

Management System
Caerphilly skip hire (cws) ltd
Date 07/09/09

1.0 General Operations

1.1 Summary of operations

1.1.1 The working plan details the treatment of waste for the purpose of recycling, in particular, the reception, storage, recovery of waste and the onward transfer of sorted waste and recyclable materials from

1.1.2. The company has a fleet of some 6 vehicles and 1 excavator with a selector grab and riddle bucket and 1 loading shovel which operate daily through out the year and a stock off approximately 400 skips of various sizes. Maintenance and servicing of vehicles and plant takes place at an offsite workshop facility. All vehicles and plant are on a six weekly maintenance plan and all drivers and operators carry out daily checks. See enclosed photos of maintenance plan.

1.1.3. Since the introduction of landfill tax it has been necessary to segregate loads collected from customers into three main categories.

1. Inert
2. Mixed General Waste
3. Recyclable materials

1.2 Waste types

Waste types and quantities are restricted to those permitted under the site licence. Maximum annual tonnage is 22,500tonnes and no more than 100 tonnes of waste is accepted at the site per working day.

The site accepts;

- EWC'S17.00.00 non-hazardous wastes

- EWC'S 21.00.00 Inert Waste
- EWC'S 22.00.00 General & bio-degradable waste consisting of: Mixed construction and demolition waste, treated and untreated wood

Waste material is stored in areas shown on the site plan (ref: caerphillyskip4, dated 07/09/2009).

The site undertakes sorting, screening, trimming and grading of waste materials. All operations are carried out in areas with impermeable pavement as shown on the site plan (ref: caerphillyskip4, dated 07/09/2009)

The business operates using skips of various sizes from 2 to 35 cu yd with all skips being sorted at this facility, before being taken to suitable sites for later disposal or recycling. Skips are sorted by a variety of methods depending upon their contents. This could vary from hand picking to sorting with a 360 degree excavator fitted with a re-handling grab and then perhaps screening depending upon what finished product is required.

Sorting of incoming materials will be in areas A and B. Storage and treatment of inert materials will be done in area B. Provision storage/ quarantine of unacceptable wastes will be provided in area E, but it may be moved closer or away from this area on discretion of the site manager.

1.3 Hours of Operation.

Working hrs are 7.30am till 6:30 PM Monday to Friday

7.30am till 2:00 PM Saturday.

9.00am till 11.00 AM Sunday

Bank holidays as required and with approval of the Environment Agency.

1.4 Staffing.

Whenever the site is open to receive waste it will be supervised by at least one member of Management staff. A TCM (Technically Competent Manager) at least 20% of the operational hours. Both are fully conversant with the requirements of the licence and the working plan regarding:

1. Waste acceptance and control procedures;
2. Operational controls and environmental monitoring;
3. Maintenance;
4. record-keeping;
5. Emergency action plans;
6. Notifications to the Agency.

In the absence of the TCM an alternative TCM will be provided the details of which will be forwarded to the Agency.

The attendance details for the TCM will be recorded in the site diary.

2.0 Site Engineering, containment, and drainage.

2.1 Provision and maintenance of site containment and drainage systems

The site has a designated impermeable pavement with suitable kerbing. All runoff in the sorting area will drain to the drainage system. The drainage system is connected to a Klargestor NSF6 Full Retention Class I Separator. The discharge point for the drainage is land drains as shown on caerphilyskip3 dated 07/09/2009.

A weekly inspection and maintenance plan will be put into place with Michael Jones as the inspector.

2.2 Construction quality assurance of new site containment and drainage systems

The licence requires the construction and the installation of suitable drainage. Prior to the construction of this infrastructure the details of the works to be undertaken will be forwarded to the Agency for approval.

All works will be provided with **Quality Assurance** to demonstrate that the infrastructure meets the standards required. Details of the personnel who will undertake this work will also be provided to the Agency. On completion of site works a **Validation Report** will be submitted for approval by the Agency.

2.3 Installation of weighbridge

It is the intention of the management to install an approved weighbridge to help more accurately record waste throughput and improve overall operations.

Once these works are complete it is not envisaged that any further major site works will be required. All infrastructures will be suitably maintained to ensure it operates to the required standard.

3.0 Site Infrastructure

3.1 Site security.

The site is situated off Colliery road Llanbradach the entrance gates and barrier is of steel construction which is locked when closed. The north is fenced with a chain link fence which is due to be updated in 2009, the westerly side is fenced and has a near vertical embankment the southern side of the yard is secured with a wall and a near vertical embankment, the east side is secured by a vertical wall backing on to the railway line. Accidental access to the site is not possible. The sorting and arrival area benefits from a CCTV system.

The security and perimeter fences will be inspected on a weekly basis by a member of the management.

3.2 Provision of site Identification board.

No waste will be received at the site unless an identification board is provided at a prominent spot on site.

The board shall be easily readable in daylight hours and shall display the following information.

- A. Site name and address.
- B. Licence holder's name
- C. Operator name (company name, not individual name unless justified as necessary);
- D. Licence number; **EAWML 30100**
- 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 an Authorised Treatment Facility, licensed by the Environment Agency;
- G. Agency national numbers: **08708506506** and 0800 807060 (or any other number subsequently notified in writing by the Agency);
- H. Days and hours the site is open to receive waste.

4.0 Site operations.

4.1 Procedure for dealing with potentially polluting spillages.

All skips tipped at the yard will have their origins and approximate contents known. Skip tipped on yard are inspected by drivers and experienced yard staff. Any potentially polluting substances or unacceptable wastes will be reported to the site manager immediately, and then reassessed. If found to be unacceptable they will be either:-

- a) Immediately reloaded and returned to point of origin.
- b) Be placed in a quarantine area and stored in an open skip, a lockable skip or a secure 205 litre. Drum with clip top lid.

If waste liquid other than water is released on any area of the site every effort will be made to contain and absorb it before it enters the drainage system. Absorbent granules will be stored on site at a convenient location known to staff and drivers.

All such incidents will be recorded in the site diary.

4.2 Fires on Site.

No uncontrolled burning of waste on site is allowed.

4.3 Waste acceptance Waste dispatch and Waste recording.

All vehicles using the waste recycling/ bulk materials storage facility will be pre booked in and / or our vehicles. The Yard manager will inspect and direct each load to an area for suitable storage or sorting. The yard manager will be conversant with the requirements of the licence and will be responsible for ensuring materials are tipped in a proper and safe manner.

The daily work summary sheets are open for inspection and the loads and quantities involved will be reconciled and transposed onto record forms designed for this purpose.

Details of records are given in Section 5.1 of this working plan.

4.6 Waste treatment processes.

12.1. Manual sorting.

The following procedures will be adhered to when manual sorting.

- a) The contents of the load will be visually checked once deposited and before sorting commenced. If unauthorised materials are detected then procedures outlined in this working plan will be followed.
- b) Sorting will be carried out in designated areas by trained operatives. Protective equipment will be provided for and used by operatives at all times.
- c) Non- recyclable materials will be handled manually or by machine and stored in AREA C on the site plan (ref: Caerphillyskip4, dated 07/09/2009) in ro-ro containers. Material for recycling will either be stored in ro-ro containers or stockpiles in AREA B and D or any other suitable area pending transportation. The duration of storage will vary depending on the material type and the market conditions. In any case no materials will be stored for longer than one year or no longer than any exemption allows.
- d) A daily record of types and quantities of materials sorted and dispatched will be maintained in accordance the requirements of the site licence.

4.7 Mechanical screening

Mixed rubble and soils generated by the sorting process may need to be passed through the screen. The screen is positioned in AREA B on the site plan (ref: Caerphillyskip4, dated 07/09/2009). The screen produces a product to a fixed given size and hard-core / rubble for disposal or further treatment. The screen has an approx. capacity of 80 tonnes/ hr. An excavator loads the screen via a hopper, screened materials discharge to the side and oversize material discharge to the end. Materials are then stockpiled, treated further or sold on.

Condition of screening

Mechanical screening will only be undertaken to facilitate the effective transport of material for final recovery elsewhere.

The screen and excavator are powered by diesel engine and are full silenced, and produce approximately the same noise levels as a modern lorry on fast tick over.

5.0 Site Records

5.1 Waste acceptance Waste dispatch and Waste recording.

The daily work summary sheets for wastes received and removed from the site are open for inspection and the loads and quantities involved will be reconciled and transposed onto record forms designed for this purpose.

Up to date records of incoming and outgoing materials will be stored at the main office. These will show

- a) Loads deposited at site, load size, load origin, load type and date.
- b) Outgoing materials load size, load type and destination.
- c) Any loaded skip stored but not deposited its arrival date, origin and destination
- d) Copies of relevant duty of care notes.

A summary will be prepared at the end of each quarter showing waste type quantities and destination of all incoming and outgoing loads. **A copy of this will be forwarded to the Environment Agency quarterly on the standard returns forms as provided by the Agency.**

5.2 Recording Tonnage and throughput

There is no weighbridge available at the facility at present. Tonnage will therefore be estimated on a "weight by volume" basis as per Environment Agency guidelines. Records of tonnage's delivered to final reception sites will be kept.

Records will be kept of all loads entering and leaving the facility.

Records of inputs / outgoing will be forwarded to the Environment Agency as detailed in Section 5.1 above.

5.3 Site Diary

The site diary is kept on site and is available for inspection. The following events are recorded;

- Construction work
- Maintenance
- Breakdowns
- Emergencies
- Problems with waste received and action taken
- Site inspections carried out by the operator
- Despatch of records to the Agency
- Severe weather conditions
- Environmental problems and remedial actions

- Arrival and leaving times of technically competent manager
- Complaints about site operations and action taken

5.4 Environmental Performance Report

On the 01st April each year an Environmental Performance Report will be forwarded to the Agency as required by licence Condition 21.

The report will assess any complaints received in relation to site operations and actions taken to resolve such complaints – this will include any reviews of site operations. To date the site has received very few complaints.

6.0 Environmental Controls

6.1 Control of mud and debris

From the working area to the public road is approx. 300m there is sufficient a distance for and mud/ water to come off the wheels. The Lorries will be unloading on a concrete section A. It is not envisaged to have a problem with mud. Site access will be kept clear with a loading shovel and a road sweeper will be used when required.

6.2 Dust

Ample provision is maintained in the Yard to prevent nuisance by dust including water bowser and a hose pipe. If the tracking of vehicles is producing dust all affected areas will be damped down.

Should operation of the screen in dry weather, prove to produce dust in such a quantity that it is visible at any site boundary then monitoring and control measures will be undertaken following the recommendations following prior Consultation with, the appropriate authorities. These may, include shrouding the machine and conveyors, use of water misting or other methods of damping down.

6.3 Odours

Any waste arriving at the facility with a significant odour problem will be returned to the producer. Any action taken will be recorded in the site log book.

Materials know to be odorous would not be tipped at the facility.

Site operatives would be required to report any offensive odours encountered during waste sorting operations. In such cases, the producer of the waste will be identified and notified and the incident recorded in the site logbook.

Any skip loaded with odorous material would be covered with tarpaulins or fine waste material to suppress odour emissions.

6.4 Noise

The site has been in operation for over thirty years. The screen is powered via a fully silenced diesel engine and when operating produces less noise than a modern heavy lorry at fast tick over. **All plant is maintained to ensure noise is minimised.** Caerphilly skip have their offices on site and the proprietor and persons employed are the people closest to any potential noise source.

6.5 Pests

All employees are required to report any evidence of rats or other vermin on the site

to the Yard supervisor. The Yard supervisor also inspects the site daily as required by the site licence and this is recorded in the site diary. Should the presence of vermin be suspected a pest control company will be employed to investigate and deal appropriately with the situation. Where control measures are used records shall be kept of the types and quantities of pesticides used.

6.6 Birds

The waste accepted at the site would have little attraction to birds or other Scavengers being mainly waste of the construction industry origin and rubble. The site the sorting area is always cleared by the end of the working day and all skips kept on site after the end of the working day which contain loose or lightweight waste are securely sheeted or netted.

6.7 Litter -prevention control and containment

No loose material will be left on the sorting area overnight. Any loose materials or litter escaping from the sorting area will be immediately picked up and placed back in an appropriate container or in the sorting area.

Should there be a problem with litter control current site operations will be reviewed and appropriate controls employed, this may include the use of litter netting around the main waste processing areas.