



OUTGOING



PERMIT



ASiantaeth Yr
Amgylchedd Cymru
Environment
Agency Wales

Environmental Protection Act 1990
Section 37 (1) (a) (b)
Licence no: SEW/201

NOTICE OF MODIFICATION TO WASTE MANAGEMENT LICENCE

To: Powys Environmental Limited
Yffaldau
Llandegley
Llandrindod Wells
Powys
LD1 5VD

WHEREAS on 11th November 1996 the Environment Agency ("the Agency") granted to Powys Environmental Limited a Waste Management Licence, reference number SEW/201 relating to land at Yffaldau, Llandegley, Llandrindod Wells, Powys LD1 5VD, subject to the conditions set out therein,

And WHEREAS on 30th March 1999, the Agency modified the conditions of the said licence, pursuant to Section 37 of the Environmental Protection Act 1990,

NOTICE is HEREBY GIVEN that the Agency modifies the said licence as follows: -

All the existing conditions attached to Waste Management Licence reference number SEW/201 shall be deleted, and the attached conditions (Modification Number 02, dated 13th June 2001) shall be substituted:

1. General considerations
2. Site engineering for pollution prevention and control
3. Site infrastructure
4. Site operations
5. Amenity management and reporting
6. Site records
7. Interpretation

Such modification shall take effect on 13th June 2001 at 00.01 hours.

Dated 13th June 2001

Signed Nadia De Longhi
NADIA DE LONGHI
Team Leader - Waste Licensing

Environment Agency Wales
Abacus House
St Mellons Business Park
Cardiff
CF3 0EY

NB- The person served with this notice may appeal against the Agency's decision to the National Assembly for Wales within six months or such longer period as the National Assembly may allow. (See notes overleaf.)

Notice of Modification: Modification Number 02

Date of Issue: 13th June 2001



RIGHTS OF APPEAL

Section 43(1) of the Environmental Protection Act 1990 provides that:

Where, except in pursuance of a direction given by the National Assembly for Wales

- (a) an application for a licence or a modification of the conditions to the licence is rejected;
- (b) a licence is granted subject to conditions;
- (c) the conditions of a licence are modified;

the applicant may appeal about the decision to the National Assembly for Wales

Therefore if you feel aggrieved by the decision or any of the conditions to the licence as granted you may obtain the appropriate form on which to give written notice of an appeal from:-

The Planning Inspectorate
Crown Buildings
Cathays Park
CARDIFF
CF10 3NQ

TEL 029 20 823859
FAX 029 20 825150

This notice of appeal should be accompanied by the following information: a copy of the licence; a copy of any correspondence relevant to the appeal; a copy of any other document relevant to the appeal including, in particular, any relevant consent, determination, notice, planning permission, established use certificate or certificate of lawful use or development; and a statement indicating whether you wish the appeal to be in the form of a hearing or on the basis of written representations. You are also required to serve a copy of your notice of appeal, together with copies of any of the above documents that have accompanied your notice of appeal, on the Environment Agency (at the address overleaf.) You should appeal within 6 months of the date that this notice takes effect but the National Assembly may allow notice of appeal to be given after the expiry of this time period.

General considerations

1.1 Specified waste management operations

1.1.1 No waste management operations shall be authorised by this licence unless:

- a specified in and undertaken in accordance with the working plan and in the following table or
- b otherwise required by the conditions of this licence as being an integral part of those operations:

Table 1.1 Specified waste management operations

Specified waste management operation	Permitted waste types which shall be subject to the specified operation	Limits on specified waste management operations	Maximum capacity	Maximum duration of storage
D15 or R13: Storage pending, on this site any of the category 'D' or 'R'; operations authorised under this column, or elsewhere than on this site, any of the operations listed in Parts III and IV respectively of Schedule 4 of the 1994 Regulations,	All permitted wastes	On an impermeable pavement provided with a sealed drainage system. Hazardous household wastes consisting of household chemicals, lead acid batteries, LPG containers and asbestos shall only be stored in the relevant containers identified in section 16 of the working plan.	Unsorted mixed waste; Non-recyclable degradable waste; Non-recyclable inert waste; Combined total 30 tonnes	Non-inert wastes 5 days
R2, R3 or R4: Sorting of waste	All permitted wastes	On an impermeable pavement provided with a sealed drainage system. Within Building marked Phase 1 on Drawing No. 36A.		

Specified Waste Management Operations and Exempt Waste Management Operations

- 1.1.2 Where wastes are being brought onto the site for waste management operations which are exempt from licensing under the 1994 Regulations, then the wastes which are subject to the specified waste management operations shall be kept clearly segregated and identified from those wastes which are being kept on the site for the exempt waste management operations.

1.2 **Permitted wastes**

Permitted categories and types of wastes

- 1.2.1 No wastes other than those which are both categorised below in Table 1.2 and specified in section D of the working plan shall be accepted at the site.

Permitted quantities of wastes

- 1.2.2 The quantities of wastes accepted shall not exceed those listed in Table 1.2. Whilst complying with the maximum quantities specified for each type of waste, the total quantity of waste accepted at the site per year shall not exceed 4,999 tonnes.

The daily limits shall be:

for combined household and commercial waste 20 tonnes;

for industrial waste 10 tonnes.

Table 1.2 Permitted quantities of waste

Permitted Waste Categories (equivalent UK Waste Classification Scheme categories given in brackets)	Maximum Permitted Quantities (tonnes/year)
Inert wastes (Category 21)	}
	}
General and biodegradable wastes (Category 22)	}
[excepting hazardous household wastes specifically categorised under 'other wastes' below]	}
	}
	} Combined total of 4,999
Other wastes:	}
Household chemicals	}
Lead acid batteries	}
LPG containers	}
Asbestos	}
Metals and discarded (scrap) composite equipment	Not permitted
Contaminated general wastes	Not permitted
Special wastes	Not permitted

Exclusion of wastes with other specified characteristics

- 1.2.3 Notwithstanding the specification of permitted waste types under condition 1.2.1 above, wastes shall not be accepted at the site which consist solely or mainly of finely divided metal or of dusts, powders or loose fibres, or sludges or liquids (unless in sealed containers.)

1.3 **Hours of operation**

- 1.3.1 The following specified waste management operations authorised by this licence shall only be carried out within the times specified in sections F4 & I7 of the working plan.

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

Minimum staffing and supervision

- 1.4.1 Whenever the site is open to receive or despatch waste, or is carrying out any of the specified waste management treatment or disposal operations, it shall be supervised in accordance with section A2 of the working plan by at least one member of staff who is suitably trained and fully conversant with the requirements of the licence and the working plan regarding:

- a** waste acceptance and control procedures;
- b** operational controls and environmental monitoring;
- c** maintenance;
- d** record-keeping;
- e** emergency action plans;
- f** notifications to the Agency.

Availability of licence and working plan

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

Understanding of licence and working plan

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

1.5 **Changes in technically competent persons**

- 1.5.1 Any changes in the technically competent management of the site and the name of any incoming together with evidence that such person has the

required technical competence shall be submitted to the Agency in writing within 5 working days of the change in management. Technically competent management and technical competence shall be as defined under section 74 of the Environmental Protection Act 1990 and Regulations 4 and 5 of the 1994 Regulations.

1.6 Relevant convictions

Notification of relevant convictions

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

Notifications of appeals against convictions

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

1.7 Maintenance of financial provision

- 1.7.1 The financial provision for meeting the obligations under this Licence set out in the Agreement made between the Licence Holder and the Agency (dated 13th June 2001) shall be maintained by the Licence Holder throughout the subsistence of this Licence and the Licence Holder shall produce evidence of such provision whenever required by the Agency.

1.8 **Amendments to working plan and supporting information**

Amendments to working plan requiring prior consent from the Agency

- 1.8.1 The Licence Holder shall give the Agency prior notice in writing of any proposed change to those sections of the working plan which are specified in Table 1.8 below, and to any appendices, drawings and figures which are referenced in those sections.

Table 1.8 Sections of working plan requiring prior consent for amendments

Number and Heading of Working Plan Sections and Appendices	Sections, Subsections and Appendices requiring Prior Consent for Amendments
A Site Location	1
A Staffing	2
B Site infrastructure and Preparation	All
C Site Drainage	All
D Types of waste	All
E Site Operations	All
F Safety Information	4, 5 and 6
I Site Operations	All
J Site Drainage and Infrastructure	All
K Emergency Procedure	All
Drawing No 36A	All
Drawing No 40	All

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

Amendments to the working plan requiring prior notification to the Agency

- 1.8.5 Except where it is specified under condition 1.8.1 above that the amendment of specified sections of the working plan requires the prior consent of the Agency, the Licence Holder shall give the Agency not less than 7 days prior written notice of any change to the working plan and to any appendices, drawings and figures which are referenced from those sections.

- 1.8.6 The notice shall be accompanied by a copy of the specified changes.
- 1.8.7 The Licence Holder shall provide up to 6 additional copies of the proposed change to the Agency, when required by the Agency in writing.
- 1.8.8 Such changes to the working plan shall be deemed to be incorporated in the working plan and implemented on the date specified to the Agency in the amendment notification.

1.9 Notification of change of operator's or holder's details

- 1.9.1 The following information shall be notified in writing within 5 working days to the Agency:
- a** any change in the Licence Holder's trading name, registered name or registered office address;
 - b** any steps taken with a view to the Licence Holder going into administration, entering into a company voluntary arrangement or being wound up;
 - c** the operator at the time of issue of the licence and of any change in the operator or in the operator's trading name, address, registered name or registered office address (if different from the Licence Holder).

1.10 Notification of preparatory works

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

1.11 Notification of commencement, cessation and recommencement of waste handling operations

Cessation and recommencement of receiving wastes

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

1.12 Notifications and submissions to Agency

- 1.12.1 Except where otherwise specified, all notifications and submissions to the Agency under the requirements of these licence conditions:
- a** shall be made in writing to the address specified by the Agency in writing at the time of issue of this licence, or as subsequently specified by written notification to the Licence Holder;
 - b** shall quote the licence reference number and the name of the Licence Holder.

2 Site engineering for pollution prevention and control

2.1 Engineered site containment and drainage systems

Provision and maintenance of site containment and drainage systems

2.1.1 No waste shall be deposited, stored, treated or otherwise handled in any area of the site until the engineered site containment and drainage system for that area has been constructed and completed in accordance with this condition and sections B, C and J of the working plan and drawing nos. 36A and 40 showing:

- a** Layout of areas of hardstanding;
- b** Layout of areas of impermeable pavement; and
- c** Layout of drainage systems, including details of following, where provided:
 - i** kerbing;
 - ii** interceptors ;
 - iii** discharge points ;
 - iv** sumps;
 - v** sealed drainage;
 - vi** isolation systems;
- d** Location and layout of covered buildings and roofed areas, where provided;
- e** Location and design of fixed tanks – above ground and underground – where provided, with layout of bunds and impermeable pavements or other engineered secondary containment;

2.1.2 The engineered site containment and drainage systems shall be designed, constructed, inspected, validated and maintained, and shall be fully documented and recorded, to be fit for purpose and to meet the standards specified in sections B, C and J of the working plan

Construction quality assurance of new site containment and drainage systems

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

- a** details of the identities, relevant experience and relevant qualifications of the personnel who will be providing Quality Assurance of the engineered site containment and drainage systems have been submitted in writing to the Agency and acknowledged in writing by the Agency;
- b** the engineered site containment and drainage system has been constructed in accordance with sections B, C and J of the working plan

- c the Validation Report on the construction of the engineered site containment and drainage system has been submitted in writing to the Agency and has been acknowledged in writing by the Agency.

3 Site infrastructure

3.1 **Provision of site identification board**

3.1.1 No wastes shall be received at the site until an identification board has been provided at or near the site entrance.

3.1.2 The identification board shall be inspected at least once per week. In the event of damage or defect, the board shall be repaired or replaced within 3 working days.

3.1.3 The board shall be easily readable from outside the site entrance in daylight hours, and shall display the following information:

- a** Site name and address;
- b** Licence Holder name
- c** Operator name
- d** Licence number;
- e** Emergency contact name and telephone number (for security reasons, personal names and home phone numbers should not be used except where no alternative is practicable);
- f** Statement that the site is licensed by the Environment Agency;
- g** Agency national numbers for General Enquiries (0645 9333111) and for Emergencies (0800 807060) or as subsequently notified in writing by the Agency;
- h** Days and hours site is open to receive waste, which information shall be in accordance with the relevant planning permission.

The location of the noticeboard should be such that it is clear that it does not designate areas outside the licensed site and does not encourage illegal tipping.

3.2 **Site security**

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

Table 3.2 Site security system standards

Site security system	Specified standards
Design standards	Type of security = Stock proof fencing or hedging Minimum height = 1 metre; Access = Entrance gate as specified in section A1 of the working plan.
Operational standards	The site shall be kept closed and secure at all times when unattended.
Maintenance standards	The site security shall be fully inspected at the commencement of each working week, and recorded in the site diary. Any defects or damage shall be made secure by the end of the working day, and shall be repaired within 3 working days of the damage being detected. All repairs shall be recorded in the site diary.

4 Site operations

4.1 Control of mud and debris

Prevention of mud and debris on road

4.1.1 Whenever the site is receiving or despatching wastes, measures shall be provided, operated and maintained in accordance with section F6 of the working plan with the objective of preventing the deposit or tracking of mud or debris arising from the site onto public areas outside the site, which shall include public highways and areas of public access outside the site.

4.1.2 All vehicles leaving the site (other than those belonging to members of the public delivering waste to the household waste facility) shall, before leaving the site, be cleaned as necessary and shall be checked to ensure that they are clear of loose waste and that their loads are secure.

Remediation of mud and debris on road

4.1.3 In the event that mud or debris arising from the site is deposited onto public areas outside the site, remedial measures shall be implemented immediately, in accordance with section F6 of the working plan and the following requirements:

- a** the affected areas outside the site shall be cleaned using manual brush and shovel, or road cleansing equipment within 3 hours of being identified;
- b** traffic shall be isolated from sources of mud and debris within the site to prevent further tracking of mud and debris, and measures shall be taken to clear any such sources as soon as practicable.

4.2 Potentially polluting leaks and spillages of waste

Potentially polluting leaks and spillages from vehicles, plant and equipment

4.2.1 All vehicles used on the site by the operator, and all plant and all equipment used on the site in connection with specified waste management operations, shall be operated and maintained with the objective of preventing potentially polluting leaks and spillages of wastes.

Potentially polluting leaks and spillages from fixed tanks

4.2.2 Each tank used to hold wastes which consist of or contain potentially polluting liquids, sludges or powders shall be:

- a** loaded and unloaded in accordance with specified filling and emptying procedures;

- b** clearly and unambiguously labelled regarding its contents;
 - c** provided with means for measuring the quantity of material and the void space in the tank, which shall be maintained and calibrated as specified;
 - d** monitored for quantity of material and void space and the monitoring measurements recorded;
 - e** inspected and maintained according to the specified maintenance schedules and procedures, which shall be fully documented and recorded;
 - f** in the event of damage or deterioration to a tank that is, or is likely to cause, a leak, that tank shall be repaired immediately;
- in accordance with the standards specified in Table 4.2 below.

Potentially polluting leaks and spillages from drums and other mobile containers

- 4.2.3 Each drum or other mobile container used to hold wastes which consist of or contain potentially polluting liquids, sludges or powders, or other potentially polluting materials which are to be used in combination with those wastes in the specified waste management operations shall be, while on the site:
- a** loaded and unloaded in accordance with the specified handling procedures;
 - b** filled and emptied in accordance with the specified filling and emptying procedures;
 - c** clearly and unambiguously labelled regarding its contents, unless the contents are clearly identifiable by visual inspection;
 - d** inspected and maintained according to the specified maintenance schedules and procedures, which shall be fully documented and recorded;
 - e** in the event of damage or deterioration to a container that is, or is likely to cause, a leak, that container shall be repaired or replaced immediately; in accordance with the standards specified in Table 4.2 below.

Control and remediation of leaks and spillages

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

Table 4.2 Standards for prevention and control of leaks and spillages

Action	Specified standards
a) Loading and unloading skips, drums and other mobile containers	i) Loading and unloading of containers shall be supervised at all times by a member of staff. ii) Lids/ caps/ bungs or other closures shall be in place during loading/ unloading. iii) Loading/ unloading shall be carried out in an area provided with engineered containment and of the standard of containment specified under condition 2.1.
b) Filling and emptying drums and other mobile containers	i) Filling and emptying of containers shall be supervised at all times by a member of staff. ii) Lids/ caps/ bungs or other closures shall be in place at the end of filling iii) Containers shall not be filled beyond their operational capacity. iv) Filling and emptying shall be carried out in a bunded area maintained in accordance with condition 2.1.2. v) Measurement of level/ voidspace shall be by physical dipping prior to loading.
c) Inspection, maintenance and repair of drums and other mobile containers	i) Containers shall be inspected daily for leaks. ii) Containers found to be leaking either shall be immediately transferred to a larger over-container or shall have their contents immediately transferred to an alternative container.
d) Control and remediation of leaks and spillages	i) Minor spillages shall be cleaned up immediately, using sand or proprietary absorbent to clean up liquids. ii) Major spillages, which are causing or are likely to cause polluting emissions to the environment: <ul style="list-style-type: none"> • immediate action shall taken to contain the spillage and prevent liquid from entering surface water drains, water courses and unsurfaced ground; • the spillage shall be cleared immediately and placed in alternative sealed containers; • the Agency shall be informed immediately.

4.3 **Fires on the site**

Prohibition of fires on site

4.3.1 No wastes shall be burned on the site.

Actions to be taken in the event of a fire

4.3.2 In the event of a fire on the site, notwithstanding the implementation of actions to suppress and extinguish the fire, the following actions shall be implemented and recorded in the site diary:

- a** the Agency shall be informed of the fire; and

- b** so far as practicable, contaminated drainage shall be prevented from entering any surface water drain or water course or unsurfaced ground.

4.4 **Waste acceptance and control procedures**

Waste acceptance procedures

- 4.4.1 All wastes shall be received, inspected, accepted or rejected, and recorded in accordance with sections Ei and I9 of the working plan and with the standards specified in Table 4.4 below.

Waste control procedures

- 4.4.2 All wastes accepted at the site shall be handled, kept and recorded in accordance with sections E and I of the working plan and with the standards specified in Table 4.4 below.

Waste despatch procedures

- 4.4.3 All outgoing wastes shall be inspected, despatched and recorded in accordance with section F5 of the working plan and with the standards specified in Table 4.4 below.

Table 4.4 Standards for waste acceptance and control procedures

Stage of Waste Handling	Specified standards
a) Waste inspection	<p>All wastes received at the site:</p> <ul style="list-style-type: none"> i) shall be inspected on receipt to confirm their description and composition against the relevant waste transfer note and other accompanying documentation; ii) shall be kept separate from and shall not be covered by or mixed with other wastes until they have been confirmed and recorded for acceptance at the site.
b) Quarantine storage and rejection of wastes	<ul style="list-style-type: none"> i) Any items of non-permitted waste which are detected after acceptance at the site of the wastes in which they were included, shall be placed immediately in a designated quarantine storage area, bay or container, and, where these are or appear to be special wastes, the Agency shall be informed immediately; ii) In the quarantine area, wastes shall be kept segregated from other wastes which are or are likely to be incompatible; iii) Quarantined wastes shall be removed from site within 7 days; iv) The maximum capacity of the quarantine storage facility shall be 2 m³; v) A record shall be kept in the site diary of all rejected wastes.
c) Identification of wastes	<ul style="list-style-type: none"> i) Areas and bays shall be clearly defined and labelled to identify the wastes stored within them.
d) Inspection of wastes for despatch	<ul style="list-style-type: none"> i) All wastes despatched from the site shall be inspected prior to despatch to confirm their description and composition.
e) Incompatible wastes	<ul style="list-style-type: none"> i) Incompatible wastes which are likely, in combination with each other or with other material at the facility, to give rise to pollution of the environment or harm to human health outside the site, shall be clearly identified and kept physically separate in designated areas.

4.5 **Waste quantity measurement systems**

Means of measurement

4.5.1 All wastes accepted at and despatched from the site shall be measured in accordance with the following requirements:

- a** The weight of all wastes accepted at and despatched from the site shall be determined by means of a weighbridge;
- b** The specified means shall record quantities of wastes in tonnes to an accuracy of 0.1 tonnes or
- c** If the weighbridge is not functioning properly the volume of waste shall be estimated and the approximate weight calculated using the volume : weight conversion factors specified in Annex 1.

4.6 **Waste treatment process – process, plant and equipment and procedures**

Waste Sorting

- 4.6.1 Waste Sorting shall only be carried out on the site in accordance with section E of the working plan.

4.7 **Removal of residual wastes from site**

- 4.7.1 In the event that the specified waste management operations on the site cease and the Agency has reasonable grounds to believe that they will not be resumed within 3 months then, notwithstanding the operational limits on storage times of wastes specified in the other conditions of this licence, the licence holder shall ensure that all wastes remaining on the site shall be removed by the date specified by the Agency in writing. This shall include, where required by the Agency, cleaning of plant, equipment and engineered containment used in the specified waste management operations, and emptying of any sealed sumps or interceptors.

5 Amenity management and reporting

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

Prevention of releases of dusts, fibres and particulates

- 5.1.1 Throughout the operational life of the site, measures to monitor, control and minimise the aerial emission of dusts, fibres and particulates from the site, shall be carried out in accordance with section EI of the working plan to meet the standards specified in Table 5.1 below. Such measures shall prevent releases in such quantities or concentrations that are likely to cause pollution of the environment or harm to human health or serious detriment to the amenity of the locality.

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

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

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

5.2 **Prevention and control of odours**

Prevention of odours

- 5.2.1 Throughout the operational life of the site, measures to monitor, control and minimise the emission of odours from the site, shall be carried out in

accordance with the standards specified in Table 5.2. Such measures shall prevent releases in such quantities or concentrations that are likely to cause pollution of the environment or harm to human health or serious detriment to the amenity of the locality.

Table 5.2 Standards for monitoring and control of emissions of odours

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

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

5.3 **Control of pest infestations**

5.3.1 Measures shall be implemented and maintained throughout the operational life of the site to control and monitor the presence of pests on the site, in accordance with section I5 of the working plan.

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

5.4.1 Measures shall be implemented and maintained throughout the operational life of the site to control and monitor the presence of scavenging birds and other scavengers on the site, in accordance with section I5 of the working plan.

5.5 **Control of litter**

5.5.1 Measures shall be implemented and maintained throughout the operational life of the site to control and monitor the escape of litter from the confines of

the site, in accordance with section 14 of the working plan. The objective of these measures shall be to prevent any litter escaping from the confines of the site.

- 5.5.2 In the event that litter does escape from the site, it shall be retrieved by the end of the working day.

6 Site records

6.1 Security and availability of records

Security of records

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

Table 6.1 Standards for keeping of site records

Site records	Specified locations	Specified standards
Waste delivered to site other than by householders	Site office	Stored as paper or electronic copies Kept in lockable cabinet Maintained for at least two years.
Waste removed for recycling	Site office	Stored as paper or electronic copies Kept in lockable cabinet Maintained for at least two years.
Waste removed for disposal	Site office	Stored as paper or electronic copies Kept in lockable cabinet Maintained for at least two years.

Availability of records

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

6.2 Records of waste movements

Recording of wastes accepted and removed

- 6.2.1 A record shall be kept of all wastes received (other than those wastes delivered by private householders) and of all materials (wastes and recovered materials) removed from the site. The records shall include the following for each vehicle load of waste/material:

for waste received:

- a** origin of waste;
- b** date received;
- c** quantities in tonnes received and waste type;
- d** nature of the waste (solid, liquid or sludge.)

for waste/material removed:

- e** date removed;
- f** quantities in tonnes removed and waste and/or material type;
- g** destination of waste and/or materials removed;
- h** nature of the waste and/or materials (solid, liquid or sludge.)

- 6.2.2 A summary of the information, including nil returns, shall be submitted to the Agency, in the format specified by the Agency in Annex 1 which forms part of this condition. Summaries shall be for each quarter of the financial year and shall be submitted to the Agency within one month of the end of each quarter.

6.3 **Site diary**

- 6.3.1 A site diary shall be kept secure and shall be available for inspection at the site when required by an authorised officer of the Agency. This shall include a record of the following events:

- a** construction work;
- b** maintenance;
- c** breakdowns;
- d** emergencies;
- e** problems with waste received and action taken;
- f** site inspections carried out by the operator;
- g** despatch of records to the Agency;
- h** severe weather conditions;
- i** environmental problems and remedial actions;
- j** failure to meet specified standards;
- k** Technically competent management attendance on site: the date and the time on site and the time left site.

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

Interpretation

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

“accepted”

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

“authorised officer of the Agency”

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

“consequences”

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

“engineer”

for engineering works specified in these conditions, means a person who works in the relevant branch of engineering, as a qualified professional;

“engineered”

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

“engineered site containment and drainage system”

means all elements relating to engineered containment of activities on the site, other than final disposal to land, and incorporating site surfacing, bunding and drainage systems, buildings and fixed tanks;

“engineering”

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

“environmental targets or receptors”

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

“hazard”

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

“immediately”

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

“inert waste “

means waste which when disposed of in or on land does not undergo any significant physical, chemical or biological transformation;

“maintenance”

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

“preparatory works”

means engineering works required prior to the carrying out of the activities authorised by this licence;

“probability”

means the quantified expression of chance, denoted either as:

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

“received”

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

“release pathways”

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

“relevant offences”

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

“risk”

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

“risk assessment”

means the systematic identification, analysis, estimation and evaluation within a defined **scope** of the defined **risks** of a particular activity,

operation, process or design, carried out and reported by suitably qualified or competent persons, using recognised quantified or semi-quantified methods and techniques.

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

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

“scope of risk assessment”

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

“special waste”

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

“specified waste management operations”

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

“surface water management system”

means all elements relating to collection of rain water or surface water from the site as a whole, and incorporating methods of water collection, containment and the subsequent treatment and/or disposal system, either on or off the site;

“surface water”

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

“the 1994 Regulations”

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

“the Agency”

means the Environment Agency;

“the Licence Holder”

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

“the operator”

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

“the site”

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

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

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

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

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

“waste”

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

“working plan”

means the working plan identified in writing by the Agency at the time of issue of this licence and any subsequent amendments to it made in accordance with the conditions of this licence.

ANNEX 1

Instructions on the format for the summary waste record returns required in Licence condition 6.2

Introduction

Your waste management licence condition no. 6.2 requires you to provide to the Agency a summary of the records which you must keep of all wastes received and of all waste materials removed from the site. This set of instructions specifies the format of the summary which is required by the Agency. A standard form is provided (Ref. 00/1A) which you must use when completing summary returns to comply with the licence condition. Please retain it as a master and photocopy it each time you make a return. An electronic version is available on request.

Waste type and quantity

You are required to identify waste types according to the categories specified in the accompanying list (Ref.00/1B). This shows how particular waste streams fit in to the classification system. Most licensed sites will find that they are only dealing with a small number of categories of material and it is worth looking through the list carefully to identify the waste groups that you handle at your site.

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

District of Origin/Destination

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

Your Legal Responsibility

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

Daily site records

For waste/material entering the site you need to record

- the date and time of the movement;
- the district of origin;
- the type and quantity; and
- whether it is solid/liquid or sludge i.e. the physical state of the waste.

For all wastes/materials leaving the site (for either recovery or disposal) you must record

- the date and time of the movement;
- the destination district;
- the type and quantity; and
- whether it is solid/liquid or sludge.

You may be using a record sheet at present, or a ticketing system, and provided this allows you to record all of the information required by the licence condition, this will be an appropriate form. For those who do not have a suitable system, we have enclosed an example daily record sheet for you to use.

Quarterly Returns

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

Most sites handle a limited range of wastes and only need to complete a relatively small part of the return form.

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

General Information

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

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

Section 1: Waste/materials entering the site

Summarise the information on your daily record system to provide the total amount of waste in each category received from every different District of origin. Please note that the waste categories are exclusive (i.e. construction wastes should not be included in the category for general mixed industrial wastes).

An example of a completed section 1 is shown in the following pages.

Section 2 – Waste materials taken off site for disposal elsewhere

You may have a major transfer station producing a large range of sorted waste materials for disposal elsewhere; or an inert landfill site with an occasional load of contrary material that needs to leave the site for disposal elsewhere; or another type of facility where wastes leave your site for final disposal elsewhere.

Your licence requires you to keep a record of all loads of leaving the site for disposal elsewhere, stating waste type, quantity, state and District of destination. Use the code sheets to decide which category of waste each load falls into and the District of destination code.

An example Section 2 return is shown in the following pages. If you have no wastes leaving the site for disposal elsewhere this quarter, write NIL across the sheet. If you need more space to write in a larger number of waste groups, photocopy the Section 2 page to make a continuation sheet.

Section 3 – Materials taken off site for recycling

This section is completed in exactly the same way as Section 2, but is for wastes leaving the site for recycling.

Example 3 in the following pages shows the output of waste materials for recycling from a metal recycling site.

If you have no wastes leaving for recycling, write NIL across the sheet. If you need more space to write in a larger number of waste groups, photocopy the Section 3 page to make a continuation sheet.

Section 4 – This section is optional and applies to landfill sites only. The information will be essential for the development of the future Waste Strategy for Wales and is required by planning authorities for future development planning for waste management facilities.

Section 5 – You MUST complete the declaration, and then send the return to your area office within one month following the end of the quarter. The address of the area office is provided at the end of this section of the quantity return sheet

Help

If you require any further information on any of these issues please call the Environment Agency general enquiry line on 0845 9333111.

Accompanying documents

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

- i) *Environment Agency North Wales/South East Wales/South West Wales/Upper Severn Area Section 35 EPA Quarterly return - Ref. 00/IA.* (you must complete this form when making your summary return to the Agency)
- ii) *Waste Categories for Wales - Ref. 00/IB* [on blue paper] (you must use these categories when completing the summary return form)
- iii) *Factors to Convert Waste Volume to Weight* [on green paper] (you can use these conversion factors when converting volume to weight)
- iv) *District Codes* [on pink paper] (you must use these codes when completing the summary return form)
- v) *Example Sheet for Recording Daily Loads In/Out* (this is not a mandatory form but you could use it to satisfy the Agency's requirements for daily input/output records)

EXAMPLE 1: RECEIPT OF MATERIALS ONTO SITE

SECTION 1 MATERIALS TAKEN INTO SITE

Waste Type	State	District of Origin					(Within Wales - see district code list)					(Outside Wales - see attached list)					Total Tonnes
		ANG	CON	DEN	FLI	GWY	POW	WRE				CHE					
21A Inert Construction and Demolition waste	Solid	567.40		402.36	126.13							89.65					1185.54
22A Degradable Construction and Demolition waste	Solid	703.50			908.53		987.57					203.79					2,803.39
	Sludge					26.12		14.32									40.44
22C Degradable Household	Solid		939.26	898.30	816.54			789.32									3443.42789.32
22D Degradable Commercial	Solid	169.34		27.45	901.35												1,098.14
	Liquid							62.97									62.97
	Sludge		27.07				45.87					903.70					976.64
TOTAL																	
Total For	Solid	1440.24	939.26	1,328.11	2,752.55	0	987.57	789.32	0	0	0	293.44	0	0	0	0	8,530.49
Each Area	Liquid	0	0	0	0	0	0	62.97	0	0	0	0	0	0	0	0	62.97
	Sludge	0	27.07	0	0	26.12	45.87	14.32	0	0	0	903.70	0	0	0	0	1017.08

A variety of materials are received on site from the different areas. These materials are tallied both to provide the total amount of each waste type and the total waste for each area (both for each type and a grand total). Waste should be added by type, state and by district. Do not mix solid, liquid and sludge wastes.

EXAMPLE 2: DISPOSAL OF MATERIALS OFF SITE

SECTION 2 MATERIALS TAKEN OFF SITE FOR DISPOSAL ELSEWHERE

Waste Type	State	Destination (Within Wales - see attached list)						(Outside Wales - see attached list)				Total Tonnes
		ANG	CON	DEN	FLI	GWY	POW	WRE		CHE		
Waste Type / Code												
21A Inert Construction and Demolition waste	Solid		809.07		574.93	982.71						2366.71
Waste Type / Code												
22A Degradable Construction and Demolition waste	Solid	703.50					987.57			203.79		1894.86
	Sludge		47.89			26.12						74.01
Waste Type / Code												
22C Degradable Household	Solid	997.65						789.32		456.98		2243.95
Waste Type / Code												
25 Healthcare Risk Wastes	Solid				4.00							4.00
	Liquid											
	Sludge											
TOTAL												
Total For	Solid	1701.15	809.07	0	578.93	982.71	987.57	789.32	0	0	660.77	6509.52
Each Area	Liquid	0	0	0	0	0	0	0	0	0	0	0
	Sludge	0	47.89	0	0	26.12	0	0	0	0	0	74.01

Please indicate the destination of all wastes. Do not include RECYCLED wastes. Additional waste types can be added in spare sections at the bottom of the section. Do not mix solid, liquid and sludge wastes in the totals.

EXAMPLE 3: OUTPUT OF MATERIALS FROM A METAL RECYCLING SITE

SECTION 3 MATERIALS TAKEN OFF SITE FOR RECYCLING

Waste Type	State	ANG	CON	DEN	FLI	GWY	POW	WRE						(Outside Wales - see attached list)	Total Tonnes
Waste Type / Code														CHE	
23A Metals and Discarded (Scrap) Composite Equip Special Waste	Solid	87.61	547.04	876.12		397.07		489.37						40.21	2,437.42
23B Metals and Discarded (Scrap) Composite Equip Other Waste	Solid		407.67	87.35	706.15		406.74								1,607.91
29B Organic Chemicals Other	Solid														
	Liquid			27.03											27.03
	Sludge														
Waste Type / Code	Solid														
	Liquid														
	Sludge														
Total For	Solid	87.61	954.71	963.47	706.15	397.07	406.74	489.37						40.21	4,045.33
Each Area	Liquid	0	0	27.03	0	0	0	0						0	27.03
	Sludge	0	0	0	0	0	0	0						0	0

Please indicate the destination of all wastes. Do not include waste that is taken off site for DISPOSAL.

Under 29B Organic Chemicals, Other wastes such as oil can be entered and recorded as going to a recycling site. In this instance, 27.03 tonnes of oil has been sent for recycling. Additional waste types can be added in the spare sections at the bottom of the section. Do not mix solid, liquid and sludge wastes in the total.