WILLIAMS PLANT HIRE LIMITED
RECYCLING CENTRE
ABERBECHAN WHARF, NEWTOWN, POWYS.
Working Plan

Version 1.6 : 14 October 2003

Oaktree Environmental

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CONTENTS:

			Page No.
1.0	**GENERAL CONSIDERATIONS**		
	1.1	Site operator/licence holder	3
	1.2	Site history and assessment	4
	1.3	Planning and waste licensing status	4
	1.4	Licence area/waste management operations	4
	1.5	Hours of operation	5
	1.6	Waste types and quantities	6
	1.7	Staffing and management	7
	1.8	Health and safety policy	8
	1.9	Fit and proper persons	8
	1.10	Exempt activities	9
2.0	**SITE ENGINEERING AND INFRASTRUCTURE**		
	2.1	Access, parking and site roads	11
	2.2	Notice board and signs	11
	2.3	Site security	11
	2.4	Site office	11
	2.5	Weighbridge	12
	2.6	Wheel cleaning facilities	13
	2.7	Fuel storage	13
	2.8	Waste transfer area	13
	2.9	Storage areas	14
	2.10	Drainage	14
	2.11	Vehicles, plant and equipment	15
	2.12	Sampling and monitoring facilities	15
3.0	**SITE OPERATIONS**		
	3.1	Preliminary procedures	16
	3.2	Checking in & inspection of loads	17
	3.3	Waste deposit	17
	3.4	Waste treatment operations	17
	3.5	Waste product/storage	18
	3.6	Waste/product removal & export	19
	3.7	Sampling and analysis	19
	3.8	Record keeping	19
	3.9	Site diary, manual and visitors book	21
4.0	**ENVIRONMENTAL CONTROL, MONITORING AND REPORTING**		
	4.1	Breakdowns and spillages	22
	4.2	Site inspections and maintenance	22
	4.3	Control of mud and debris	23
	4.4	Dust monitoring and control	23
	4.5	Odour monitoring and control	24
	4.6	Litter monitoring and control	24
	4.7	Pest and vermin control	24
	4.8	Noise monitoring and control	24
	4.9	Environmental monitoring and reporting	25
	4.10	Flood defence and monitoring	25

5.0 EMERGENCY PROCEDURES

5.1	General	26
5.2	Fire	26
5.3	Spillages	26
5.4	Drums	27
5.5	Adverse reactions	27
5.6	High winds	27
5.7	Poor visibility	27
5.8	Operational failure	28
5.9	Overturned vehicle	28
5.10	Bomb scare	28
5.11	Flooding	28

Appendices:

Appendix I - Drawings:

Drawing No. WPH/01	-	Site Location Map
Drawing No. WPH/02	-	Application boundary
Drawing No. WPH/03A	-	Site Layout Plan
Drawing No. WPH/03SURFACE	-	Site surface construction details
Drawing No. WPH/04A	-	Waste transfer area layout
Drawing No. WPH/05	-	Construction details
Drawing No. WPH/06	-	Holding tank specification

Appendix II - Record Keeping Forms

WPH/RF/1	-	Waste input record form
WPH/RF/2	-	Rejected Waste
WPH/RF/3	-	Waste output record form
WPH/RF/4	-	Site Inspection Form
WPH/RF/5	-	Visitors log/complaints record
RF/18	-	Technical Competence Record

Appendix III - Waste types & conversion factors

Appendix IV - Health and Safety - Conditions of site use for staff and visitors and policy

Appendix V - Planning consent and other permissions

Appendix VI - Waste Management Licence and registered exemptions (to be added on issue)

1.0 GENERAL CONSIDERATIONS

1.1 Site operator/licence holder

1.1.1 Williams Plant Hire Limited will hold a waste management licence and operate the recycling centre at Aberbechan Wharf, Newtown, receiving waste from Newtown and the surrounding area.

1.1.2 Recent developments in legislation such as the introduction of the landfill tax have increased the effectiveness and scope of operations for waste transfer and recycling centres, permitting greater recovery rates for recyclable waste. The recycling and recovery facility involves storing and sorting of dry non-hazardous, construction and demolition waste and non-hazardous waste from household, commercial and industrial premises.

1.1.3 The office address for Williams Plant Hire Limited is as follows:

Williams Plant Hire Limited
Aberbechan Wharf
Newtown
Powys
SY16 3AW

Tel: 01686 630 244 Fax : 01686 630 557

1.1.4 Oaktree Environmental have been employed to act as consultants for Williams Plant Hire Limited, to prepare this working plan and to submit waste management licence application. This working plan has been prepared to meet the requirements of Waste Management Paper No.4 - Licensing of Waste Management Facilities. The document provides information to the Environment Agency to enable it to set licence conditions and gives instructions to staff specifying how the site is managed. Contact details for Oaktree Environmental are as follows:

Contact:	Marco Muia		Peter Wright
Title:	Director/Senior Consultant		Consultant
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1.2 Site history and assessment

1.2.1 The surrounding land use is primarily agriculture. No residential development is adjacent to the site. Within the 250 metre radius of the site to the North, development is either site owner occupied or will not be affected by the site operations. The land prior to this application was used as a skip and plant hire operator yard.

1.2.2 The site address is:
Williams Plant Hire Limited
Aberbechan Wharf
Newtown
Powys
SY16 3AW

Tel: 01686 630 244 Fax : 01686 630 557

1.3 Planning & waste licensing status

1.3.1 The site is located on land at Aberbechan Wharf at National Grid Reference [SO1430.9380] shown on Drawing No. WPH/02. No new operations are proposed which require works to be carried out on land which is outside the control of Williams Plant Hire Limited .

1.3.2 The surrounding land use is primarily agriculture as shown on Drawing No. WPH/02.

1.3.3 The site has the benefit of a valid planning consent (copy attached in appendix V).

Planning Authority	Date of issue	Description
Powys County Council	07/09/2001	Use of land as waste transfer station and construction of sorting bay.

1.4 Licence area/waste management operations

1.4.1 The area which is the subject of the waste management licence is outlined in red on Drawing No. WPH/002. All references to 'the site' in this working plan shall mean this area (the recycling centre) and the associated infrastructure, plant and equipment. Other land is within control of the licence holder/operator [Williams Plant Hire Limited] is outlined in blue.

1.4.2 The waste management licence is required for the storage (keeping) prior to removal, and treatment (all types of handling/processing) of waste . Waste treatment processes to be carried out on site include the following:

Compacting (by loading shovel or grab)
Sorting (with loading shovel, 360° excavator with grab/bucket or by hand)

1.4.3 Specified waste management operations will include waste disposal and waste recovery operations listed in Parts II and III of Schedule 4 of the Waste Management Licensing Regulations 1994 (as amended). They are listed in summary below:

D9: Physico-chemical treatment of waste
D15: Storage of waste pending disposal
R3: Recycling or reclamation of metals
R4: Recycling or reclamation of other inorganic materials
R13: Storage of waste pending recovery

The D9 code refers to the sorting activities which result in a residue of waste with no recycling or reuse potential and which must be disposed of. The site produces less than 50 tonnes per day of such waste. The D15 code refers to the storage of such waste pending its disposal.

1.5 Hours of operation

1.5.1 The site will be open for the operation of the waste transfer station during the following hours for the receipt of waste and all other operations:

Monday to Friday	0800 to 2000 hours
Saturdays	0800 to 2000 hours
Sundays	0800 to 1800 hours
Bank holidays	0800 to 1800 hours

1.5.2 Floodlights will be used if necessary operations or emergency procedures are carried out after official lighting up times. Mobile floodlights will be made available if additional lighting is required.

1.6 Waste types and quantities

1.6.1 The waste types accepted at the site are predominantly solid, dry non-hazardous commercial, household and industrial wastes arising from construction and demolition operations as defined in the Controlled Waste Regulations 1992 and Section 75 of the Environmental Protection Act 1990. The waste delivered to the site is collected from household, commercial and industrial premises.

1.6.2 A list of the waste types, consisting of the relevant codes and descriptions from the European Waste Categories is attached to this working plan in Appendix III. The new Landfill Regulations 2002 will require the use of these codes on all waste transfer notes.

1.6.3 A more detailed breakdown of the waste types is also listed in Appendix III, which is a short list of wastes for ease of reference by customers. The breakdown is not exhaustive and other wastes which have not been listed but which fall within the category described in 1.4.3 above will be accepted with the written agreement of the Environment Agency. No clinical, special or liquid wastes will be accepted

1.6.4 The throughput of the site will be limited to a maximum of 200 tonnes per day and <25,000 tonnes per annum. Notwithstanding the daily limit the following limits will apply to individual waste categories:

1.6.5 The maximum amount of waste (authorised by the waste management licence) to be stored on site at any time will be 150 tonnes.

Waste type	Max duration of storage	Maximum quantity stored
Mixed waste	7 working days	40 tonnes
Inert waste	31 days	80 tonnes
Rejected waste	72 hours	< 2.0 tonnes
Putrescible waste (rejected)	48 hours	< 0.25 tonnes

The above storage periods will only be varied with the agreement of the Environment Agency. The above figures exclude storage of recycled product and sorted waste to be submitted to exempt recycling operations.

1.6.6 If more than 2 tonnes of waste is rejected it will be removed from the site immediately. Stockpile heights of inert waste and waste stored in the bays will not exceed 3 metres.

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

1.6.8 Strict requirements will apply to certain types of wastes i.e.

i. Empty used containers which have contained chemicals or special waste must be cleaned or certified as clean before they will be accepted. Paints tins or other containers will be accepted if they have residues in as long as those residues are solid and non-special.

ii. Potentially dusty loads or loads containing powder will have to be bagged prior to receipt to prevent a dust problem. No whole loads of powdered waste will be accepted.

iii. Shot blasting residue will only be accepted from known sources or where the contents of the residue can easily be identified. Residues containing tributyl tin will not be accepted.

1.7 Staffing and management

1.7.1 The site will open for the deposit of waste or for other essential operations during the hours listed in Section 1.5 above. The list below details the staff structure of the site when it is operating at full capacity. The minimum staffing requirements when the site is operational are shown in bold italic font in brackets below. Attendance by the site manager is specified by EA guidance as a minimum of 20% of the site's operational hours.

Position	No.	Responsibilities
Site Manager	1	Overall site management
Office manager/administrator	1 ***(1)***	Managing site administration
Machine operators/ other staff	6 ***(1)***	Machine operation and waste processing

Additional temporary staff will be employed on site during busy periods to carry out site maintenance works, plant maintenance, administration and record keeping.

1.7.2 The drivers and operatives will be trained to take samples of the waste for analysis, to be familiar with operational conditions and to observe potential breaches of licence conditions and understand the action to be taken.

1.8 Health and safety policy

1.8.1 All operations on site will be carried out in accordance with the relevant requirements of the Health and Safety at Work Act 1974 and company health and safety policy. Conditions of site use for employees, visitors and contractors are attached to this working plan as Appendix IV . These conditions will be shown to all site users and must be signed prior to using the site. Anyone not complying with the conditions of use will be asked to leave the site.

1.8.2 Fire extinguishers will be kept on site to deal with fires as stated in the emergency procedures in Section 5. A first aid kit will also be kept on site and will be maintained to the standard required by the Health And Safety (First-Aid) Regulations 1981.

1.9 Fit and proper persons

1.9.1 Technical competence - Keith Williams has registered with WAMITAB (Waste Management Industry Training and Advisory Board) for the COTC (Certificate of Technical Competence) Level TSB-4 (managing transfer operations - biodegradable waste). He will act as the technically competent manager at the site, subject to approval by the Environment Agency, for a period of 2 years from the date of issue of the waste management licence for the site [Regulation 4 - The Waste Management Regulations 1996]. Upon the expiry of the 2 year period they are expected to have gained the relevant COTC. However, if the COTC is not gained within this period a technically competent person holding the relevant COTC will be hired to manage the site until the qualification is obtained.

1.9.2 The COTC holder for the site will be required to enter the time he/she spends on site in the site diary or on form RF18 (Appendix II). The required managerial cover is 20 % of the site's operational hours. Any changes to the site management will be notified to the Agency by fax within 5 working days of the decision to hire the new manager or person providing the cover.

1.9.3 Financial provision - The financial provision for the site will be arranged by way credit reference.

1.9.4 Relevant convictions - Williams Plant Hire Limited have been convicted of following relevant offences:

Offence - operations contrary to Section 33 (1)(a) and (6) of the Environmental Protection Act 1990 & operations contrary to Section 33 (1)(b)(i) and (6) of the Environmental Protection Act 1990. Convicted at Dyfed Powys Magistrates Courts on the 23rd January 2002. The penalty imposed for the offences was £1,500 for each offence plus costs of £787.06, leading to a total fine of £3,787.06.

1.10 Exempt activities

1.10.1 Activities which are outside the scope of the waste management licence for the site (listed in Schedule 3 of the Waste Management Licensing Regulations 1994[as amended]) may be carried out at the recycling centre and the relevant details will be registered with the Environment Agency (or other appropriate body) prior to commencement. Where the exemption requires registration with a body other than the Agency a copy of the exemption registration details will be sent to the Agency for information.

1.10.2 Common recycling activities and the appropriate registration bodies are listed below:

Exemption	Description	Register with:
Paragraph 5	Burning wood as a fuel	Environment Agency
Paragraph 11	Processing recyclable waste	Environment Agency
Paragraph 17	Storage of waste subject to Paragraph 11	Environment Agency
Paragraph 19	Storage of waste for construction	Environment Agency
Paragraph 21	Preparatory treatment of waste plant matter	Environment Agency

1.10.3 Para 5: Wood Burner - A wood burner may be used to heat the site office and waste transfer station.. If such plant is to be used it will be registered under Paragraph 5 of Schedule 3 of the Waste Management Licensing Regulations 1994 prior to use.

1.10.4 Para 11 & 17: - Plant for baling, sorting or shredding plastics, paper, cardboard, textiles and cans may be situated within the licensed area but its use is exempt from licensing by virtue of Paragraphs 11 & 17 of Schedule 3 of the Waste Management Licensing Regulations 1994. The table below shows the limits for storage and processing of recyclable waste - these are limits imposed by the Waste Management Licensing Regulations 1994 and not the limits which necessarily apply to the site.

WASTE TYPE	WEEKLY PROCESSING LIMIT	MAXIMUM STORAGE ALLOWED
PAPER OR CARDBOARD	3,000 TONNES	15,000 TONNES
TEXTILES	100 TONNES	1,000 TONNES
PLASTIC	100 TONNES	500 TONNES
GLASS	1,000 TONNES	5,000 TONNES
STEEL/ALUMINIUM CANS	100 TONNES	500 TONNES
CARTONS	100 TONNES	500 TONNES
CONSTRUCTION INDUSTRY WASTE	NOT APPLICABLE	100 TONNES
TYRES	NOT PERMITTED	1,000 TYRES

1.10.5 Para 19: Waste for Construction Uses - Storage of waste for construction under Paragraph 19 of Schedule 3 of the Waste Management Licensing Regulations 1994 will be registered should the need arise to carry out such works.

1.10.6 Para 21: Wood Shredding - Plant for chipping, shredding, cutting or pulverising waste plant matter (including wood or bark) will be situated within the licensed area but is exempt from licensing by virtue of Paragraph 21 of Schedule 3 of the Waste Management Licensing Regulations 1994. To comply with the exemption all waste processed will be subjected to a recovery or reuse operation and no more than 1,000 tonnes of waste will be stored prior to processing. The location and nature of the shredding plant will be notified to the Environment Agency prior to use. Only waste which has been segregated at source and wood sorted from the site will be directly processed by the wood shredder.

1.10.7 Registration - once registered a copy of all exemption notifications and register entries will be added to Appendix VI upon revision of this working plan.

2.0 SITE ENGINEERING AND INFRASTRUCTURE

2.1 Access, parking and site roads

2.1.1 Access to the site is gained from an of road from the B4389, as shown on Drawing Nos. WPH/01 and WPH/02. The site entrance is shown on Drawing No. WPH/03A.

2.1.2 Parking - sufficient parking space for 4 vehicles (visitors and office staff) is available on site as shown on Drawing No. WPH/03A.

2.2 Notice board and signs

2.2.1 A notice board displaying the following information is positioned on the site entrance gates:

- The licence holder/ site operator's name and address
- The Environment Agency's local address and national/emergency telephone numbers
- The site licence number
- Emergency telephone number for the operator

2.2.2 Additional signs are displayed around the site for operational/health and safety purposes.

2.3 Site security

2.3.1 Gates - The main entrance/exit gates are constructed from cross braced box steel sections to the height of 1.3 metres as shown on Drawing No. WPH/03A. The gates will be locked at all times when the site is unoccupied.

2.3.2. Fencing/boundary - The northern boundary (adjacent to the canal) has wire netting fencing to 1 metre backed onto impermeable hedgerow to the height of 3 metres. The southern and eastern boundaries are water bound e.g River Severn and the brook. All fields adjacent to the site are fenced with stock proof fencing.

2.3.2 Residential properties are located within 250 metres of the site, however the occupants of the premises are employees of Williams Plant Hire Limited.

2.4 Site office

2.4.1 The site office is located as shown on Drawing No. WPH/03A. This office will be used for storage of all paperwork.

A telephone for the recycling centre is available on site during working hours i.e.:

Tel: 01686 630244 Fax: 01686 630557

2.4.2 The table below details the relevant site documentation which is kept in the site office.

Documents to be retained in site office
waste management licence (original in safe) (copy held in office)
the working plan (original in safe) copy of agreed document held in office
site diary (to record all inspections/visitors to the site)
Environment Agency inspection forms
Weighbridge Certificate (TBC)
all in-house inspection sheets/recording forms
duty of care transfer notes (for 2 years minimum)
special waste consignment notes - consignor copies - for 3 years minimum - for wastes produced on site & rejected wastes - carrier copies - for 3 years minimum for loads taken to other sites & rejected wastes -consignee copies - for incoming waste - retained for the duration of the waste management licence
weighbridge tickets
waste delivery tickets
accident book / RIDDOR notifications

2.4.3 The site office will be used to store field testing/sampling equipment which will be used on site to verify the composition of incoming loads i.e. Sample jars and chain of custody forms.

2.5 Weighbridge

2.5.1 A weighbridge is installed on site. Upon certification the weighbridge will be used to weigh all incoming and outgoing loads. Until that time the weight of loads will be calculated using conversion factors produced by Customs & Excise and agreed with the Environment Agency. The conversion factors are given in Appendix III.

2.6 Wheel cleaning facilities

2.6.1 No wheel cleaning facilities are proposed at this site. The waste types handled on the and the fact that the main vehicle running surfaces are hard surfaced reduces the likelihood of mud or debris being carried onto the adjacent road. Additional procedures are in place to ensure that mud and debris are not tracked onto the public highway, which include the use of a mechanical/vacuum sweeper.

The site surfaces and road surfaces are detailed on Drawing No. WPH/03SURFACE.

2.7 Fuel storage

2.7.1 Any fuel tanks which are stored on site will be surrounded by a bund which is capable of containing a minimum of 110% of the volume of fuel stored in the tank. All pipework and associated infrastructure will be enclosed within the bund. A lock will be fitted to the tank valve to prevent unauthorised operation. All valves and gauges on the bund will be constructed to prevent damage caused by frost. The tank will be clearly marked showing the product within and also its capacity.

2.8 Waste transfer area

2.8.1 The location of the waste operations, storage areas and shredding operations are shown on Drawing No. WPH/03A.

2.8.2 The waste transfer area consists of 3 bays constructed from solid concrete walls set in vertical steel stanchions to a height of 2 metres.

Bay 2 will be used for the deposit and sorting of waste brought into the site.

Bay 3 will be used for storage of bulk non-recyclable waste destined for disposal.

The design and construction of the bays is shown on Drawing No. WPH/05.

2.8.3 Bay 1 will be used for the separate stockpile of soils/inert material prior to further sorting or removal off site.

2.8.4 The floor space of the waste transfer area will be surfaced with mesh reinforced concrete of sufficient strength for the tipping of loads, storage of waste and running loading plant. The floor will be laid to a fall at 1:100 (minimum) and will drain to a holding tank. Repairs to the floor will be surfaced with concrete to the minimum specification shown below:

Concrete specification:	Mix: C35 (minimum 35% cement) Depth: Minimum 150 mm, fibre reinforced where required

2.8.5 To prevent uncontaminated water entering the holding tank, roll covers (or similar) will be attached to the bays (see Drawing No. WPH/04A). The covers will be used when the bays are not in use, whether material is contained inside the bay or not. The water will drain off the cover to the site surface water system and will not add to the volume in the holding tank. This allows the holding tank to be solely used for its intended purpose i.e. to contain any contaminants that are brought in with loads deposited at the site.

2.8.6 The holding tank will have a capacity of 2 - 4m^3. This system is proposed to allow effective screening of the waste brought into the site. The tank will be pressure tested before and after installation to ensure that it is free from leaks. The tank will be inspected at intervals detailed as outlined in record form WPH/RF/4. The volume of the tank will be measured by the use of a dipstick. The tank specifications are given on Drawing No. WPH/06.

2.8.7 Area for the deposit of rejected wastes - a clearly labelled 6 cubic yard or similar enclosed skip will be provided for the deposit of solid/bagged and loose rejected waste which cannot be removed from the site immediately. The skip will be located as shown on Drawing No. WPH/03 (quarantine skip) i:e inside the building. Contained liquid wastes, such as paint in tins and oils in containers, will remain in the bays but will be stored within a wheeled bin or similar enclosed container. This enclosed skip will also be used to deposit any used spill containment granules.

Prior to removing the solid/bagged and loose rejected waste from the bays, all small loose materials will be bagged. All larger items will remain intact. The materials, if dusty, will be sprayed with water inside the bay and then transferred by hand/machine into the rejected waste skip located undercover.

2.9 Storage areas

2.9.1 Drawing No. WPH/03A shows the following storage areas and surface details:

i. Container storage area - recyclable materials
ii. Plant, equipment and vehicle storage
iii. Transfer area - waste reception bay, storage of inert material and inert material storage bay as shown on Drawing No. WPH/04A.

2.10 Drainage

2.10.1 Surface water and drainage for waste transfer area - the waste transfer area will have a sealed drainage system and will be constructed to include concrete base which will be laid to a fall (minimum 1:200) and will drain via a silt trap to a 2-4m^3 steel holding tank

2.11 Vehicles, plant and equipment

2.11.1 The waste inputs are estimated to be 20 HGV's delivering or removing waste per day. The estimated peak hourly use is 6 HGV's.

2.11.2 Waste will be handled using a 360^0 excavator (grab) or wheeled loading shovel equipped with a bucket. The list below also includes other plant/equipment which may be in use at the site. The minimum requirements when the site is operational are shown in bold italics.

Type of plant/equipment	No.	Function
Loading shovel	1 ***(1)***	loading/unloading/movement/sorting
360^0 excavator (grab/bucket)	1	loading/unloading/movement/sorting
Water Bowser	1 ***(1)***	dust suppression
Shredding plant	1	waste treatment

2.11.3 All plant will be stored on site and will only be operated by trained personnel.

2.12 Sampling and monitoring facilities

2.12.1 A sealed plastic container will be used for storage of the samples which will be stored in the store room. Empty containers will be stored in the site office as mentioned in Paragraph 2.4.3 above.

3.0 SITE OPERATIONS

3.1 Preliminary procedures

3.1.1 Guidance is given by the site management to all employees, sub-contractors, other waste carriers and customers regarding the waste types which are acceptable at the site i.e. a copy of Appendix III of this document. The site is primarily used for the receipt of waste from Williams Plant Hire Limited's own operations and regular contract customers.

3.1.2 Where waste is brought in under sub-contract or is delivered by other hauliers then the carrier registration details will be taken for all new haulage operators bringing waste to the site and the details will be periodically checked with the Environment Agency to ensure that they are still registered. The procedures below are followed prior to the receipt of waste on site.

3.1.3 When a driver employed by Williams Plant Hire Limited arrives at the customers site to pick up a consignment of waste he will inspect the load for conformity with relevant regulations and safety procedures.

i If the load is satisfactory the driver will sign the relevant paperwork and remove the load from the customer's premises.

ii If the waste does not meet the description stated on the controlled waste transfer note the customer will be advised to check the note and give a more detailed description of the waste.

iii If the more detailed description of the waste reveals that the waste is not permitted at the transfer site then the customer will be advised to contact the Environment Agency to find an alternative site.

iv. The driver may also report back to the site manager for instructions.

v. Where it is suspected that the details given on the transfer note are incorrect the Environment Agency may be contacted for advice.

vi. Where the load contains soil from an industrial site the Environment Agency may be contacted for advice to ensure that the load to be removed does not contain contaminated soil.

3.2 Checking in & inspection of loads

3.2.1 All incoming vehicles are required to report to site supervisor or loading plant operator upon arrival at the site. The details of the load will be recorded and the duty of care note/company documentation will be further checked by the supervisor/operator to ensure that the load is acceptable at the recycling centre. Any deviation from the procedures or problems with any loads will be reported to the site manager.

3.2.2 Once a load has been accepted by the supervisor/operator the driver will be asked to un-sheet the vehicle (if it is sheeted) and a visual inspection of the contents will be carried out to ensure that the waste types comply with the waste management licence. The nature of mixed commercial and industrial waste makes full inspection difficult until the load is deposited. If unsuitable waste is discovered before deposit the load will not be tipped and will be rejected by the operator and returned to the producer. In cases where the unauthorised waste is likely to lead to a breach of licence conditions or where the rejected waste is special the Environment Agency will be contacted.

3.2.3 If the load is acceptable the driver will be instructed to deposit the load in the appropriate area. If the load is unacceptable after deposit it will be loaded back onto the delivery vehicle and returned to the producer.

3.3 Waste deposit

3.3.1 Once a load has been accepted by the supervisor/operator the contents of the delivery vehicles will be discharged in the bays (mixed waste for sorting) or the external stockpiles in accordance with the procedures outlined below. Only sorted wastes or loads which have been pre-sorted single stream recyclates will be tipped outside of the bay on the storage area.

3.3.2 Full sheeted skips will be stored prior to tipping on the concrete pad adjacent to the bays. A maximum of 3 skips shall be stored at ant point in time, no full skips will be stored outside the bays when the site is not in operation.

This pad will have a raised kerb along its perimeter to prevent any liquid escaping. No waste will be stored on the pad outside working hours. All liquids will be absorbed from this pad by use of a suitable absorbent. Any spent absorbent material will be collected and placed in suitable sealed container and stored on the concrete pad area which drains to the sealed sump.

3.4 Waste treatment operations

3.4.1 All mixed loads will be tipped in the waste reception bay 2 and crudely sorted using the 360° (grab) or loading shovel which will deposit inert waste in bays 1 and waste not suitable for reuse/recycling into bay 3.

3.4.2 Operatives will sort by hand recyclable waste such as cardboard, plastics, wood, building products and metals for recycling. Such waste is deposited into bays, or skips/bulk containers to await removal off site or processing under waste management licensing exemptions registered on site.

3.4.3 All 'mixed waste' will be removed from bay 2 to bay 3 over the bay wall via a machine attached with a 'grab' or by hand, no mixed waste will leave the concrete pad/bay area unless it is suitably contained. Inert waste will be removed from the bay by a loading shovel or similar via the front of the bays and deposited in bay 1.

3.4.4 Waste which is not suitable for recycling will be deposited in a bulk skip/tipper to await removal off site.

3.4.5 Tyres which may be suitable for retreading will be stored in a skip, inside the garage building to await removal off site.

3.4.6 Stockpiles of the above material will be stored at a location shown on Drawing No. WPH/03A and will be limited to a maximum height of 5.0 metres.

3.5 Waste/product storage

3.5.1 The operational outputs and residues produced by the site and the disposal or recovery routes are detailed as follows:

i Wood - forwarded to chipboard/mdf manufacturer via a third party.

ii Paper and cardboard - delivered to a local paper mill.

iii Brick/rubble - to be taken off site for re-use.

iv Fines - exported for use as landfill cover or as soil conditioning material for site restoration works.

v Soils - exported for use as landfill cover or as soil conditioning material for site restoration works.

vi Light waste (non-recyclable) - taken to lined landfill site which is licensed to take all waste arisings from the recycling centre.

3.5.2 The names of the sites and hauliers used have not been listed because of commercial confidentiality but their details are available to Environment Agency staff on request.

3.6 Waste/product removal & export

3.6.1 Rejected wastes will be deposited in the quarantine skip. This will occur when non conforming waste is discovered after the deposit of a load and the producer of the load cannot be contacted (or identified) or where the removal off-site of the waste may cause further problems. The Environment Agency will then be contacted to agree a course of action where necessary. The contents of the skip will be recorded in the site diary and no wastes will be placed in the skip which are likely to react with other wastes.

3.6.2 When a collection vehicle arrives at the site the driver will be instructed to report to the site office or the loading shovel operator. All relevant documentation will be completed and the vehicle will be passed to pick up the load and take it to the designated recycler/disposal site. The product or waste will be loaded using the loading shovel.

3.6.3 The inert storage area will be used to store recovered materials until removal off site for re-use. Materials will be stored in the following containers/stockpiles:

a. Fine materials will be stored in enclosed skips or containers.
b. Bulky materials such as hardcore/brick rubble will be stored in stockpiles and covered in fine mesh/sheeting when not in use.
c. Plastic/glass/wood/paper/card will be stored in suitable enclosed containers.

3.7 Sampling and analysis

3.7.1 Incoming wastes may be randomly sampled and submitted for analysis at the discretion of the site manager to verify the composition of a load. Contaminated soils are not permitted on site and the sampling procedure has been implemented to carry out spot checks to comply with the Duty of Care.

3.7.2 Analysis of soil samples will be carried out by Alcontrol-Geochem in Chester.

3.8 Record keeping

3.8.1 The details below will be recorded on a combination of the record keeping forms listed in Appendix II, invoices, weighbridge tickets, the site diary and controlled waste transfer notes (where required). The records will be kept in paper format.

3.8.2 The following details will be recorded for every load deposited at the site:

(i) The date and time of delivery.
(ii) The name and address of the waste producer.
(iii) The type and quantity of waste (in tonnes or cubic metres).
(iv) The carrier's name and address
(v) Driver's name, signature and vehicle registration No.
(vi) Signature or initials of person accepting/ inspecting the waste
(vii) Additional handling details/notes made by the driver after inspection of the load

3.8.3 The following details will be recorded for all deposits of non conforming waste at the site and will be forwarded to the Environment Agency, where required:

(i) Date and time of deposit.
(ii) A description of the waste.
(iii) The quantity of waste (in tonnes or cubic metres).
(iv) Name, address and telephone No. of waste producer.
(v) The carrier's name, registration number and vehicle registration.
(vi) Reason for the rejection of waste and action taken.

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

(i) The date and time of removal.
(ii) The type and quantity of waste (in tonnes).
(iii) The destination waste management site or exempt facility.
(iv) The name and registration No. of the carrier or employee removing the waste (if applicable) and vehicle registration No.

3.8.5 A summary of waste types and quantities deposited at and removed from the site will be forwarded to the Environment Agency at intervals specified in the waste management licence for the site.

3.8.6 The outcome of all inspections of waste types, hardstanding areas, push walls, drainage channels etc. will be recorded on site inspection form WPH/RF/4 and detailed comments will be entered into the site diary (including action taken or proposed).

3.8.7 Visitors to the site will be requested to sign the visitors book upon arrival and exit stating the purpose of their visit and who they represent.

3.9 Site diary, manual and visitors book

3.9.1 The site diary forms only part of the 'site manual', which is defined as the documentation system for the recycling centre operation i.e. all documents required by the waste management licence. The site manual includes the following documentation, all of which are stored in the site office:

	Document type
i	Site diary
ii	Controlled waste transfer notes
iii	Special waste consignment notes
iv	Waste input and output records
v	EA inspection forms
vi	Completed in-house inspection reports
vii	Rejected waste forms
viii	Waste management licence
ix	Working plan
x	Planning consent
xi	Health and safety documentation
xii	Accident records

4.0 ENVIRONMENTAL CONTROL, MONITORING AND REPORTING

4.1 Breakdowns and spillages

4.1.1 In the event of breakdown of the loading plant an alternative loading shovel/360 ° machine will be brought on site until it is repaired. If an alternative machine cannot be used then no further waste will be accepted until suitable plant is obtained. Minor repairs will be carried out on site with absorbents used to clear oil or fuel spillages.

4.1.2 All site surfaces will be inspected daily when the site is in operation. Debris will be swept as required and placed in a skip.

4.1.3. Any spillages of fuel will be cleared immediately by depositing sand or absorbents on the affected area. The sand or absorbents will be placed in a skip to be taken to a suitably licensed site for disposal. All spillages of waste and windblown litter will be cleared by the end of the working day in which they occur. Spillage clearance procedures are detailed in Section 5 - Emergency procedures.

4.1.4 All wastes liable to give rise to contamination will be removed from the site if the site is not secure or if operations cease or are temporarily suspended.

4.1.5 A drain seal/plug will be used to prevent spillages or fire fighting runoff entering the drainage system. This will ensure that contaminated drainage does not escape off site.

4.2 Site inspections and maintenance

4.2.1 The inspection frequencies for maintenance/housekeeping are listed on record form WPH/RF/4. The inspection form will be completed by a person who is familiar with the requirements of the working plan and licence for the site. All details of defects, problems and repairs carried out will be recorded on the form on the day that each event occurs. Detailed comments may also be recorded in the site diary. All repairs will be carried out within 5 working days.

4.2.2 All repairs to site security fencing will be made within 5 working days of the discovery of the damage and the site will be made secure until the repair has been effected.

4.2.3 Any major defects found during the daily site inspection which are likely to lead to a breach of licence conditions will be repaired by the end of the working day in which they are found where possible. If a repair is not possible by the end of the working day the Environment Agency will be contacted to agree a suitable timescale for repair.

4.2.4 All defects and problems likely to give rise to pollution will be recorded on the form WPH/RF/4 with repairs/solutions being carried out immediately.

4.2.5 Essential spares for plant maintenance will be kept in the store. If there is a risk that dust will be emitted following a malfunction or breakdown the plant will be shut down for repairs and the waste/stockpiles handled in accordance with the procedures outlined in Section 4.4 below.

4.2.6 All drainage gullies and silt traps will be inspected daily (visual inspection) to ensure that they are functioning effectively. Sediment levels in silt traps will inspected every week and residues will be emptied as required.

4.3 Control of mud and debris

4.3.1 Vehicles will be visually inspected before exit to check that loads are safe and that no mud is carried out on the wheels or body of the vehicle. Visual inspections of the site surface are carried out daily (see WPH/RF/4) and staff will report any problems with mud on the site surface immediately to the site manager.

4.3.2 The deposit of material on to the access road will be treated as an emergency and will be cleared before the end of the working day by a vacuum/road sweeper. Silt will not be washed into roadside drains or gullies. A sweeper will also be hired in as necessary to ensure that hard surfaced areas of the site are free from mud and debris.

4.3.3 A water hose is available to spray loads/stockpiles/site surfaces if excessive dust is being produced. All loads contained potentially loose material will be sheeted or sprayed with water prior to leaving the site to ensure that they comply with the requirements of the Duty of Care.

4.4 Dust monitoring and control

4.4.1 Water Supply - A permanent water supply will be made available on site in all climatic conditions to ensure that the dust suppression systems can function effectively. Water will be provided from the mains supply or from a mobile vacuum tanker. All external water pipes will be lagged to prevent frost damage during winter months.

4.4.2 There are two dust suppression systems in operation on site:

i Fixed water sprays for use on the material in the bays/and on material/waste stockpiles. These fixed sprays will be located at positions shown on Drawing No. WPH/05. These sprays will spray a fine mist over the materials stored in the bays. The flow and direction of the sprays can be controlled by members of staff on the site.

ii Water hoses will be used in times of excessive dust.

4.4.3 All site operations will be carried out to minimise the creation of dust. Formal inspections for the appearance of dust at the site boundary will take place twice daily and the findings and any actions taken will be recorded on record form WPH/RF/4.

4.4.4 Operatives will constantly monitor the all plant for the presence of visible dust emissions. If a problem arises the operator shut down the vehicle, isolate the source of the emission and repair the vehicle if required.

4.4.5 The dust suppression system in use on material stockpiles consists of a fine mist water sprinkler system. This system sprays a fine water mist to suppress dust. The sprinklers can be directed to concentrate on problematic areas.

4.4.7 Sheeting of vehicles - Vehicles carrying potentially dusty loads off site will be securely sheeted before leaving the site. Loads will be sprayed with water prior to sheeting if necessary.

4.4.8 Stockpile management

i. Drop heights from all discharge points will be kept to a minimum to prevent dust emissions.

ii. Stockpiles will be sprayed with water to prevent excessive drying and dust formation and stockpile height will be limited to 3 metres.

4.5 Odour monitoring and control

4.5.1 The containment of rejected waste within an enclosed skip and the range of waste types accepted at the site present a very low risk of odour nuisance. If malodorous waste is deposited on site it will be consigned to the quarantine skip and removed from the site immediately.

4.6 Litter monitoring and control

4.6.1 The most likely sources of litter on site are from the tipping of light loads. The bays significantly reduce the effects of wind. Daily inspections will be carried out for the presence of windblown litter and operatives will be instructed to collect the litter, place it in a skip for disposal/recovery before the end of the working day.

4.7 Pest and vermin monitoring and control

4.7.1 It is unlikely that vermin will present a problem because of the waste types handled at the site. The site will be inspected daily for the presence of vermin and the results of the inspection noted in the site diary or site inspection form. If vermin are identified on site, a local contractor will be contacted and the actions taken to alleviate the problem will be discussed with the Environment Agency.

4.8 Noise monitoring and control

4.8.1 It is not anticipated that site operations will be cause a noise nuisance or vibration problem because of the scale, location and plant type used on site of the operation. The Best Practicable Means (BPM) will be employed on site at all times to ensure that all plant and equipment does not produce excessive noise beyond the site boundary.

4.9 Environmental monitoring and reporting

4.9.1 Surface water - no surface water monitoring is required at present.

4.9.2 Ground water - no groundwater monitoring is required at present.

4.9.3 Waste - loads containing soils may be sampled as described in Section 3.7 above. A copy of any analysis results will be kept in the site office and will be available for inspection by Environment Agency staff.

4.9.4 Complaints - all complaints received and action taken in respect of those complaints will be recorded in the site diary or on record form WPH/RF/5.

4.10 Flood defence and monitoring

4.10.1 The area hatched in green on Drawing No. WPH/03a has a history of flooding. This area will not be used for the storage of any plant, equipment or material during times when the site is at risk of flooding. The waste transfer area is located away from the flood risk area.

4.10.2 The permeable nature of the area and the underlying geology (mainly sandstone) acts as a natural porous pavement allowing run-off to infiltrate into the ground under the site prior to discharge to the surrounding watercourses. The open field located to the south of the flood risk area naturally falls away from the site aiding the movement of rain-water.

4.10.3 All banks directly adjacent to the river will be grassed and planted with vegetation to improve ground stability.

4.10.4 The site will be monitored daily for the risk of flooding, outcomes of the site inspection will be recorded in record sheet WPH/RF/4. Monitoring will be increased to twice daily at times of heavy rainfall.

5.0 EMERGENCY PROCEDURES

5.1 General

5.1.1 In addition to obligations imposed by RIDDOR '95 (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) the operator will notify the Environment Agency of any serious injuries to employees of Williams Plant Hire Limited, other site users or members of the public arising as a result of operations on site. Minor injuries such as cuts and grazes will be recorded in the accident book on site. Separate procedures will be used for different types of emergency. An emergency at the site is defined by the site management as follows:

"Any incident likely to result in harm to human health or pollution of the environment or serious breach of licence conditions and serious detriment to the amenities of the locality."

5.1.2 For all emergency situations the deposit of any further waste will be suspended where necessary to allow action to be taken safely. If necessary staff and other users of the site will be evacuated to an area which is a safe distance away from the hazards. Staff handling the emergency will be provided with and trained to use the necessary PPE (personal protective equipment) unless the manager instructs them that the hazard is too severe and outside help is needed from the emergency services or specialist waste contractors.

5.2 Fire

5.2.1 No waste will be burnt on site except in accordance with a exemption from waste licensing. In the event of a fire occurring on site the operator will exercise his judgement and extinguish the fire with a suitable fire extinguisher and/or call the fire service for assistance. Any fires will be reported to the Environment Agency on the working day that they occur and will be confirmed in writing by fax or letter within 3 working days. All persons will be evacuated from the site if necessary. Smoking is not permitted on site. Fire fighting residues will be disposed of to a licensed waste management facility.

5.3 Spillages

5.3.1 All fuel and chemical stores on site are bunded to contain any fuel leaks. If any spills occur a spill containment kit (absorbent pads, booms or granules) will be used to prevent further spillage and the contaminated absorbents placed in the rejected waste skip or container for disposal to a suitably licensed landfill.

5.4 Drums

5.4.1 Drums - The deposit of drummed waste will not be allowed at the site. If a drum is concealed within a skip and is not observed until the skip is emptied on the hardstanding area then the following procedure will apply:

i. The staff member will visually check the condition of the drum from a safe distance, noting any labels referring to the possible contents or hazards.

ii. The site manager will be contacted to verify the observations and to decide on further action.

iii. The producer of the waste and the Environment Agency will be contacted for advice and further information if necessary and both will be informed that a breach of the Duty of Care and site licence conditions has occurred as the result of the unauthorised deposit.

iv. No further waste will be deposited until the emergency has been dealt with.

v. All spillages will be cleared using a spill containment kit and all contaminated absorbents placed in a skip for disposal to a suitably licensed waste management site.

vi. If the deposit results in serious reactions with other waste or harmful emissions or the drum contents cannot be identified then the emergency services and/or specialist waste contractors brought in to assist. If necessary staff will be evacuated from the site or to a safe area within the site.

5.5 Adverse reactions

5.5.1 No wastes are accepted which will react to present such a hazard. If unauthorised waste is found in a skip and does present such a hazard the same procedures as for the deposit of drums (above) shall apply.

5.6 High winds

5.6.1 In the event of high winds no tipping will take place. Vehicles leaving the site will be sheeted to comply with the requirements of the Environmental Protection (Duty of Care) Regulations 1991.

5.7 Poor visibility

5.7.1 The site will not operate in conditions of poor visibility such as dense fog to reduce the risk of vehicle collision or other accidents.

5.8 Operational failure

5.8.1 The manager will be contacted in the event of any operational failure such as the breakdown of plant, systems or equipment and will decide whether operations are to continue or be suspended prior to corrective action being taken. Serious operational failures which result in the closure of the site will be recorded in the site diary.

5.9 Overturned vehicle

5.9.1 If a vehicle is overturned on the site or near the site entrance then no further waste will be accepted until the vehicle has been righted and any spillages have been cleared as described in Section 5.3.

5.10 Bomb Scare

5.10.1 In the unlikely event of a bomb scare the site will be evacuated and the police contacted. The police will then assume control of the site until the threat has been verified or the device defused and removed.

5.11 Flooding

5.11.1 In the event of flooding, all materials will be removed from the affected area and stored as far away from the area as is practical. No storage/operations will take place on the affected areas until flooding has subsided and the area has been checked to ensure that the ground stability has not been effected.

5.11.2 In the event of a severe flood warning being issued or an actual flood event on the water courses adjacent to the site, the following actions should be taken:

i. All incoming loads will be diverted away from the site, remain on site of production or taken to a suitably licenced transfer station/landfill.

ii. Materials on site will be, if not already, loaded into bulk containers and transported off site to other disposal/recovery operations, outlined in section 3.5.1. If this is not possible the containers will remain in the transfer area (as it is above the 1 in 100 flood level of 94.45 m AOD), or if the container permits, it will be transported and stored in a bunded area in the sites garage/store buildings.

iii. No loose material will remain stored directly on the floor.

5.11.3 At times of the year when there has been a history of flooding, enough volume will be available on site in the form of skips/containers to store the quantities of waste outlined in section 1.6.5 above.