to the standards specified in Table 4.2 overleaf.

### *Control and remediation of leaks and spillages*

- 4.2.3 In the event of any potentially polluting leak or spillage occurring on site, documented control and remediation procedures shall be implemented immediately and recorded, and shall meet the standards specified in Table 4.2 below.

**Table 4.2 Standards for prevention and control of leaks and spillages**

| Action  | Specified standards  |
|---|--|
| a) Loading and unloading skips, drums and other mobile containers | <ul style="list-style-type: none"> <li>i) Loading and unloading of containers shall be supervised at all times by a member of staff.</li> <li>ii) Lids/ caps/ bungs or other closures shall be in place during loading/ unloading.</li> <li>iii) Loading/ unloading shall be carried out in an area provided with engineered containment of the type required for that waste under condition 4.6, and of the standard of containment specified under condition 2.1.</li> </ul> |



| Action   | Specified standards   |
|--|---|
| b) Filling and emptying drums and other mobile containers                  | i) Filling and emptying of containers shall be supervised at all times by a member of staff.<br>ii) Lids/ caps/ bungs or other closures shall be in place at the end of filling<br>iii) Containers shall not be filled beyond their operational capacity.<br>iv) Filling and emptying shall be carried out in a bunded area maintained in accordance with condition 2.1.2.<br>v) Measurement of level/ void space shall be by physical dipping prior to loading.  |
| c) Inspection, maintenance and repair of drums and other mobile containers | i) Containers shall be inspected daily for leaks.<br>ii) Containers found to be leaking either shall be immediately transferred to a larger over-container or shall have their contents immediately transferred to an alternative container.  |
| d) Control and remediation of leaks and spillages                          | i) Minor spillages shall be cleaned up immediately, using sand or proprietary absorbent to clean up liquids and placed in alternative containers.<br>ii) Major spillages, which are causing or are likely to cause polluting emissions to the environment: <ul style="list-style-type: none"> <li>• immediate action shall taken to contain the spillage and prevent liquid from entering surface water drains, water courses and unsurfaced ground;</li> <li>• the spillage shall be cleared immediately and placed in alternative containers;</li> <li>• the Agency shall be informed immediately.</li> </ul> |

#### 4.3 Fires on the site

##### *Prohibition of fires on site*

- 4.3.1 No wastes shall be burned on the site.

##### *Actions to be taken in the event of a fire*

- 4.3.2 In the event of a fire on the site, notwithstanding the implementation of actions to suppress and extinguish the fire, the following actions shall be implemented immediately and recorded in the site diary:
- a** the Agency shall be informed immediately of the fire; and
  - b** so far as practicable, contaminated site drainage shall be prevented from entering any surface water drain or water course or unsurfaced ground.

#### 4.4 Waste acceptance and control procedures

##### *Waste acceptance procedures*

- 4.4.1 All wastes shall be received, inspected, accepted or rejected, and recorded in accordance with section 3.0 and Appendix 7 Waste acceptance procedure of the working plan and to the standards specified in Table 4.4 overleaf.

Waste management licence  
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*Waste control procedures*

- 4.4.2 All wastes shall be received, inspected, accepted or rejected, and recorded in accordance with section 3.0 and Appendix 7 Waste acceptance procedure of the working plan and to the standards specified in Table 4.4 overleaf.

*Waste despatch procedures*

- 4.4.3 All wastes shall be received, inspected, accepted or rejected, and recorded in accordance with section 3.0 and Appendix 7 Waste acceptance procedure of the working plan and to the standards specified in Table 4.4 overleaf.

**Table 4.4 Standards for waste acceptance and control procedures**

| Stage of Waste Handling   | Specified standards   |
|---|---|
| a) Waste inspection   | All wastes received at the site:<br>i) shall be inspected on receipt to confirm their description and composition against the relevant waste transfer note and other accompanying documentation.<br>ii) shall be kept separate from and shall not be mixed with other wastes until they have been confirmed and recorded for acceptance at the site.  |
| b) Waste control procedures: quarantine storage and rejection of wastes | i) Any items of non-permitted waste which are detected after acceptance at the site, shall be placed immediately in the designated, clearly-marked and locked quarantine container. Where these are, or appear to be special wastes, the Agency shall be informed immediately;<br>ii) In the quarantine area, wastes shall be kept segregated from other wastes which are or are likely to be incompatible;<br>iii) Quarantined wastes shall be removed from site within 7 days;<br>iv) The maximum quantity of wastes kept in the quarantine storage area shall be less than 10 tonnes at any one time.<br>v) A record shall be kept in the site diary of all rejected wastes and all wastes kept in quarantine storage. |
| c) Identification of wastes   | Areas, bays and containers shall be clearly defined and labelled to identify the wastes stored within them  |
| d) Waste despatch procedures  | All wastes despatched from the site shall be inspected prior to despatch to confirm their description and composition.  |
| e) Incompatible wastes  | Incompatible wastes that are likely, in combination with each other or with other material at the facility, to give rise to pollution of the environment or harm to human health outside the site, shall be clearly identified and kept physically separate in designated areas.  |

4.5 **Waste quantity measurement systems**

*Means of measurement*

- 4.5.1 All waste accepted at and despatched from the site shall be measured in accordance with either of the following requirements:

**a** The weight of all wastes accepted at and despatched from the site shall be determined by means of a public weighbridge, or a weighbridge or scales located within the site. The weighbridge or scales used shall record quantities of wastes in tonnes to an accuracy of 0.01 tonnes; or

**b** The following conversion factors shall be used:

Waste quantities shall be recorded in cubic metres and measured on the basis of the capacity of the vehicles or containers used for transport. This shall be converted into tonnes on the basis of conversion factors, which have been agreed in writing with the Agency.

#### 4.6 **Storage of wastes with specified hazardous properties or forms**

4.6.1 Notwithstanding the specification of permitted waste types under condition 1.2, wastes displaying any of the hazardous properties or forms specified in Table 4.6 shall not be accepted at the site unless handled in accordance with section 3.7 of the working plan, so as to meet the limitations specified in Table 4.6 overleaf.

**Table 4.6 Standards for handling and/or storage of wastes with specified characteristics**

| Storage requirement   | Specified standards   |
|---|---|
| a) Solid wastes which when handled or stored are likely to generate significant quantities of dusts, fibres or particulates | <p>These wastes only permitted if they are either:</p> <ul style="list-style-type: none"> <li>i) received in sealed containers and stored in sealed containers and in areas provided with impermeable pavement and sealed drainage; or</li> <li>ii) handled and stored in covered buildings providing containment of aerial emissions of dusts and particulates; or</li> <li>iii) roofed areas provided with a permanent water supply and water spraying or misting equipment, and with an impermeable pavement and a sealed drainage system; and the water spraying or misting equipment is used at all times when significant quantities of dusts, fibres or particulates are likely to be, or are being generated.</li> </ul> <p>These wastes shall be subject to monitoring in accordance with condition 5.1.</p> |
| b) Odorous wastes, including wastes which are likely to be odour producing during storage                                   | <ul style="list-style-type: none"> <li>i) These wastes only permitted if: <ul style="list-style-type: none"> <li>• received in sealed containers and stored in sealed containers and in areas provided with impermeable pavement and sealed drainage; or</li> <li>• stored in covered buildings providing containment of aerial emissions; or</li> <li>• stored in bays provided with an impermeable pavement and sealed drainage.</li> </ul> </li> <li>ii) These wastes shall be subject to monitoring in accordance with condition 5.2 and shall in any case not be stored for longer than 48 hours</li> </ul>  |

| Storage requirement  | Specified standards   |
|--|---|
| c) Solid wastes which are likely to produce polluting or contaminating run-off.    | i) Inert wastes and scrap metal are only permitted if stored in areas with either: <ul style="list-style-type: none"> <li>• hardstanding and drainage that prevents run-off from the waste into adjacent surface water bodies or storm water drains; or</li> <li>• an impermeable pavement and sealed drainage.</li> </ul> ii) Degradable Household, Commercial and Industrial wastes only permitted if stored in areas with impermeable pavement and sealed drainage and either: <ul style="list-style-type: none"> <li>• received and stored in sealed containers; or</li> <li>• stored in a covered building.</li> </ul> |
| d) Combustible wastes  | These wastes only permitted if stored in bays provided with an impermeable pavement and sealed drainage, and with access to fire fighting equipment.  |
| e) Wastes which are likely to attract pests  | These wastes shall be subject to monitoring in accordance with condition 5.3, and shall in any case not be stored for longer than 48 hours, unless otherwise agreed in writing with the Agency.   |
| f) Wastes which are likely to attract scavengers                                   | i) These waste only permitted if: <ul style="list-style-type: none"> <li>• stored in closed or secure containers; or</li> <li>• stored in covered buildings providing security against scavengers</li> </ul> ii) These wastes shall be subject to monitoring in accordance with condition 5.4.  |
| g) Wastes which include light wastes or other wastes liable to give rise to litter | These wastes only permitted if: <ul style="list-style-type: none"> <li>• received in sealed containers and stored in sealed containers and in areas provided with impermeable pavement and sealed drainage; or</li> <li>• stored in covered buildings providing containment of aerial emissions of litter</li> </ul>  |

#### 4.7

#### **Removal of residual wastes from site**

##### 4.7.1

In the event that the specified waste management operations on the site cease, and the Agency has reasonable grounds to believe that they will not be resumed within 2 months, then notwithstanding any operational limits on storage times of wastes specified in the other conditions of this licence, the licence holder shall ensure that all wastes remaining on the site shall be removed by the date specified by the Agency in writing. This shall include, where required by the Agency, cleaning of plant, equipment and engineered containment used in the specified waste management operations, and emptying of any sealed sumps or interceptors.

## 5 Amenity management and reporting

### 5.1 **Control, monitoring and reporting of dusts, fibres and particulates**

5.1.1 Measures shall be implemented and maintained throughout the operational life of the site to control and monitor emissions of dusts, fibres and particulates from the site in accordance with the standards specified in Table 5.1 below

**Table 5.1 Standards for monitoring and control of aerial emissions of dusts, fibres and particulates**

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

5.1.2 All emissions to air from the specified waste management operations on the site shall be free from visible concentrations of dusts, fibres or particulates as are likely to cause pollution of the environment or harm to human health or serious detriment to the amenity of the locality outside the site boundary, as perceived by an authorised officer of the Agency.

### 5.2 **Monitoring and control of odorous emissions**

5.2.1 Throughout the operational life of the site, measures to monitor, control and minimise the emission of odours from the site shall be carried out to meet the standards specified in Table 5.2. Such measures shall prevent releases in such quantities or concentrations that are likely to cause pollution of the environment or harm to human health or serious detriment to the amenity of the locality.

**Table 5.2 Standards for monitoring and control of emissions of odours**

|                                    |  |
|------------------------------------|--|
| a) Monitoring of odorous emissions | <p>Olfactory monitoring of aerial emissions from the site shall be carried out:</p> <ul style="list-style-type: none"> <li>by the site manager or supervisor, at least twice a day, at the site boundary situated downwind of the waste operations, and shall be recorded in the site diary; and</li> <li>by site staff supervising individual waste handling operations, during the carrying out of those operations.</li> </ul>  |
| b) Odorous emissions action plan   | <p>i) On detection or notification of aerial emissions of odour that are, or are likely to be, transported beyond the site boundary at such levels that they are likely to cause pollution of the environment, harm to human health or serious detriment to the amenity of the locality, immediate action shall be taken to stop the waste handling operations giving rise to the emission, and to suppress the aerial emission from the waste.</p> <p>ii) The incident and the remedial action shall be recorded in the site diary.</p> |

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

### 5.3 Monitoring and control of pest infestations

- 5.3.1 Measures shall be implemented and maintained throughout the operational life of the site to control and monitor the presence of pests on the site, in accordance with the standards specified in section 4.7.1 of the working plan and to the standards specified in Table 5.3. The objective of these measures shall be to prevent pest infestations that are likely to cause pollution of the environment or harm to human health or serious detriment to the amenity of the locality.

**Table 5.3 Standards for monitoring and control of pest infestations**

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

#### 5.4 **Control of scavenging birds and other scavengers**

- 5.4.1 Measures shall be implemented and maintained throughout the operational life of the site to control and monitor the presence of scavenging birds and other scavengers on the site, in accordance with the standards specified in Table 5.4. The objective of these measures shall be to prevent scavenging birds and other scavengers from gathering on operational areas or scavenging wastes in such numbers that are likely to cause harm to human health or serious detriment to the amenity of the locality.

**Table 5.4 Standards for monitoring and control of scavenging birds and other scavengers**

|                             |  |
|-----------------------------|--|
| a) Monitoring of scavengers | Stored wastes that are likely to attract scavengers shall be routinely monitored for the presence of scavenging animals or flocks of scavenging birds, throughout the working day by the site supervisor.  |
| b) Scavengers action plan   | <p>i) On detection or notification of scavenging animals or flocks of scavenging birds, immediate action shall be taken to:</p> <ul style="list-style-type: none"><li>• remove or deter them from the site, and</li><li>• isolate and secure the wastes attracting the scavengers against further scavenging.</li></ul> <p>ii) The incident and the remedial action shall be recorded in the site diary.</p> |

#### 5.5 **Control of litter**

- 5.5.1 Measures shall be implemented and maintained throughout the operational life of the site to prevent the escape of litter from the confines of the site.
- 5.5.2 In the event that litter does escape from the site, it shall be retrieved as soon as practicable and no later than 1 hour after the end of the working day.

### 6 **Site records**

#### 6.1 **Security and availability of records**

##### *Security of records*

- 6.1.1 All records which are required to be made under the conditions of this licence shall be maintained and kept secure from loss, damage or deterioration, and shall be kept in accordance with the requirements specified in Table 6.1 below.

##### *Availability of records*

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

**Table 6.1 Standards for keeping of site records**

| Site records                     | Specified standards   |
|----------------------------------|---|
| Wastes accepted at the site;     | 1. All records shall be stored either:<br>a) on paper in a secure cabinet or cupboard; or<br>b) on computer disc with a back up copy. |
| Wastes rejected.                 |   |
| Wastes despatched from the site; | 2. Records shall be kept for a minimum of two years.  |
| Site diaries.                    |   |

## 6.2 **Records of waste movements**

### *Recording of wastes accepted and removed*

6.2.1 A record shall be kept of each load of waste accepted and each load of waste removed from the site. This record shall include the following details:

- a** Loads in: the date and time of the movement, waste type as specified in Appendix A, district of origin, state (solid, powder, gas, sludge or liquid), quantity of waste received (tonnes).
- b** Loads out: the date and time of the movement, waste type as specified in Appendix A, district of destination, state (solid, powder, gas, sludge or liquid), quantity of waste removed (tonnes), destination facility type.

### *Summary records of wastes accepted and removed*

6.2.2 A summary record of the waste types and quantities accepted and removed from the site shall be made for each quarter of the financial year and shall be submitted to the Agency within 1 month following the end of that quarter. The summary record shall be in the format specified in Appendix B of this licence, and shall include the specified information.

## 6.3 **Site diary**

6.3.1 A site diary shall be kept secure and shall be available for inspection at the site when required by an authorised officer of the Agency. This shall include a record of the following events, in accordance with the other conditions of this licence:

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

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



## Interpretation

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

*"accepted"*

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

*"authorised officer of the Agency"*

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

*"consequences"*

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

*"container"*

means a container which does not permit either the ingress or egress of liquids, or the escape of dusts or wastes contained within it;

*"engineered"*

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

*"engineering"*

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

*"environmental targets or receptors"*

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

*"groundwater"*

means any water contained in underground strata;

*"hazard"*

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

*"immediately"*

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

*"inert waste"*

means wastes which will not undergo any significant physical, chemical or biological transformations. Inert waste will not dissolve, burn or otherwise physically or chemically react, biodegrade or adversely affect other matter with which it comes into contact in a way likely to give rise to environmental pollution or harm to human health. The total leachability and pollutant content of the waste and the ecotoxicity of the leachate must be insignificant and in particular not endanger the quality of surface water and/or groundwater.

*"maintenance"*

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

*"probability"*

means the quantified expression of chance, denoted either as:

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

*"received"*

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

*"release pathways"*

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

*"relevant offences"*

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

*"risk"*

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

*"risk assessment"*

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

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

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

*"scope of risk assessment"*

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

*"special waste"*

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

*"specified waste management operations"*

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

*"surface water"*

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

*"the 1994 Regulations"*

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

*"the Agency"*

means the Environment Agency;

*"the Licence Holder"*

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

*"the operator"*

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

*"the site"*

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

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Interpretation

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

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

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

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

*“waste”*

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

## Appendices to conditions

### Appendix A Permitted Wastes (Condition 1.2.1)

| Permitted Waste Categories and European Waste Catalogue Chapter   |
|---|
| <b>WASTES RESULTING FROM EXPLORATION, MINING, QUARRYING, AND PHYSICAL AND CHEMICAL TREATMENT OF MINERALS</b>              |
| <b>Wastes from mineral excavation</b>   |
| 01 01 01 wastes from mineral metalliferous excavation   |
| 01 01 02 wastes from mineral non-metalliferous excavation   |
| <b>Wastes from physical and chemical processing of non-metalliferous minerals</b>   |
| 01 04 08 waste gravel and crushed rocks other than those mentioned in 01 04 07  |
| 01 04 09 waste sand and clays   |
| 01 04 13 wastes from stone cutting and sawing other than those mentioned in 01 04 07                                      |
| <b>WASTES FROM AGRICULTURE, HORTICULTURE, AQUACULTURE, FORESTRY, HUNTING AND FISHING, FOOD PREPARATION AND PROCESSING</b> |
| <b>wastes from agriculture, horticulture, aquaculture, forestry, hunting and fishing</b>                                  |
| 02 01 03 plant-tissue waste   |
| 02 01 04 waste plastics (except packaging)  |
| 02 01 07 wastes from forestry   |
| 02 01 10 waste metal  |
| <b>wastes from the baking and confectionery industry</b>  |
| 02 06 01 materials unsuitable for consumption or processing   |
| <b>WASTES FROM WOOD PROCESSING AND THE PRODUCTION OF PANELS AND FURNITURE, PULP, PAPER AND CARDBOARD</b>                  |
| <b>wastes from wood processing and the production of panels and furniture</b>   |
| 03 01 01 waste bark and cork  |
| 03 01 05 sawdust, shavings, cuttings, wood, particle board and veneer other than those mentioned in 03 01 04              |
| <b>wastes from pulp, paper and cardboard production and processing</b>  |
| 03 03 01 waste bark and wood  |
| 03 03 08 wastes from sorting of paper and cardboard destined for recycling  |
| <b>WASTES FROM THE LEATHER, FUR AND TEXTILE INDUSTRIES</b>  |
| <b>wastes from the textile industry</b>   |
| 04 02 09 wastes from composite materials (impregnated textile, elastomer, plastomer)                                      |
| 04 02 10 organic matter from natural products (for example grease, wax)   |
| <b>WASTES FROM ORGANIC CHEMICAL PROCESSES</b>   |
| <b>wastes from the MFSU of plastics, synthetic rubber and man-made fibres</b>   |
| 07 02 13 waste plastic  |
| 07 02 16 wastes containing silicones  |
| <b>wastes from the MFSU of pharmaceuticals</b>  |
| 07 05 14 solid wastes other than those mentioned in 07 05 13  |
| <b>WASTES FROM THE PHOTOGRAPHIC INDUSTRY</b>  |
| <b>wastes from the photographic industry</b>  |
| 09 01 10 single-use cameras without batteries   |

**Permitted Waste Categories and European Waste Catalogue Chapter**

**WASTES FROM THERMAL PROCESSES**

**wastes from the iron and steel industry**

10 02 01 wastes from the processing of slag

10 02 02 unprocessed slag

**wastes from aluminium thermal metallurgy**

10 03 02 anode scraps

**wastes from other non-ferrous thermal metallurgy**

10 08 14 anode scrap

**wastes from casting of ferrous pieces**

10 09 06 casting cores and moulds which have not undergone pouring other than those mentioned in 10 09 05

10 09 08 casting cores and moulds which have undergone pouring other than those mentioned in 10 09 07

**wastes from casting of non-ferrous pieces**

10 10 06 casting cores and moulds which have not undergone pouring, other than those mentioned in 10 10 05

10 10 08 casting cores and moulds which have undergone pouring, other than those mentioned in 10 10 07

**wastes from manufacture of glass and glass products**

10 11 03 waste glass-based fibrous materials

10 11 12 waste glass other than those mentioned in 10 11 11

**wastes from manufacture of ceramic goods, bricks, tiles and construction products**

10 12 01 waste preparation mixture before thermal processing

**wastes from manufacture of cement, lime and plaster and articles and products made from them**

10 13 01 waste preparation mixture before thermal processing

10 13 11 wastes from cement-based composite materials other than those mentioned in 10 13 09 and 10 13 10

**WASTES FROM SHAPING AND PHYSICAL AND MECHANICAL SURFACE TREATMENT OF METALS AND PLASTICS**

**wastes from shaping and physical and mechanical surface treatment of metals and plastics**

12 01 01 ferrous metal filings and turnings

12 01 03 non-ferrous metal filings and turnings

12 01 05 plastics shavings and turnings

12 01 13 welding wastes

12 01 21 spent grinding bodies and grinding materials other than those mentioned in 12 01 20

**WASTE PACKAGING; ABSORBENTS, WIPING CLOTHS, FILTER MATERIALS AND PROTECTIVE CLOTHING NOT OTHERWISE SPECIFIED**

**packaging (including separately collected municipal packaging waste)**

15 01 01 paper and cardboard packaging

15 01 02 plastic packaging

15 01 03 wooden packaging

15 01 04 metallic packaging

15 01 05 composite packaging

15 01 06 mixed packaging

15 01 07 glass packaging

15 01 09 textile packaging

**Permitted Waste Categories and European Waste Catalogue Chapter**

**WASTES NOT OTHERWISE SPECIFIED IN THE LIST**

**end-of-life vehicles from different means of transport (including off-road machinery) and wastes  
 from dismantling of end-of-life vehicles and vehicle maintenance (except 13, 14, 16 06 and 16 08)**

16 01 04 discarded vehicles  
 16 01 06 end-of-life vehicles, containing neither liquids nor other hazardous components  
 16 01 12 brake pads other than those mentioned in 16 01 11  
 16 01 16 tanks for liquefied gas  
 16 01 17 ferrous metal  
 16 01 18 non-ferrous metal  
 16 01 19 plastic  
 16 01 20 glass

**batteries and accumulators**

16 06 04 alkaline batteries (except 16 06 03)  
 16 06 05 other batteries and accumulators

**CONSTRUCTION AND DEMOLITION WASTES (INCLUDING EXCAVATED SOIL FROM CONTAMINATED SITES)**

**concrete, bricks, tiles and ceramics**

17 01 01 concrete  
 17 01 02 bricks  
 17 01 03 tiles and ceramics  
 17 01 07 mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06

**wood, glass and plastic**

17 02 01 wood  
 17 02 02 glass  
 17 02 03 plastic

**bituminous mixtures, coal tar and tarred products**

17 03 02 bituminous mixtures other than those mentioned in 17 03 01

**metals (including their alloys)**

17 04 01 copper, bronze, brass  
 17 04 02 aluminium  
 17 04 03 lead  
 17 04 04 zinc  
 17 04 05 iron and steel  
 17 04 06 tin  
 17 04 07 mixed metals  
 17 04 11 cables other than those mentioned in 17 04 10

**gypsum-based construction material**

17 08 02 gypsum-based construction materials other than those mentioned in 17 08 01

**other construction and demolition wastes**

17 09 04 mixed construction and demolition wastes other than those mentioned in 17 09 01, 17 09 02 and 17 09 03

**Permitted Waste Categories and European Waste Catalogue Chapter**

**WASTES FROM WASTE MANAGEMENT FACILITIES, OFF-SITE WASTE WATER TREATMENT PLANTS AND THE PREPARATION OF WATER INTENDED FOR HUMAN CONSUMPTION AND WATER FOR INDUSTRIAL USE**

**wastes from incineration or pyrolysis of waste**

19 01 02 ferrous materials removed from bottom ash

**wastes from the preparation of water intended for human consumption or water for industrial use**

19 09 04 spent activated carbon

**wastes from shredding of metal-containing wastes**

19 10 01 iron and steel waste

19 10 02 non-ferrous waste

**wastes from the mechanical treatment of waste (for example sorting, crushing, compacting, pelletising) not otherwise specified**

19 12 01 paper and cardboard

19 12 02 ferrous metal

19 12 03 non-ferrous metal

19 12 04 plastic and rubber

19 12 05 glass

19 12 07 wood other than that mentioned in 19 12 06

19 12 08 textiles

19 12 09 minerals (for example sand, stones)

**MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPARATELY COLLECTED FRACTIONS**

**separately collected fractions (except 15 01)**

20 01 01 paper and cardboard

20 01 02 glass

20 01 08 biodegradable kitchen and canteen waste

20 01 10 clothes

20 01 11 textiles

20 01 28 paint, inks, adhesives and resins other than those mentioned in 20 01 27

20 01 35\* discarded electrical and electronic equipment other than those mentioned in 20 01 21 and 20 01 23 containing hazardous components. Hazardous components from electrical and electronic equipment may include accumulators and batteries mentioned in 16 06 and marked as hazardous; mercury switches, glass from cathode ray tubes and other activated glass etc.

20 01 36 discarded electrical and electronic equipment other than those mentioned in 20 01 21, 20 01 23 and 20 01 35

20 01 38 wood other than that mentioned in 20 01 37

20 01 39 plastics

20 01 40 metals

**garden and park wastes (including cemetery waste)**

20 02 01 biodegradable waste

20 02 02 soil and stones

20 02 03 other non-biodegradable wastes

**other municipal wastes**

20 03 01 mixed municipal waste

20 03 02 waste from markets

20 03 03 street-cleaning residues

20 03 07 bulky waste



## **Appendix B Format for summary records of wastes accepted and removed (Condition 6.2.2)**

### **Introduction**

Your waste management licence condition no. 6.2.2 requires you to provide to the Agency a summary of the records, which you must keep of all wastes received and of all waste materials removed from the site. This set of instructions specifies the format of the summary that is required by the Agency. A standard form is provided (Ref. WMS1 & WMS3) which you must use when completing summary returns to comply with the licence condition. Please retain it as a master and photocopy it each time you make a return. An electronic version is available on request.

### **Waste type and quantity**

You are required to identify waste types according to the categories specified in Appendix A.

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

### **District of Origin/Destination**

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

### **Your Legal Responsibility**

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

### **Daily site records**

For waste/material entering the site you need to record

- a** the date and time of the movement;
- b** the district of origin;
- c** the type and quantity; and
- d** whether it is solid, powder, gas, 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

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

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.

#### **Quarterly Returns**

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

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

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

#### **General Information**

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

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

#### **Section 3: Waste received on 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).

#### **Section 4 – Waste removed from site**

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.

**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.

**Accompanying documents**

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

- i** Waste return form WMS1 and continuation sheet WMS3 (if required).
- ii** Factors to Convert Waste Volume to Weight (you can use these conversion factors when converting volume to weight)
- iii** District Codes (you must use these codes when completing the Waste return form WMS1 and continuation sheet WMS3 (if required)).
- v** Guidance notes for WMS1 waste return form.