

Glanyrafon Transfer Station

Permit ref: EAWML 34115

Operator: Ceredigion County Council

Date: 10.00 Tuesday 25th November 2014

Objective of the audit:

- Ensure that site is managed effectively
- Ensure that site meets the requirements for Technically Competence provision
- Ensure all activities are compliant with permit conditions

Legislation auditing against

- Environmental Permitting Regulations 2010
- Hazardous Waste Regulations 2005
- Environmental Permitting Regulations 1990

Permit conditions to be audited

- 1.1.1 Managing and operating the activities in accordance with a written management system
- 1.1.2 Maintaining records of compliance with condition 1.1.1
- 1.1.3 Access to permit
- 2.1.1 Permitted activities
- 2.2.1 Waste acceptance
- 2.2.2 Maintaining records of all waste accepted onto site
- 3.1.1 Emissions to air, water or land
- 3.2.1 Transfers Off-site
- 3.3.1 Fugitive emissions (excluding Odour and noise) shall not cause pollution
- 3.3.2 Litter and mud shall not cause pollution
- 3.3.3 Litter and mud shall be cleared as soon as practicable
- 3.4.1 Odour
- 3.5.1 Noise
- 3.6.1 Pests
- 4.1.1 Records made
- 4.2.2 Requirement to submit quarterly waste returns
- 4.3.1 Notification of malfunction, breakdown or failure of equipment or techniques, accident or fugitive emission that has caused, is causing, or may cause significant pollution.

CAR Criteria to be audited

- A1 – Specified by permit
- B1 – Engineering for the prevention and control of emissions
- B3 – Site drainage engineering (clean and foul)
- B4 – Containment of stored materials
- B5 – Plant and equipment
- C1 – Staff competency and training
- C2 – Management system and operating procedures
- C3 – Materials acceptance
- C4 – Storage, handling, labelling and segregation
- E1 – Emissions to Air
- E2 – Emissions to Land/Groundwater
- E3 – Emissions to Surface Water
- F1 – Odour
- F2 – Noise
- F3 – Dust/particulates and litter
- F4 – Pests, birds and scavengers
- G2 – Records of activity, site diary/journal/events
- G4 – Reporting & notification

Duration of Audit

2-3 hours

Audit team

Malcolm Dines – Lead Auditor
Marc Williams

Site areas, process and procedures to be audited

- Site infrastructure
- Site operations (Please ensure that any plant operating on site are stopped for the duration of the inspection).
- Site Waste Returns
- Check compliance with qualification and attendance requirements of the Technically Competent Person.

Site personnel required

- Technically Competent Manager

Documents required

- Record of visit to site by Technically Competent Manager (TCM)
- The Environmental Management System, or those sections relevant to waste acceptance, handling, treatment and storage

Expectations of the site operator

- Must ensure the health and safety of Natural Resources Wales staff and make reasonable provision for their welfare and working arrangements where practical;
- Provide the lead auditor with details of the organisations representative who will act as first point of contact

- Provide site guides were appropriate or requested. The guides should not influence or interfere with the audit but should assist the audit team. Guides can:
 - Arrange contacts and timings for interviews
 - Arrange visits to specific parts of the site or organisation
 - Check that the audit team know about and follow site safety and security roles
 - Witness the audit on behalf of the organisation, provide clarification or assist in collecting information

Areas of Audit

Review site operations following transfer and variation of permit

Review all site activity, infrastructure and management to ensure that site is compliant with all permit conditions.

Technical Competence

To ensure compliance with the requirements for technical competence provision at the site, a TCM must be on-site for 35% of the time that the site is open. Our records indicate that the site is operational for 45 hours a week, therefore the TCM should be on-site for 16 hours a week.