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Environmental Permit Application Operating Techniques  
Document reference- Doc 02  
April 2016

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**REFERENCED DRAWINGS**

DOC 22a - Site Location

DOC 22b - Site Layout Plan

**APPENDICES**

- I. Doc 09 - Health & Safety Policy
- II. Doc 10 – Environmental Policy
- III. Doc 011 - Daily Site Diary
- IV. Doc 014 - Weekly Asbestos Exposure Record
- V. Doc 14 - 12 Weekly Asbestos Exposure Record
- VI. Doc 023 - Month PPE Mask Check
- VII. Doc 05 – Company Insurance Policy
- VIII. Doc 17 – Waste Management Process
- IX. Doc 20 – Qualifications
- X. Doc 043- Asbestos Survey Report (current site condition).

## 1.0 INTRODUCTION

3Sixty Waste Management Ltd has prepared an application to operate a Waste Transfer Station (WTS) under the Environmental Permitting I.E.D.

The proposed site is

**3Sixty Waste Management Ltd  
Chapel Farm Ind Est  
Cwmcarn  
NP11 7BH**

The site is located within Chapel Farm Ind Est; it has a secure boundary within a manned 24hr industrial estate. No public access is allowed on this site. Entrance security gate prevents this.

The site location is detailed on drawing doc 022a. Drawing doc 22b illustrates the site compound layout.

Upon entrance to the WTS all persons will comply will site rules: Doc 015.

It is proposed that 2 No. x 35 cubic yard enclosed lockable sealed skips (1 Bonded & 1 Fibrous) will be on site for the majority of operational hours which will allow licensed asbestos removal contractors to deliver their asbestos waste in double bagged 1000 micron bags & wraps in HD polythene for the purpose of "Bulking Up" before being taken to landfill for the final stage.

It is proposed that the site would be permitted to accept both hazardous Bonded and Fibrous asbestos waste bags.

When the proposed skip becomes full it will be taken to the final disposable site located below.

Walpole Landfill Station,  
Pawlett,  
Bridgewater,  
Somerset,  
TA6 4TF

Or

Hills Waste Solutions Limited  
Parkgate Farm  
Purton  
Swindon  
Wiltshire  
SN5 4HG

### **1.1.1 Report Structure**

This report describes the operating techniques that would be implemented at the facility to ensure compliance with the conditions of the Environmental Permit. The report has been drafted to satisfy the requirements of Natural Resource Wales (NRW) Guidance and is divided into the following Sections.

Section 1 Introduction  
Section 2 Management  
Section 3 Operations  
Section 4 Emissions and Monitoring  
Section 5 Information

## **2.0 MANAGEMENT**

### **2.1 Management System**

We will operate an Integrated Management System (IMS), which includes a Health and Safety & Quality Management System, which is certified to BS8555.

The IMS will be in applied for from the start of operations at site and will work towards accreditation within the first 12 months of the company operating.

Quickstep Environmental Ltd will attend 3Sixty Waste Management within the first 7 days of operating and begin to implement BS8555. Regular visits would then ensure the management procedures are being followed. Copies of all audits / visits will be kept of site in the management office readily available for inspection.

Quickstep Environmental Ltd is an independent company with no affiliation to 3Sixty Waste Management Ltd.

*Steph Woods*

Quickstep Environmental

07780 230580

[info@quickstepenvironmental.co.uk](mailto:info@quickstepenvironmental.co.uk)

The management systems would therefore ensure that:

- the risks that the activities pose to the environment are identified;
- the measures that are required to minimize the risks are identified;
- the activities are managed in accordance with the management system;
- performance against the management system is audited at regular intervals; and
- the Environmental Permit is complied with.

The IMS would be reviewed at least once every year or in response to significant Changes to the activities, accidents or noncompliance. The IMS would be supplemented by This document which outlines the proposed operating techniques at the site and Demonstrates conformance with the requirements of relevant and published Guidance.

**2.1.1 Management Structure and Responsibilities**

The Company Director Mr Paul Cassemis will be responsible for day to day operations and compliance with the Environmental Permit.

Whenever the site is open to receive or dispatch wastes, or is carrying out any of the waste management operations, it would be supervised by at least one member of staff who is suitably trained and fully conversant with the requirements of the permit regarding:

- waste acceptance and control procedures;
- operational controls;
- maintenance checklist;
- record-keeping;
- emergency action plans;
- accident management plans; and
- notifications to NRW.

**2.1.2 Technical Competence and Training**

The site would be managed by sufficient staff, competent to operate the site. The management system would deliver the following:

- All staff would have clearly defined roles and responsibilities;
- Records would be maintained of the skills required for each post;
- Records would be maintained of the training and relevant qualifications undertaken by staff to meet the requirement of each post; and operations would be governed by standard operating instructions.

**Management**

- Asbestos Medical Examination every 2 years.  
(Reg 22- Control of asbestos regulations 2012)
- Asbestos Half facemask Fit test carried out annually.
- Respiratory protection namely Sundstrom SR100 Half face mask with a SR510 filter will be worn whilst handling asbestos waste bags.
- Asbestos Manager & Director Certified.
- IOSH Managing Safely.
- Confined Space Trained
- Asbestos P402
- Asbestos P403
- Certified Scaffold Inspector
- Certified Oil Particulate Inspector
- WAMITAB & Business Management certification will be obtained with 12 months from date of permit issue.

The WAMITAB assessment will be carried out by Mr Neil David of Waste Savers Ltd, address listed below, he will attend 3Sixty Waste Management Ltd premises on a monthly basis and carry out an assessment whilst various activities are carried out.

Please see below email correspondence from Mr. Neil David for WAMITAB certification.

Hi Paul

Based on our discussion, my feeling is that you will need to complete the following qualification;

**HROC4: Level 4 High Risk Operator Competence for Managing Transfer of Hazardous Waste**

This is the High Risk 12 x unit qualification that replaced the old 4MTSH on April 1<sup>st</sup> 2016. However, I would confirm this with NRW in order to be absolutely sure.

Assessment Process

All assessment will take place at your site in Cwmcarn, and will take place on a monthly basis for around 2-3 hours. The assessor's role will be to carry out assessment activity to collect and collate evidences and to map it to the Wamitab standards for your award. He will also provide advice and support and set work tasks to be completed between visits.

Costs

I have attached our standard costs for Statutory Level 4 delivery. As I mentioned overall cost is significantly determined by the number of visits required, as assessor time is the key cost. I will quote on the assumption that you will require 10 x visits to complete the qualification. This can change depending on how prepared you are now in terms of documented procedures, systems and record keeping etc. It will also depend on the amount of time you can dedicate to independent work between visits. On the flip side, you can postpone planned visits if you have not had the time to complete planned work. This can avoid unnecessary expense, but it will extend the completion time. Also, if you are well prepared and are able to dedicate additional time you may be able to complete in less than 10 x visits in which case the cost will come down. Our procedure is to invoice after each visit, with payment terms of 31 days.

Quote based on 10 x visits (for the 12 x unit qualification)

Centre Registration: **waived**

Wamitab Registration for qualification and CoTC: **£ 224.00**

Assessment and travel time (3.5 hours x £60.00ph x 10 visits) **£2100.00**

Assessment (portfolio building and evidence mapping) (1.5 hrs x £60.00ph x visits) **£900.00**

Mileage (0.45p x 24 miles x 10 visits) **£108.00**

Quality Assurance/Verification of portfolio (£15.00 per unit x 12 x units) **£180.00**

**Total: £3512.00 plus VAT (see note on VAT)**

Let me know when you have received confirmation from NRW and we can start the process if you want to go ahead. If you have any questions regarding the training or costs, please feel free to contact me in the meantime.

Regards

Neil

**Neil David**

## TRAINING MANAGER

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CYFRINACHEDD: Mae'r e-bost hwn ac unrhyw ffeiliau a drosglwyddir gydag ef yn gyfrinachol ac wedi'u bwriadu i'w defnyddio'n unig gan y sawl y cawsant ei gyfeirio ato. Gwaherddir unrhyw ail-drosglwyddo, lledaenu neu ddefnydd arall, neu gymryd unrhyw gamau gan ddibynnu ar y wybodaeth hon gan bersonau neu endidau ar wahân i'r derbynnnydd arfaethedig (au). Os ydych wedi derbyn yr e-bost hwn trwy gamgymeriad, rhwch wybod i'r anfonwr ar unwaith a dinistrio y deunydd a gedwir ar gyfrifiadur neu fel arall.

DISCLAIMER: Any views or opinions presented within this e-mail are solely those of the author and do not necessarily represent those of Wastesavers Recycling LTD or Wastesavers Charitable Trust unless otherwise specifically stated.

YMWADIAD: Mae unrhyw farn neu safbwynt a gyflwynir yn yr e-bost yn perthyn i'r awdur yn unig ac nid ydynt o reidwydd yn cynrychioli barn Wastesavers Ailgylchu Ltd neu'r Ymddiriedolaeth Elusennol Wastesavers oni bai y nodir fel arall yn benedol.

**End of Email.**

Please see CV1-doc 20 for detailed history roles for Mr. Paul Cassemis.

Main roles include

- Asbestos Waste Manager
- Asbestos Coordinator / Manager
- Asbestos Surveyor
- Asbestos Air Monitoring Analyst

**Training for staff will include:**

- Asbestos Medical Examination every 2 years.  
(Reg 22- Control of asbestos regulations 2012)
- Asbestos half face mask Fit test for each operative annually.
- Respiratory protection namely Sundstrom SR100 Half face mask with a SR510 filter will be worn whilst handling asbestos waste bags.
- Cat 3 Type 5/6 Overalls will be worn whilst carrying asbestos waste to the waste skip.
- Cat B Asbestos training will undertake by all operatives on this site.
- Asbestos exposure records will be completed on a daily basis and then transferred to a 12 week summary sheet on a quarterly basis and kept indefinitely.

An assessment of staff training needs would be carried out to identify the posts for which specific environmental awareness training is needed, and to determine the scope and level of such training. The assessment of training needs would be reviewed on an annual basis.

The training programme would ensure that relevant staff is aware of the following:

- Regulatory implications of the permit for the site and their specific work activity;
- All potential environmental effects from operations under normal and abnormal circumstances;
- The need to report deviations from the permit; and
- Prevention of accidental emissions and the action to be taken should accidental emissions occur.

**2.1.3 Site Security**

In order to prevent unauthorised access to the site, site security measures would be in place.

- The site has a secure lockable access gate with 2.5 meter fencing around the perimeter of the boundary line.
- The access gate will be closed and locked secure at all times when the site is not operational (outside of working hours) and security lighting used as appropriate.
- Gates and fencing would be inspected at the commencement of each working day.
- Any defects or damage which compromises the integrity of the premises would be made secure by temporary repair by the end of the working day. Permanent repairs would be affected as soon as practicable. All inspections, defects, damage and repairs would be recorded in the daily site diary (doc- 011).

Chapel Farm Ind Est has 24hr has security present who carry out regular patrols of site.

Access to the site is allowed via a security booth and barrier access gate. Children & public are not allowed on this site.

**2.1.4 Permit Application & Surrender**

Before commencement of operation an asbestos sampling exercise will be carried out and samples analyzed by an independent UKAS accredited asbestos survey company. A report (Doc- 043) will be supplied to 3Sixty Waste Management Ltd showing sample locations where dust samples were taken from and analyzed.

Random sampling will then be carried out every 6 months. All reports will be filled and kept on site in the site office available for inspection.

To assist in permit surrender, all records would be demonstrated how the land beneath the site has been protected at all times between the date of permit issue and the end of permit operations. A second asbestos survey / land sampling exercise will be carried out to show that no contamination has been caused to the land / concrete floor.

Records to be would include:

- All sampling activities;
- Maintenance of impermeable surfacing;
- Actions taken to clean up incidents and spillages.
- Surrender of permit – asbestos sampling exercise.

#### **2.1.5 Display of Environmental Permit**

A copy of the Environmental Permit would be kept available for reference by all staff and Contractors whose work may have an impact on the environment.

The Permit will be displayed adjacent to the main access gate to the premises. Please see site plan doc 22b for detailed location of permit board.

#### **2.1.6 Managing Documentation and Records**

Controls would be in place to ensure that all documents are issued, revised and maintained in accordance with the conditions of the permit.

The documents that would be included within the scope of the controls are as follows:

- policies;
- responsibilities;
- targets;
- maintenance records;
- procedures;
- monitoring records;
- results of audits;
- results of reviews;
- complaints and incident records;
- exposure Records;
- training records.

Records would be made and kept up to date on a daily basis to reflect deliveries, on-site treatment and dispatches. All records relating to the pre-acceptance of waste would be maintained and kept readily available on site and kept for a minimum of 2 years after the waste has been removed off site. Backup copies of computer records would be maintained on & off-site.

#### **2.1.7 Reporting Non-Compliance and Taking Corrective Action**

Procedures would ensure appropriate corrective action is taken in response to problems identified at the site. The procedure would ensure that non-conformances are reported, investigated and rectified, and that failures and weaknesses are prevented. The following aspects would be considered:

- actual or potential non-compliance;
- system failure discovered at internal audit;
- suppliers or subcontractors breaking the agreed operating rules;
- incidents, accidents, and emergencies;
- malfunction, breakdown or failure of plant;
- other operational system failure; and
- complaints.

The action taken in response to the non-conformance may include:

- obtaining additional information on the nature and extent of the non-conformance;
- discussing and testing alternative solutions;
- modifying procedures and responsibilities;

- seeking approval for additional resources and training; and
- contacting suppliers and contractors (as applicable).

#### **2.1.8 Auditing and Legal Compliance**

There would be a formalized internal auditing procedure to ensure the facility is audited at defined intervals and that the progress of corrective and preventative action is monitored. Independent Audit will begin at commencement of permit by:

*Steph Woods*

Quickstep Environmental

07780 230580

[info@quickstepenvironmental.co.uk](mailto:info@quickstepenvironmental.co.uk)

#### **2.1.9 Monitoring, Measuring and Reviewing Environmental Performance**

A formalized management structure would review environmental performance, and ensure any necessary actions are taken.

#### **2.1.10 Operational Control, Preventative Maintenance and Calibration**

The Environmental Management System would complement operational procedures so as to ensure effective control of site operations, the use of approved suppliers and contract services, the maintenance of operational equipment and the calibration of monitoring equipment.

All plant and equipment would be subject to a programme of planned preventative maintenance (PPM) which would follow the inspection and maintenance schedule recommended by the manufacturer.

#### **2.1.11 Design and Construction Quality Assurance**

All relevant elements of the site (not already constructed) shall be designed in accordance with recognised standards, methodologies and practices.

The design process would use a risk-based approach and would be appropriately documented using drawings, specifications and method statements to provide an adequate audit trail.

Construction Quality Assurance (CQA) plans would govern all construction activities necessary in the future. These CQA plans would be prepared by competent and suitably qualified persons and would detail the assurance and validation process for relevant elements of the installation, which shall include:

- material selection;
- handling, storage and installation;
- conformance and performance testing; and
- inspection and validation.

A competent and suitably qualified person would supervise the construction activities.

### **2.2 Accident Management Plan**

We recognise the importance of the prevention of accidents that may have environmental consequences and that it is crucial to limit those consequences. We have developed a system to identify, assess and minimise the environmental risks and hazards of accidents and their consequences which forms the accident management plan.

The accident management plan would be implemented and maintained at the site to ensure the site and site staff are fully prepared for such incidents. The accident management plan would be reviewed at least every 1 year or as soon as practicable after an incident with changes made accordingly to minimise the risk of occurrence.

The following accident management plan describes the techniques that would be implemented to minimise the risks posed to the environment. Activities affecting the health and safety (H&S) of operatives, contractors and visitors would be separately managed in compliance with H&S regulation and company H&S Policy.

Should an accident occur namely an asbestos waste bag may split while transferring from waste vehicle to skip: Persons will apply PPE, a Cat 3 Type 5/6 overall and Sunstrom SR100 Half Face respiratory mask, they will then restrict access for an area minimum of 2 square

metres and vacuum clean with a H Type Vacuum cleaner with current DOP test cert & HEPA filter. Waste will then be re-doubled bagged and placed in the onsite asbestos waste skip. Incident will then be recorded in the daily site diary Doc 011.

***1 x Pump spray containing 15 litres of asbestos suppressant will be located adjacent to the skip during operating hours to assist with an emergency such as this.***

***1 x H Type vacuum cleaners will be located adjacent to the skip during operating hours to assist with an emergency such as this.***

### **2.2.1 Hazard Identification**

The following hazards have been identified:

- unauthorised waste receipt and processing;
- fire;
- loss of containment - spillage and leakage;
- security and vandalism; and
- flooding.

### **2.3 Risk Estimation**

The Accident Management Plan (Table 2-1) has adopted a risk assessment approach to each potential hazard by combining the probability and magnitude of the potential risk to give an estimation of the risk prior to any mitigation measures. The risk management measures, which are designed to reduce the likelihood of occurrence, are then detailed followed by an estimation of the actual risk post-mitigation (Residual Risk Rating).

**Table 2-1 Accident Management Plan**

Accident Scenario and Consequence

Probability of accident occurring

Magnitude of Potential Impact Risk rating before mitigation

Risk Management Residual Risk Rating (following mitigation)

Unauthorised Waste Receipt and Processing

Acceptance of unauthorised materials could result in unacceptable wastes being stored and treated at the site.

Low Moderate Medium All wastes would be subject to inspection and checking against the declaration on the waste transfer note. In the event that unauthorised waste is delivered to the site, the waste would be segregated and stored in a designated Quarantine/isolation area prior to export from site.

#### **Fire**

No risk of fire.

Air transport or smoke,

Spillages and contaminated

Low Severe Medium To prevent and minimise the risk of fire the following action would be taken:

All vehicles delivering waste would be checked for any evidence of waste that is on fire or that is smoldering on arrival at the site;

The plant inspection schedule would include checks of electrical equipment within the site to ensure that any faults are identified and repaired;

Fire extinguishers would be provided at designated locations;

Smoking would not be permitted on site;

The operators working practices would ensure assessment of fire hazards and training of employees in fire prevention, e.g. the use of fire extinguishers and emergency procedures;

N R W would be advised of all incidents of fire as soon as practicable; and

No wastes shall be burned on the site and any fire at

Accident Scenario and Consequence

Probability of accident occurring

Magnitude of Potential Impact Risk rating before mitigation

#### **Risk Management Residual Risk Rating (following mitigation)**

The site would be treated as an emergency In the event of fire, the following action would be taken:

The fire brigade would be notified immediately and N R W soon as practicable;

The burning area would be isolated and attempts would be made to extinguish the fire utilising the on site fire extinguishers if safe to do so;

The site would be evacuated if the fire is not containable.

**Spills and Leaks / Loss of containment**

Loss of containment could lead to spillage and leakage of potentially contaminating materials impacting on local land quality, surface water and groundwater.

Medium / Low

Storage vessels: storage tanks would be constructed to the appropriate British Standard;

Inspection: tanks would be inspected visually on a daily basis by the site staff to ensure the continued integrity of the tanks, and identify the requirement for any remedial action;

Spill kits: materials suitable for absorbing and containing minor spillages would be maintained on site;

• Monitoring techniques: the site staff would undertake

**Security and Vandalism**

Medium/ Low - the site is located on the currently operational Ind Est, No public access is a rule on this site.

Our premises would have the following security measures in place;

• Lighting: the proposed waste facility would have security lighting as required;

• 2.5m fencing is currently in place around the perimeter of the WTS;

• Security gate: the gates to the site would be locked closed whenever the site is not accepting waste;

**Accident Scenario and****Consequence Probability of accident occurring****Magnitude of Potential Impact Risk rating before mitigation****Risk Management Residual Risk Rating (following mitigation)**

Inspection: gates and fencing extending around the site would be inspected daily by the operations staff to identify deterioration and damage, and the need for any repairs;

Maintenance and repair: fencing and gates would be maintained and repaired to ensure their continued integrity. In the event that damage is sustained repairs would be made by the end of the working day. If this is not possible, suitable measures would be taken to prevent any unauthorised access to the site and permanent repairs would be affected as soon as practicable;

Authorised access system: all visitors to the site would be required to register in the visitor's book and sign out again on exit to Minimise the risk of unauthorised visitors being present on site; and Monitoring techniques: operational procedures, including regular inspections would ensure continual monitoring of security provision at the site.

In the event of a breach of security at the site, the cause would be investigated and appropriate mitigation measures implemented. Records maintained would include inspections and maintenance of security fencing and gates, breaches of security, investigations and actions taken.

**Flooding** Could lead to potentially contaminating liquids impacting on local land quality, surface water and groundwater.

A Flood Risk Assessment

Low Moderate -The site is shown to lie on flat land and has no potential for flooding. Further investigation has confirmed that likely flow paths would not encroach on the site and so is not

considered to be at significant risk from this source of flooding. Measures have been taken in the design of the proposed site so that critical and vulnerable infrastructure would be located

**Medium/ Low Accident Scenario and****Consequence Probability of accident occurring****Magnitude of Potential Impact Risk rating before mitigation****Risk Management Residual Risk Rating (following mitigation)**

### 3.0 OPERATIONS

#### 3.1 Process Description

It is proposed that the site would accept Both Fibrous & Bonded Hazardous Waste.

#### 3.2 Permitted Activities

The waste management operations to be carried out at the site will be subject to hazardous waste regulations and not accept more than 3,650 tpa.

##### 3.2.1 Permitted Categories and Types of Waste

Bonded & Fibrous waste will be accepted, Asbestos must be double bagged in 1000 gauge asbestos waste bags clearly displaying identification & legislation / waste codes.

Wraps will be "Wrapped" in HD polythene and labeled accordingly.

Any unauthorized waste will be refused and contractor will be advised accordingly in nearest permitted site.

### **3.3 Waste Acceptance**

#### **3.3.1 Hours of Operation**

The delivery of waste to the facility would take place between 07.00 and 17.30 hours on Monday to Fridays and 07.00 and 16.00 hours on Saturdays. Closed on Sundays.

#### **3.3.2 Load Inspection and Waste Control**

All drivers bringing waste material to the site would report to the site office where the materials would be visually inspected, where possible, in order to confirm their description and composition against the relevant waste transfer note, and other accompanying documentation. All wastes would undergo a further visual inspection during direct placement from the waste transit vehicle into the secure onsite skip.

Wastes would not be accepted onto the site unless sufficient storage capacity exists and the site is adequately resourced to receive the waste. All containers would be checked to confirm quantities against the accompanying paperwork. These containers would be checked that they are clearly labelled.

#### **3.3.3 Means of Measurement**

Wastes entering the site would be recorded upon arrival and waste removed from site would also be recorded on exit.

#### **3.3.4 Waste Quarantine Procedures**

If it is suspected that waste which does not conform to that permitted under the Environmental Permit has been deposited at the site, it will be refused or placed in a designated quarantine area. This waste would be removed as soon as possible to a suitably permitted facility. A record would be kept in the site diary of all rejected wastes. The waste producer and NRW would be notified of the non conformance.

Please see doc 22b- Site plan for location of Quarantine area.

### **3.4 Site Infrastructure and Equipment**

#### **3.4.1 Site Identification Board**

A site identification board which is easily readable from outside the entrance during hours of daylight would be provided at main site entrance.

The identification board would be inspected at least once per week. In the event of damage or defect that significantly affects the legibility of the board it would be repaired or replaced within a timescale agreed with NRW.

The board would display the following information:

- site name and address;
- permit holder;
- permit number (s);
- emergency contact name and telephone number;
- NRW national telephone numbers; and
- days and hours site is open to receive waste.

#### **3.4.2 Plant and Equipment**

All items of plant and equipment would be maintained in accordance with manufacturers Recommendations.

### **4.0 EMISSIONS AND MONITORING**

The site would be constructed and operated so that there shall be no point source emissions to air, surface water, groundwater or land, apart from clean surface water runoff.

Asbestos air monitoring will be carried out by a UKAS accredited air monitoring company, Air monitoring pumps will be placed at random intervals around the waste transfer station area whilst various tasks / operations are carried out to "gather" a realistic calculation of

exposure whilst carrying out that task.

Information obtained from this independent report will be transferred to the "Operative Exposure Records" doc 014.

#### **4.1 Surface water and Groundwater**

Within the permitted boundary areas of the site used for waste handling operations, the site currently is concrete impermeable surfacing and has no near drainage points.

Sealed drainage will be carried out if needed. The site would be operated to prevent fugitive emissions to surface water and groundwater.

##### **4.1.1 Engineered Containment and Site Drainage**

Waste management activities would all take place within the WTS compound, including delivery, tipping, storage, 'bulking up' and collection.

Site surfacing would be subject to an inspection and maintenance programme to ensure continued integrity of the surface within the building and in the yard area.

Clean surface water from the yard area would drain under gravity.

There would therefore be no potential for contaminations to escape from the site.

##### **4.1.2 Containment Bunding**

All storage containers (Skips) will be

- Impermeable and resistant to the stored materials;
- have no outlet and drain to a blind collection point;
- have pipework routed within bunded areas with no penetration of contained surfacing;
- be designed to catch leaks from tanks or fittings;
- have a capacity greater than 110% of the largest tank or 25% of the total tankage;
- be subject to regular visual inspection

#### **4.2 Sewer**

There would be no direct discharges to sewer from waste management operations at the facility.

#### **4.3 Odour**

There would be no point source emissions to air from waste management operations at the facility. Odour has been assessed as a fugitive emission.

The facility would accept mixed wastes from commercial licensed Asbestos Removal Companies.

##### **4.3.1 Monitoring and Control of Odour Generation**

Incoming wastes would be subject to inspection by site personnel who would be aware of the permitted wastes that can be accepted at the facility and those which could be potentially malodorous and which could require special attention.

All waste would be discharged directly into the enclosed WTS skips and any waste which is found to be excessively malodorous would be immediately removed off site in a suitable vehicle and taken to an appropriately permitted facility. If the permitted site is closed, abatement measures would be employed and recorded until such waste is removed from the site. The area of the malodorous deposit would be swept, washed down and decontaminated as appropriate.

The WTS would have regular removal of skips when full by a licensed contractor before taken to landfill.

#### **4.4 Dust**

Due to the nature of the wastes proposed to be accepted at the WTS it is not anticipated that excessively dusty waste would arrive at the facility. However, the mitigation measures are proposed in Section 4.4.1 below.

#### **4.4.1 Control of Dust, Fibers' and Particulates**

A number of measures would be taken in order to minimize the dust emissions from the site. These include:

- all waste management activities would be enclosed within the main waste transfer Station boundary;
- all inbound and outbound vehicles (owned by us) shall be sheeted with Corex 2millimeter black sheet board to prevent fugitive emissions of dust;
- regular visual inspections of the haul roads and yard would be undertaken by the company director or their nominee and remedial action instigated as necessary.

Visual inspections would be carried out by the company director or their nominee and site operatives during the working day, especially during dry and windy conditions. The Site Manager would assess the need for remedial action and implement such action where necessary. All information will be recorded in the daily on site diary.

#### **4.5 Noise**

The site is not expected to produce any noise, Vehicles will leave the ind est via the main industrial estate entrance which adjoins the bypass. The nearest residential properties are located approximately 100m away to the north of the proposed WTS permit boundary.

Noise associated with the proposed WTS would mainly be from vehicles passing on the road nearby and vehicles entering / leaving site and from the unloading of wastes.

##### **4.5.1 Control of Noise Generation**

All waste operations would be carried out within the confines of the WTS building. All equipment would be maintained and operated in accordance with manufacturer's guidance and would be maintained in good working order.

Any defective plant would be repaired as soon as practicable. Alternatively the plant may be 'stood down' from active operations.

Our own vehicles will comply with current Tax & MOT regulations and be fully insured for their purpose and be registered as a licensed waste carrier. Vehicles delivering waste by a third party will be presumed to be fit for purpose and in good working order.

Waste would not be delivered to the site outside of the consented hours of working.

Good operational site practices would be followed at all times. These procedures would include:

- where possible, mobile plant would be located away from noise-sensitive receptors;
- dropping materials from height would be avoided; and
- all plant would be switched off when not in use.

##### **4.5.2 Noise Monitoring**

The monitoring of noise levels generated by the operation would be undertaken on a continuous basis by the site staff. It would be the Managing Directors responsibility to identify and control any excessive noise that occurs. Active, quantitative monitoring would only be undertaken if it is identified that problems are being caused. A record of any complaints arising regarding noise emissions and the actions taken would be kept in the site diary.

#### **4.6 Pests**

The facility would be inspected by both site management and operatives for infestations of pests, vermin and insects on a routine basis. In the event that specific waste is found to be responsible for attracting scavengers or pests or infestation, this waste would be removed from the proposed waste facility as soon as practicable.

A specialist pest control contractor would be deployed if required. Contact details of a suitable contractor would be kept on site and would be available to all staff and NRW on request.

#### **4.7 Litter**

All waste handling and storage would take place within the confines of the WTS building. The boundary of the site and its environs would be regularly checked and any wind blown litter collected and disposed of appropriately.

It would be the responsibility of the site staff to constantly monitor the site for any signs of Escaping materials either from site or from vehicles delivering or removing materials to and from the site. Inspections would be carried out on a daily basis and a record maintained within the site diary.

#### **4.8 Mud and Debris**

The access road for the facility is concrete, as is the WTS compound area, it is not anticipated that mud and debris would be a particular problem at the site, as all waste handling operations would take place within the enclosed WTS building.

Within the site the following measures would be taken in order to minimise the deposition or tracking of mud or debris from the site onto public areas of highways:

- areas of hard standing would be maintained free of significant quantities of mud/debris;
- all operational areas would be subject to monitoring by staff throughout the working day to identify accumulations of mud requiring remedial action; and In the event that mud, debris or waste arising from the site is deposited onto areas outside the site, the following remedial measures would be implemented:
- the affected areas outside the site would be cleaned; and
- traffic would be isolated from sources of mud and debris within the site to prevent further tracking of mud and debris, and measures would be taken to clear any such sources as soon as practicable.

Currently there is no mud on or near the proposed 3Sixty Management HQ.

#### **5.0 INFORMATION**

All relevant notifications and submissions to the NRW regarding the site would be made in writing and would quote the permit reference number and the name of the permit holder.

Records would be maintained indefinitely, however in the case of offsite environmental effects, and matters which affect the condition of land and groundwater, the records would be kept until permit surrender.

#### **5.1 Reporting and Notifications**

##### ***5.1.1 Changes in Technically Competent Persons***

NRW would be informed in writing of 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.

##### ***5.1.2 Waste Types and Quantities***

A summary report of waste types and quantities accepted and removed from the site for each quarter, would be submitted to NRW within 1 month of the end of the quarter unless otherwise required by the permit conditions.

##### ***5.1.3 Relevant Convictions***

NRW would be notified of the following events:

- We being convicted of any relevant offence; and
- any appeal against a conviction for a relevant offence and the results of such an appeal.

##### ***5.1.4 Notification of Change of Operator's or Holder's Details***

NRW would be notified of the following:

- any change in the operator's trading name, registered name or registered office address; and
- any steps taken with a view to the company going into administration, entering into a company voluntary arrangement or being wound up.

**5.1.5 Adverse Effects**

NRW would be notified without delay following the detection of the following:

- any malfunction, breakdown or failure of equipment or techniques;
- any accident;
- fugitive emissions which have caused or may cause significant pollution;
- and
- any significant adverse environmental and health effect.

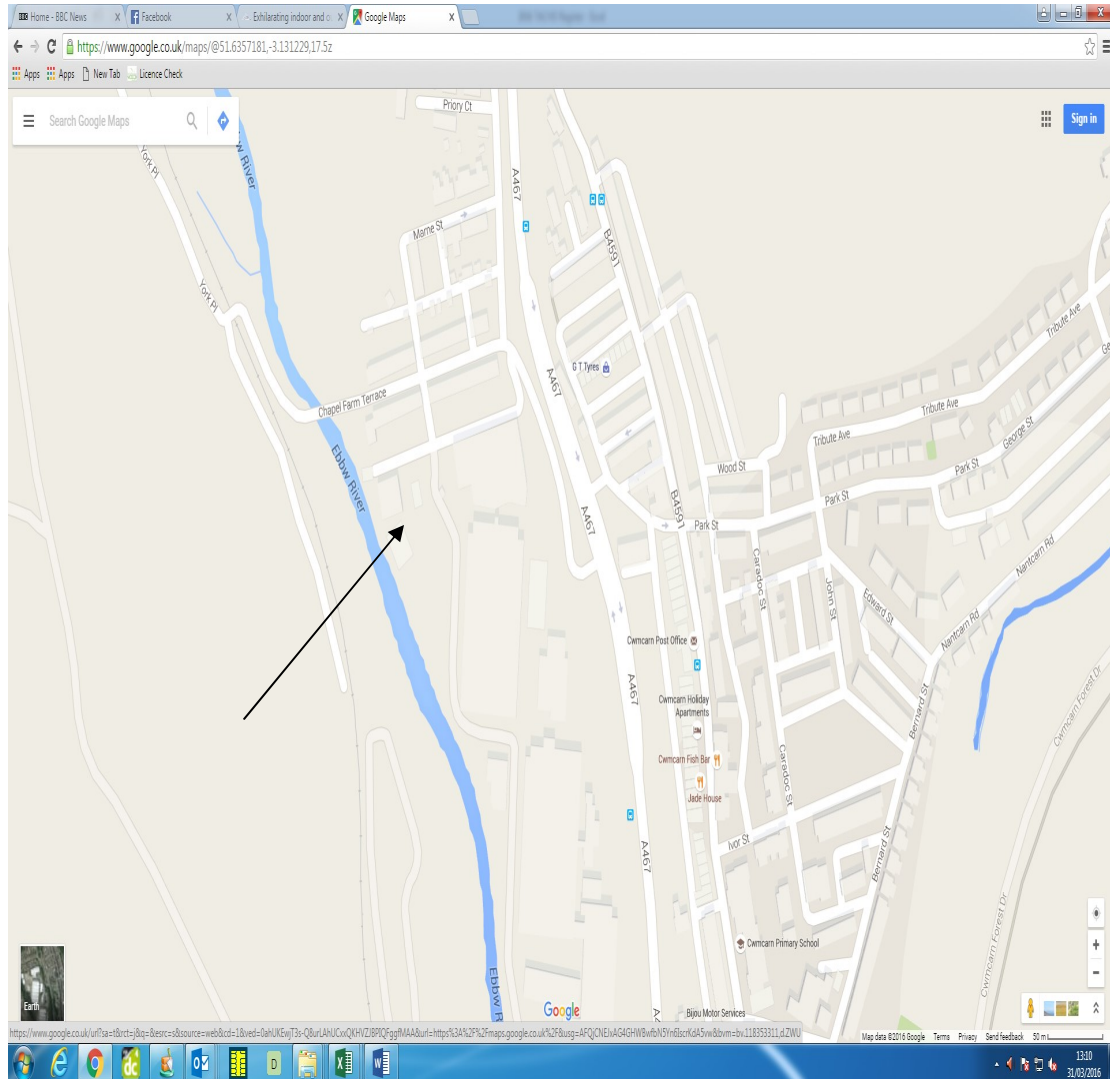
**6.0 CLOSURE**

This report has been prepared by Paul Cassemis with all reasonable skill, care and diligence, and taking account of the manpower and resources devoted to it by Information reported herein is based on the interpretation of data collected and has been accepted in good faith as being accurate and valid. No warranties or guarantees are expressed or should be inferred by any third parties.

This report may not be relied upon by other parties without written consent from 3Sixty Waste Management Ltd.

We disclaim any responsibility to in respect of any matters outside the agreed scope of the

## Doc 022a -Site Location





MSN UK Home | Latest n... X Grid Reference Finder X

www.gridreferencefinder.com

Apps New Tab Licence Check

**Instructions:** Find a grid reference on the Google map by simply right-clicking on the map. Enter a location search below.

Post Code  
Cwmcam Go

Location (Road, Town)  
Go

Grid Reference  
Go

X (Easting) Y (Northing)  
Go

Lat Long  
Go

Map Satellite

Area Measure Zoom All Points Link for All Points Auto Show Info On

Chapel Farm Terrace

Ebbw River

Google

Map Data 10 m Terms of Use Report a map error

Link for All Points Elevation Chart Export Points to CSV Export Points to Excel Export Points to Google Earth (KML) Show Points on OS Map Show Points on Mobile Map Delete All Points

Use promo code GT6PC46N

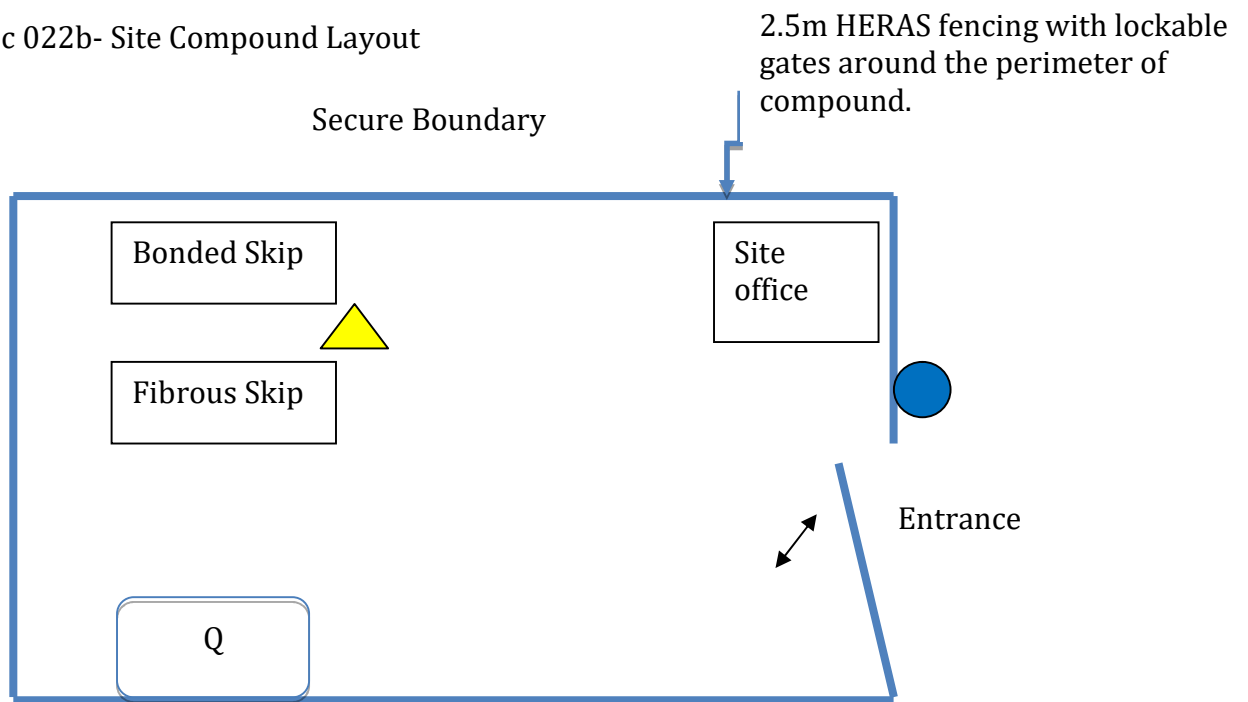
BUY NOW

gettyimages®  
iStock

ACTIVELY PROTECT

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## Doc 022b- Site Compound Layout



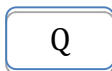
## KEY



= 110v H Type Vacuum Cleaner & Dust Suppressant



= Permit Board / Contact Information / Company Policies



: = Quarantine Area.

## **Appendices**

## I. Health & Safety Policy - Doc 09

### **Health & Safety Policy**

At 3Sixty Waste Management Ltd we provide specialist waste disposal services to industry & commerce throughout the United Kingdom.

We recognize our obligation to ensure the health and safety of all its employees, customers and others who may come into contact with the company and its operations. It is therefore the policy of 3Sixty Waste Management Ltd to ensure that all current health and safety legislation, and specific health and safety requirements of our customers are fully complied with. Such obligations are set out in the *Health and Safety at Work Act 1974*, and particularly the *Management of Health and Safety at Work Regulations 1999* and all associated asbestos waste transfer station legislation.

To achieve this policy the company will develop and maintain a formal management system setting out arrangements and procedures, which assures compliance with these obligations. This system is based upon good working practices and complies with the requirements of our forthcoming **BS 8555 accreditation**.

This policy will be regularly communicated to all employees to assure full awareness of our individual responsibilities, the need to work in a safe manner and to not endanger ourselves, colleagues or others – and to not put plant or equipment at risk of damage. Moreover, arrangements are maintained for employees and management to regularly consult on health and safety issues. Where training needs are identified then these are addressed as a priority.

3Sixty Waste Management Ltd is committed to preventing injury or ill health, and protecting the welfare of all its employees and where applicable, those outside the company who may be impacted. Health and safety performance is regularly reviewed and the identification and setting of specific time based objectives assures continual improvement and continued effectiveness.

Signed: Paul Cassemis

Managing Director, January 2016

## II. Doc 10 – Environmental Policy

### **Environmental Policy**

3Sixty Waste Management Ltd provides specialist services to industry, commerce and the public sector throughout the United Kingdom.

The Management and all who work for 3Sixty Waste Management Ltd are committed to minimizing our impact upon our environment and preventing pollution. The Company seeks to minimize waste, promote recycling and where possible to work with suppliers who they themselves have sound environmental policies.

3Sixty Waste Management Ltd ensures that all current environmental legislation and specific environmental control requirements of our customers are fully complied with.

To achieve this policy the company has developed and maintains a management system that covers all areas of the company's activities. This system is based upon good working practices and complies with the requirements of **BS 8555**. An essential feature of the environmental management system is the commitment to continual improvement in environmental performance. This is achieved by the identification and setting of specific time based objectives and the regular monitoring and review of environmental performance.

Environmental objectives and targets are published throughout the organization and all employees are encouraged to actively contribute toward identifying and implementing on-going continual improvements in environmental performance.

## RESPONSIBILITIES

1. Overall and final responsibility for effective environmental management lies with the Managing Director
2. Day-to-day responsibility for ensuring this policy is put into practice is delegated by the Managing Director.
3. To ensure the impact upon the environment by the Companies activities is negated or minimized, the following people have responsibility in the following areas:

<b>Name</b>	<b>Responsibility</b>
<b>Managing Director</b>	<p>Ensuring environmental policies and procedures are written and kept up to date</p> <p>Ensuring Emergency plans are in place and kept up to date.</p> <p>Responsible for producing an annual management system plan.</p> <p>Ensuring the Companies Environmental Impact Assessments are undertaken and documented</p> <p>Ensuring any environmental incident reports are fully investigated and closed out.</p> <p>Conducting Site Audits.</p>
	<p>Management, control and review of environmental policies.</p> <p>Monitoring of environmental management performance on operational sites.</p> <p>Investigating environmental incident reports.</p> <p>Identification of training needs to improve environmental management performance.</p> <p>Conducting Site Audits</p> <p>Ensure a full understanding of statutory requirements for environmental compliance are understood, documented and communicated.</p> <p>Conducting Site Audits and ensuring closing out of non- conformance's</p> <p>Implementing environmental processes and instructions.</p> <p>Conducting Employee and Management environmental management meetings</p> <p>Contributing to toolbox talk topics and relaying to Managers and Employees.</p> <p>Investigating environmental incidents, preparing incident reports, reporting to relevant enforcing authorities</p> <p>Carrying out COSHH assessments ensuring storage, waste handling and environmental impact are highlighted.</p> <p>Carrying out environmental impact assessments of all Company activities and maintaining an Environmental Aspects Register and making that available to all staff.</p> <p>Ensuring the Companies potential environmental impact and environmental management are highlighted during new employee inductions.</p> <p>Completing environmental management sections of prequalification documents.</p>

## ARRANGEMENTS

### Employee's duties

#### 2.1

All employees must:

- co-operate with managing director & course Tutors on environmental matters;
- be aware of the potential environmental impacts associated with their work and ensure all instructions are fully complied with.
- Raise any environmental concerns to their Management.
- not interfere with anything provided to safeguard the environment.

### **2.2a Environmental risks arising from our work activities**

An Environmental Aspect register will be prepared as a basis by the Management.

The Environmental Aspect register will form part of the company policy. The managing director will ensure agreement and compliance.

### **2.3 Consultation with employees**

Reference should be made to the IMS Process 'Consultation and communication'.

Consultation on environmental management matters and issues with employees is undertaken by all levels of management:

- A site specific environmental impact assessment will be reviewed.
  - Regular toolbox talks take place between Management and site Operatives.
- These allow specific environmental topics and improvement ideas to be discussed.

Consultation with employees is not restricted to the above methods alone.

Employees are encouraged to voice any environmental concerns at any time to Management.

### **3.2 Correct handling, use and disposal of substances and packaging**

Reference should be made to the Instruction 'COSHH' and the IMS Process 'Job Preparation'.

The managing director is responsible for ensuring that information about the storage, handling, disposal and any specific environmental concerns of all materials are obtained for any new materials introduced such that a full environmental impact assessment can be made.

The managing director will undertake the environmental impact assessment using this information.

Employees are responsible for ensuring that all actions and controls identified in this assessment are implemented.

### **3.3 Information, instruction & supervision**

Reference should be made to the IMS Processes 'Job Preparation', 'Job Completion, Consultation & Communication'.

The required documents displayed at site, normally in the canteen area: e.g. health and safety law poster, the health and safety policy statement, the environmental policy statement and the public liability insurance.

Environmental management advice is available from the Managing Director or Natural Resources Wales. A Safety, Health and Environmental Management handbook is regularly issued to all employees and this details responsibilities and actions required of all Company personnel to assure effective environmental

management.

### **3.4 Competency for tasks & training**

Reference should be made to the IMS Process 'Training' Instruction 'Training & Competence'

Induction training and where appropriate, job specific training is provided by the Company, Any specialist training identified is provided by appropriate personnel (internal or external) depending upon the training required.

Training records are kept indefinitely.

Operational training will be identified, arranged and monitored. Any office based training will be identified, arranged and monitored by the Director.

### **3.5 Environmental Incidents**

Reference should be made to 'Incident Reporting and Investigation'.

Any incident where there has been, or could have been an adverse effect upon the environment must be reported and an incident report, or a near-miss report raised.

The managing director is responsible for the investigation of any such incidents or near misses.

The managing director is responsible for reporting any such incident to the enforcing authority if that is appropriate.

### **3.6 Monitoring**

Reference should be made to 'Site Audit'.

To check that set operational procedures designed to either negate or minimize the environmental impact of the Companies activities are both being employed and are effective the Company will:-

- Regularly review the environmental impact assessment, assess each task and implement the appropriate control measures.
- Check that such control measures are being employed and are effective.
- Review such control measures at intervals during the project to ensure that any changes to work scope or the surrounding environment are considered.
- Report and investigate all environmental incidents
- Undertake audits and inspections to identify any non-compliance
- Document, track and close out any actions arising from audits, incident investigations, inspections etc.

Paul Cassemis

Managing Director, January 2016

End.

## III. Doc 011 - Daily Site Diary

Location: 3Sixty Waste Management Ltd				Date	
1. Weather (General Description)		Hours Lost	Temp (F)	8.00am	3.00am
<b>Onsite Labour (Total Strength)</b>					
Productive	Non-Productive	Staff	Total	Absentees	
Hours Worked		Reason:			
Lost Time Stopped		Reason:			
<b>Site Visitors</b>					
Name		Company		Purpose of visit	
<b>Instructions or Variations:</b> (Each to be confirmed)					
From		Brief Particulars		Other Information	
<b>Work Done :</b> (Brief Description of work carried out)					
<b>Main Materials Delivered:</b>					
Description		Quantity	Supplier		
<b>Other Notes</b>					
SIGNED,			Date,		
			POSITION		

#### IV. Doc 014 - Weekly Asbestos Exposure Record

Personal Exposure Record Form										
Week Comencing	Job no./ Address		Employees Name		N.I Number					
All areas must be complete, if in doubt contact your manager.			Type of asbestos	Works carried out, eg;	Type of RPE worn	State if exposure is assumed	Exposure Level in F/ml if it is Measured by an Analyst	Hours worked with ACMs,	Total Exposure in hours for day,	
			White, Brown or Blue.	removal, Setting up or env Clean.	i.e half mask p3 or full face p3 or disposable.	Or measured. (A or M)	Give Ref no; (A)	(B)	(A) x (B)	
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										
Sunday										
					You must now add together all the total exposure hours to get weekly exposure,& transfer to a 12 summary for this employee.					

## V. Doc 14 - 12 Weekly Asbestos Exposure Record

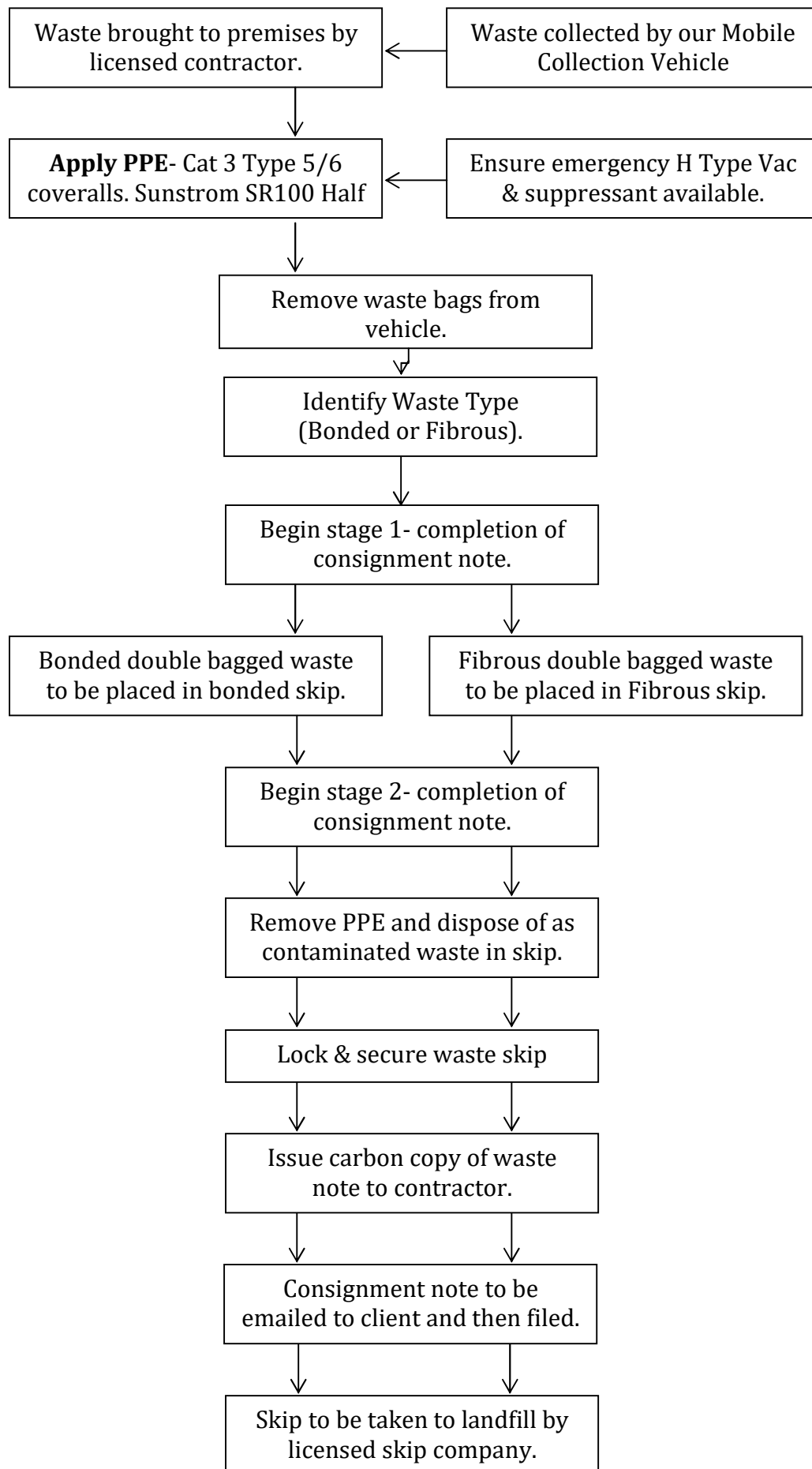
Asbestos Removal Procedures		Doc - 014				Dated Jan 2016	
<h3>Personal Exposure Record 12 Week Summary</h3>							
Note, Please read all parts of this form before attempting to complete, if in doubt speak to your manager.							
Date of 12 week commencing;		Employees Name		Employees N.I number			
	Week 1 to week 4		Week 5 to week 8		Week 9 to week 12		
Week comencing;	Weekly total taken from exposure record;	Week Comencing;	Weekly total taken from exposure record;	Week Comencing;	Weekly total taken from exposure record;	Week Comencing;	Weekly total taken from exposure record;
Week comencing;	Weekly total taken from exposure record;	Week Comencing;	Weekly total taken from exposure record;	Week Comencing;	Weekly total taken from exposure record;	Week Comencing;	Weekly total taken from exposure record;
Week comencing;	Weekly total taken from exposure record	Week Comencing;	Weekly total taken from exposure record;	Week Comencing;	Weekly total taken from exposure record;	Week Comencing;	Weekly total taken from exposure record;
Week comencing;	Weekly total taken from exposure record	Week Comencing;	Weekly total taken from exposure record;	Week Comencing;	Weekly total taken from exposure record;	Week Comencing;	Weekly total taken from exposure record;
Sum total of weeks 1-4 (A) =		Sum total of weeks 5-8 (B) =		Sum total of weeks 9 - 12 (C)			
Add total from above; A + B + C =				= fH/ml over 12 week summary			
12 Week Summary Compiled by..... Date Completed / /							

## VI. Doc 023 - Month PPE Mask Check

Make								Model;									
Serial No;								Issued To;									
Month Of Inspection -								Year -	2016		THIS FORM MUST BE KEPT FOR THE WHOLE MONTH OF USE - DO NOT USE MULTIPLE FORMS.						
	FULL FACE RPE								HALF FACE RPE								
Date	Cleanliness	Filter Check	Face-Pierce / seal	Head Straps	Harness	Valves	Hoses/Cables	Batteries Charged	Air-flow-test	Cleanliness	Filter Check	Pre Filter Check	Face-Pierce / seal	Head Straps	Valves	Maintenance	Date Action Complete
1st																	
2nd																	
3rd																	
4th																	
5th																	
6th																	
7th																	
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27th																	
28th																	
29th																	
30th																	
31st																	
I have examined and tested this RPE to the criteria as above and it is suitable for use - Yes / No																	
Date Of Examination								Signature									

## VII. Doc 05 – Company Insurance Policy

## VIII. Doc 17 – Waste Management Process



## IX - Qualifications

Please see Doc 020.

X

Asbestos Survey Report- Please see Doc 043