WHITES RECYCLING LTD
ENVIROMENTAL MANAGEMENT SYSTEM

December 12, 2016

OVERVIEW

1. Site Background and Description

The lagoon at Grosmont will be constructed by Whites Recycling and operated as a storage for nutrient rich organic waste before being spread on surrounding farm land. The site at Grosmont is located within the countryside approx. 1.6 miles from village of Cross Ash and the village of Bont is 1.9 miles away. The village of llangattock lingoed is 8 miles away. The topography of the area is typical rolling hills but the site is flat with extensive open agricultural land with a hedge fronting the site. The lagoon is not directly overlooked by domestic residences, the closest being some 358m to the South West. The site is within easy reach from the main road with an existing farm access available to service the lagoon.

The site of owned by Robert George Robinson and leased to Whites Recycling Ltd

LOCATION	NATIONAL GRID REFERENCE
Wood Farm Grosmont Abergavenny NP7 8LB	SO 39034 21351

Whites Recycling Ltd have achieved ISO9001:2008 and also ISO14001:2004 and incorporate these into our own management system and Agronomy departmental system. **See attached 1.1**

Qualification Structure - 4MTMPL6

Operator Competence Certificate for mobile plant for land spreading (land treatment resulting in benefit)

- WM1b – Manage the reception of non-hazardous waste
- WM2 - Manage the movement, sorting and storage of waste
- HSS3 – Monitor procedures to safely control work operations
- MSCE9 – Manage the environmental impact of your work
- WM12 – Control work activities on a waste management facility
- WM7c – Manage the transfer of output and disposal of residues from non-hazardous waste treatment and recovery operations

2. Site Health and Safety

Health and Safety is of paramount importance. A risk assessment for all operations on site have been carried out and all hazards identified. Health and Safety professional advice is provided by Whites Recycling's H&S officer Caroline Woodcock (NEBOSH qualified). Site procedures must be adhered to at all times. **WRL/GROS/16**

Company operatives working on site are issued the following PPE;

SAFETY BOOTS

HI-VIS VEST

GLOVES

HARD HAT

EAR DEFENDERS

GOGGLES

3. Waste Acceptance

All waste destined for Grosmont Lagoon is organized by Whites Recycling Ltd transport office at South Witham. Transport is carried out by Whites Recycling Ltd Lorries (or authorized sub-contractors) and therefore the content of all loads is known. They have all been sampled by Whites Recycling staff and analyzed by a nationally recognized laboratory which Whites Recycling Ltd have dealt with for a number of years. The analytical results are reviewed by a suitably experienced member of staff, the review includes checking against the appropriate standards of PTEs [Potentially Toxic Elements] for land spreading. The review also considers the crop nutrient benefits that will accrue from applications of the material for Agricultural Benefit. Further monitoring analyses will be carried out on a regular basis. In addition, as all bookings are carried out from South Witham transport office the quantity of material in each lagoon is known at all times.

Materials that are non-conformant will not be deposited in the lagoon. Non-conformant loads will be held in quarantine until investigated by an authorised officer of the company, loads will be disposed by an appropriate, licenced method.

See attached 1.3

4. Permitted Waste Streams

WRL/GROS/09

5. Site Security

The lagoon site is securely fenced with access gates locked at all times, wastes can be delivered to each lagoon without the lorry driver accessing the site. Access is only permitted for specific tasks ie; Stirring, Site maintenance, Pest control and audits.

6. Site Procedures

The only procedures carried out on site are; Filling, Emptying and Circulation

- **Filling**
  The procedures for loading and discharge of the liquid tankers are documented in Whites Recycling Ltd method statement for these tasks.
  WRL/GROS/15 – WRL/GROS/16
- **Emptying**
  The procedure for emptying by umbilical pipe and injection to land are similarly documented in Whites Recycling Ltd – Agronomy department system manual (**See attached 1.1**). This operation is carried out under Whites Recycling Ltd Bespoke mobile permit, mixed wastes are spread to land under EWC Code 19 02 03. On certain occasions operational requirements may well dictate that lagoon contents are removed by lorries, in this case the lorries will be loaded using the Method statement. **WRL/GROS/15 – WRL/GROS/16**
- **Circulation of Lagoon**
  This is commenced approximately 10 days or so prior to emptying, this ensures a uniform product for spreading. This is carried out 2/3 times each year depending upon crop/land requirements. Lay flat pipes are laid out around the perimeter of the lagoon and the contents are sucked up and pumped around the top to be discharged into the far side of the lagoon through pipework which exits below the surface. Suitably trained staff are in attendance at all times during circulation. They are trained in the Whites Recycling Ltd Emergency spill procedure (**See attached 1.2**). The pipes and pumps used during the circulation are from Whites Recycling Ltd field equipment suitably selected and maintained.

7. Spillages

In all operations the major problem is the potential for spillages. All staff carrying out operations at our lagoons are trained in the Whites Recycling Ltd emergency spill procedure which is **attached 1.2** .

8. Control of Odours

As all wastes are sourced form known and approved producers this allows any known odour issues to be successfully managed. (**WRL/GROS/13 – WRL/GROS/14 – WRL/GROS/07**)

An odour check is to be carried out when the lagoon site is audited by the Farm Liaison Manager or a similarly qualified staff member each week. The method employed for this test is documented in the odour management plan for injection wastes. When operations are carried out at site i.e.; Circulation and emptying then the frequency of the odour check increases to daily. On detection of odours beyond site boundaries at levels likely to cause a nuisance immediate action will be taken to cease waste handling operations and the cause investigated and dealt with. The incident and any remedial action taken will then be recorded in a complaints book held at the South Witham office.

The site is open, with relatively flat countryside to all directions, the prevailing wind direction is generally south-westerly. Under prevailing wind conditions, any escape of odour is likely to travel across farmland, which extends to the south-west. The village of Bont is the closest in this direction at approximately 1.9km.

9. Noise Control

The only sources of noise on site as a result of Whites Recycling Ltd activities are as follows;

- Loading and discharge of vacuum tankers which will follow site Loading/Discharge procedures (**WRL/GROS/15**)
- Graduation of lagoon contents
- Emptying the lagoon contents by pumping to the field spreading system
- Site maintenance equipment IE. Grass cutting and strimming

To minimize any noise issues which may arise all vehicles and engines are fitted with sound deadening equipment and exhaust silencers, in addition vehicles and pumps are checked regularly and professional maintained with appropriate daily checks being carried out.

10. Monitoring and Control of Pests

Measures are implemented to monitor the control the presence of pests. Bait boxes are strategically placed around the perimeter of each lagoon and Whites Recycling Ltd rodent operative ensures that the approved rodenticide is topped up, thereby keeping rodent infestation under control as well as fencing to help minimize/eliminate further pests. The site cleanliness & litter will be continually monitored. See also **WRL/GROS/07**

ATTACHMENTS

REF	Title	Description
ATTACHED 1.1	AGRONOMY MANUAL	Agronomy department system manual
ATTACHED 1.2	EMERGENCY SPILL PROCEDURE	
ATTACHED 1.3	WASTE ACCEPTANCE CRITERIA	

1.1

Whites Recycling Ltd

Agronomy Department Systems Manual

The Mine Site, South Witham, Grantham, Lincolnshire, NG33 5QN

Table of Contents

SCOPE

To enable Whites Recycling Ltd to implement and maintain Environmental Systems and objectives taking into account legal and other requirements to which we subscribe and information about significant environmental aspects. It applies to those environmental aspects that we identify and can control and over which we can be expected to have an influence.

DEPARTMENTAL ROLES & RESPONSIBILTIES

Managing Director

Ensures that, the Agronomy Department Manager has responsibility for promoting environmental awareness by implementing and ultimately overseeing and administrating all aspects of the Agronomy Department Systems Manual.

Agronomy Department Manager

Required to report on all aspects of the performance of the Agronomy Department Systems Manual to the Managing Director. He is the nominated technically competent Manager and is responsible for the EA Permit, Deployments, correspondence with the EA, identifying revised or additional resources required to implement and improve the processes of the Agronomy Department Systems Manual. Site visits.

Department assistant manager

Head of the farm liaison team, reporting to the Department Manager, and communicates revisions of this manual to the team.

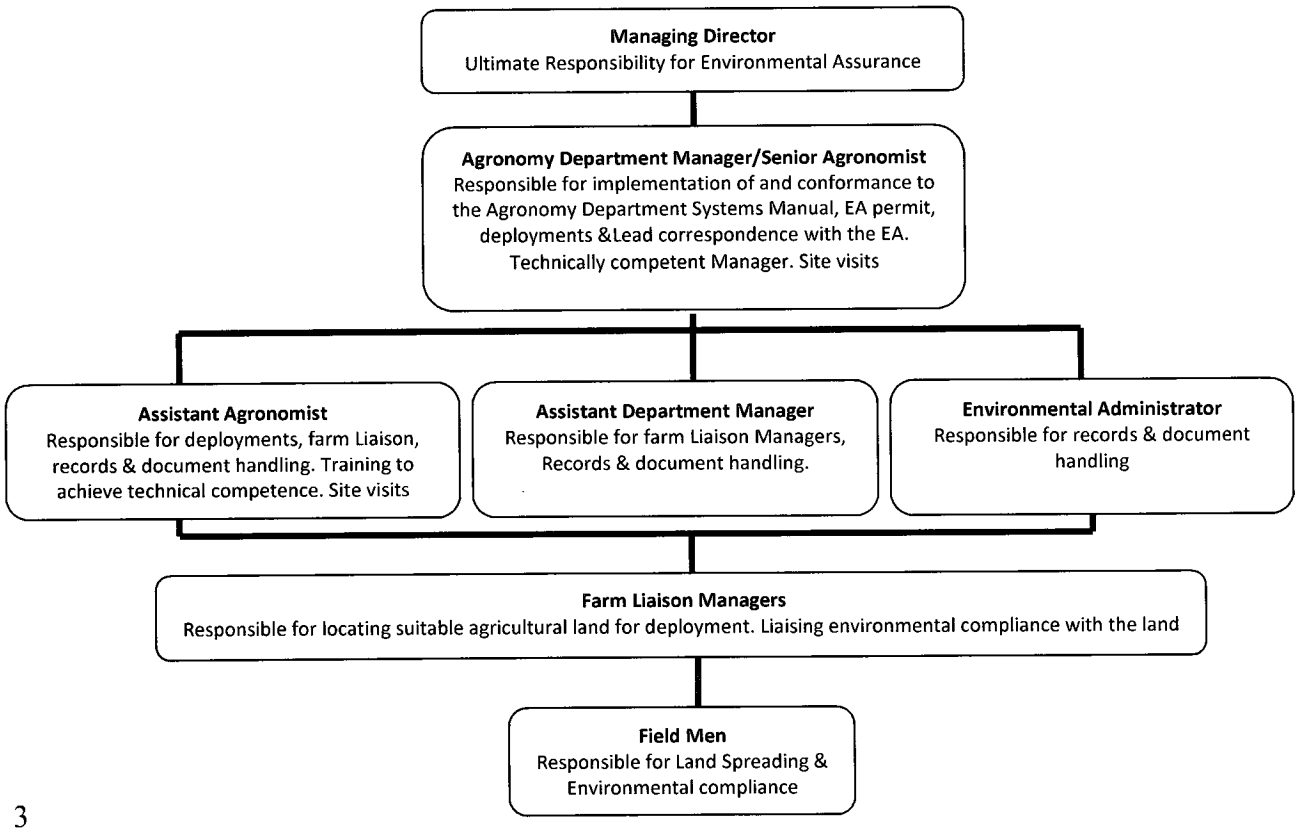
Farm Liaison Managers

Required to locate suitable agricultural land for deployment. Liaising environmental compliance with the land owner, Agronomy Department & Field Men.

Assistant Agronomist

Assists the Department Manager with compiling deployment applications to be submitted to the Environment Agency. Currently undergoing training to achieve technical competency for land spreading operations. Site visits.

DEPARTMENT STRUCTURE



COMPETENCE, TRAINING & AWARENESS

Training may take the form of:

- Induction training
- Informal work training
- Formal training
- Customer instructions

Whenever a member of staff is responsible for an activity identified in an Environmental Risk Assessment as having a significant environmental impact, additional training is provided in order to ensure that the individual has the necessary skills to deal with the issue. A record of this training is maintained as part of the individual's training record (Ref 8)

COMMUNICATION

Whenever communications relating to an environmental issue are received from an external interested party, it is passed to the Managing Director in the first instance. Other members of senior management may be required to provide input into investigating and responding to the issue.

External interested parties may include the following:

- Customers
- Regulatory bodies
- Enforcement agencies
- The general public

The response to external communications may be verbal or in writing, dependant on the nature and urgency of the issue.
Records of all environmental communications are kept by the Agronomy Department Manager.

AUDIT

The results of all Environmental Audits are passed to the Agronomy Department Manager.

The Environmental Audit addresses:

- General Conformance with our procedures
- Environmental documents held at the field site
- The working area and practices
- Equipment
- Field Site
- Odour

Frequency:	Odour audits are carried out daily Other environmental Audits are carried frequently
By who?:	The Agronomy department Management team
Review:	The Agronomy Department Manager reviews the audit results, addresses the need for remedial actions and ensures that such remedial actions are completed, prior to signing off the audit as complete.

DEPARTMENT GENERAL PROCEDURES

LOCATING SUITABLE LAND

As part of the Farm Liaison Manager's (FLM) employment, they are to locate potentially suitable agricultural land to apply liquid sludge to and develop a relationship with the Farmer/Land owner.

The land is walked by the FLM and a Field Site Pre Deployment Risk Assessment (Ref 1) is completed to quickly establish the suitability of the land prior to submitting a full deployment application. This assessment covers environmental site factors, potential risks posed by our proposed operation or risks to our operation, suitability of the land for the application of sludge and also the suitability of the access roads for LGV lorries, parking and tipping sites, positioning of the field pump and routing of the lay-flat pipework.

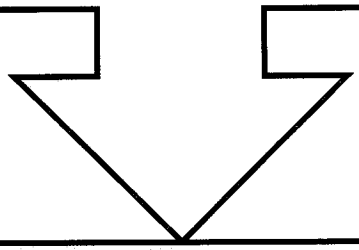
Upon successful outcome of the Field Site Pre Deployment Risk Assessment, the Farmers Check Sheet (Ref 2) is completed by the FLM. By completing this check sheet, the FLM will gain all of the farmers details and vital information and knowledge about the land that is being proposed for deployment. In addition, the FLM uses this time to ensure that the farmer is aware of any implications of sludge application e.g. regulations and benefits, and records his findings as such.

At this stage the Cropping Schedule (Ref 3) is completed by the FLM with the Farmer. This details the fields that the farmer is offering for future application of sludge, and the farmers cropping schedule for each field, so that the FLM can pass this information onto our Agronomist to schedule the availability of the land to be deployed accordingly.

The FLM takes a representative Soil Sample from each parcel of land under ADAS Soil Sampling Methodology. This sample is numbered and recorded on the Cropping Schedule (Ref 3).

APPLYING TO THE ENVIRONMENT AGENCY TO DEPLOY SLUDGES TO AGRICULTURAL LAND

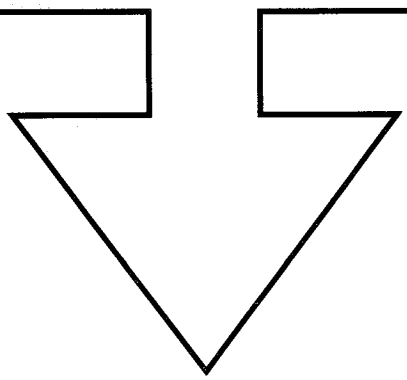
The FLM has now provided the Agronomist with information and representative soil samples of the land the FLM has deemed suitable to deploy for recycling of sludge to Agricultural Land (**Ref's 1-3**). The Agronomist now sends the soil samples to an independent Laboratory for analysis, following which an Analysis Report is obtained. The Agronomist then reviews all information submitted, in conjunction with Analyses and forecasted tonnages of sludge to be recycled (the sludge is analysed prior to removal from source to establish its suitability for recycling to agriculture and independently analysed annually as per "How to comply with your Land spreading Permit Guidelines" TGN EPR 8.01 and an Analysis Report is obtained). The Agronomist reviews the results of the analysis and information provided by the FLM and makes a judgement on the suitability of the land and benefit of the sludge and reports to the Managing Director with their decision on whether to proceed to make a deployment application to the Environment Agency.



Upon approval from the Managing Director to proceed to Deployment, the Agronomist completes a full Deployment Application which is then submitted to the Permit Support Department of the Environment Agency under Environmental Permit SR 2010No 4 Mobile Plant for Land Spreading or a Specific Bespoke Permit.

The Deployment Application process includes:
Compilation of site maps are prepared with information gathered from a number of sources, The Farmer, Ordnance Survey, Environment Agency and Magic Maps, this information allows formulation and preparation of Field Site Risk Assessment (**Ref 4**) and detailed Field Maps with environmental hazards and exclusion zones highlighted.

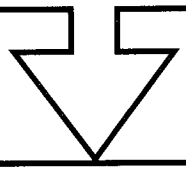
Where a Deployment comprises a number of differing waste streams to be spread on the same parcel of land, the methodology for preparation is to calculate the average volumes of waste produced from each source in a given period; this ratio is then used to calculate the overall benefits supplied by the application. Since actual production volumes from each source can vary for a variety of reasons, the type and amount of wastes arriving at the field site is managed, so that the overall benefit provided is as close as possible to that stated in the Deployment.



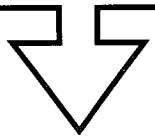
COMMENCING SPREADING ACTIVITIES

Upon receipt of an approved Deployment from the Environment Agency, spreading can be scheduled according to farmers cropping schedules.

Prior to commencement of spreading, an Odour Potential Risk assessment is carried out as per the Odour management plan (Ref 7) and a pre-spread risk assessment (ref 1) is carried out at the field site by the FLM to ensure that no additional risks have been introduced since the initial risk assessment was carried out pre-deployment.

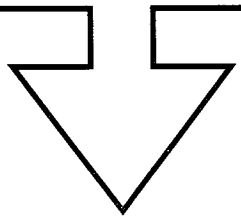


The FLM arranges delivery of the land spreading equipment to the field site. The FLM, along with the Agronomist, prepares the field man's operational documents (detailed in their Field Mans manual – ref 5), for the FLM to issue. The Agronomist now gives instruction to the FLM that spreading can commence. The field man is instructed there on and commences spreading as per their field man's manual (ref 5).



During and at commencement of the operation, Audits (Ref 6) are conducted by the FLM and other senior staff ensuring that the application process is consistent and is in line with our Working Practices as well as conforming to the Code of Good Agricultural Practice.
Throughout the spreading operation, the Agronomy Department Manager is responsible for instructing which waste streams and respective volumes can be applied. Volumes applied to the land are then monitored and recorded by the FLM and Agronomist to ensure that the correct nutrients are applied to each field.

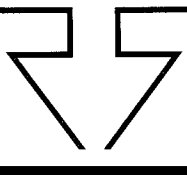
Weather and field site conditions are monitored, to ensure that our activities are carried out within the parameters of our permit.



DURING SPREADING
ON COMPLETION OF SPREADING

On completion (this could be due to full dosage being applied, conditions no longer being suitable etc), equipment is removed from site, the field site is audited to ensure that it is left in a respectable condition, the documents held by the field man during spreading are returned to the Agronomy department via the FLM and the Farmer is provided with a letter quantifying the nutrients supplied during the operation in order to calculate and adjust his fertiliser inputs for each crop.

Quarterly waste returns are further submitted to the Environment Agency.



SIGNIFICANT RISK, EMERGENCY PREPAREDNESS AND RESPONSE

Emergency Spill Procedure

Detailed below is our procedure for the response to a significant spill

Non-hazardous Spill and Release Response
Spills of substances that affect, or threaten to affect public health, safety or the environment requires immediate action. Response to spills includes stopping or containing the spilled substance, protecting human safety and the environment, cleaning up, and any required reporting.

Employee Training Requirements
Whites Recycling requires that all spills are cleaned up by using equipment on board vehicles, damming/containing and removing spilled material. Employees are trained to safely clean up spills. Spills will be controlled by employees in the immediate release area, or by additional personnel requested. The spill may pose a potential hazard to health, safety or the environment because of its quantity, physical, or infectious characteristics.

If a spill occurs, what should I do?
When a spill or release of a substance occurs:
Immediately make others aware
assess the amount of substance that was spilled
If the spill is covering both sides of a highway and presents a danger, safely flag down/stop other road users. If necessary request help in doing so from members of the public.
Determine whether the spilled substance can be cleaned up by employees or if specially trained personnel are needed. In the event of a spill on a public highway the local council is responsible for clearing up road spillages. If an incident happens outside of usual office hours, the council's highways department may run an out-of-hours standby service to provide emergency cover.

Call emergency responders if necessary

YOU MUST

- take immediate action to protect people
- take immediate action to stop or contain the spill or release
- take immediate action to minimize harmful effects to the environment

Contain the spillage:

Attempt to contain the spillage by shutting all open valves.
Use your brush and shovel and attempt to dam dykes, ditches and gateways to prevent any waste reaching water courses.

Small spillage (1 to 10 Gallons) on roadside or at pump location or at customer's works where no pollution occurs: Use clean water, squeegee, brush & bucket provided to contain and clean up the spillage. Restoration on field sites must be carried out by applying compost/soil to the affected area.

Large spillage (10 to 50 Gallons), where there is a potential to create a pollution if not contained, use spill kit (sand bags) provided Contact the Environment Agency on Tel: 0800807060 and call the main office for assistance on 01572 767177 or 24hours 07500786617. The farm/ field site Manager will attend the spillage and provide clean water carried in a bowser to aid in the clean-up operation.

Major Incident (Cubic mtrs) where pollution occurs. Attempt to contain the spillage by shutting all open valves, turn off pump on tanker, at field site or on customers premises. Attempt to dam dykes & ditches and gateways to prevent any waste reaching water courses. Contact the Environment Agency on Tel: 0800807060 and call the main office for assistance on 01572 767177 or 24hours 07500786617. The farm/ field site Manager will attend the spillage and provide clean water carried in a bowser to aid in the clean-up operation.

Obtain Third party information

Name, contact details and vehicle registration of others involved in the incident
Name, contact details of any witnesses to the incident

Our response after the initial incident will be as follows:

Clean up and restore the environment:

Supplies for Clean-up

Spill control and clean-up equipment is readily available. The equipment includes:

- Personal protective equipment (e.g. rubber gloves and safety glasses)
- Absorbents, neutralizers
- Squeegee/brushes/buckets/shovels/sand bags
- Clean water bowser
- Clean water 3000 gallon Jet/Vac tanker
- Container for waste Bulk tipper/bulker

Procedure

A team of trained people with the correct clean up equipment will be deployed as a result of a significant spill to clean up and restore the environment.
Labour, drivers, and equipment will be directed to the site of the incident. On arrival brushes, shovels, squeegees will be used to contain/clean up the spill into the bulker/jet vac tanker. The clean water bowser and jet Vac tanker will be used to wash roadways and clean dykes, ditches and grass verges ensuring that all spilled waste is removed. Absorbents and neutralizers may be used at this point prior to a final wash down of the area.

Reporting requirements

Provision of information to customer
When reporting a spill, the following information will be provided:

- Our name, address, and the name, address of (the "responsible party")
- Date, time, location and duration of the spill
- Identity and amount of the substance discharged
- Cause of the spill
- Immediate actions being taken to stop the release/minimize the impact to health, safety and the environment
- Source, speed of travel, and destination of the spilled substance
- Actual or potential impacts to human health, safety and the environment
- Weather conditions at the spill site
- Other agencies contacted or on-scene during the spill.
- Document the spill on a non-conformance/incident report, all information provided, all clean up actions, and the outcome of those actions and file.

CONTROL OF DOCUMENTS

The Managing Director has approved this Agronomy Department Systems Manual and its associated documents and shall approve all subsequent revisions.

The only controlled copy of the Agronomy Department Systems manual and the associated documents are those held on the Organisation's computer system and are maintained by the Agronomy Department Manager. All hard and any other electronic copies are by definition uncontrolled.

Proposed changes to the Environmental Manual and associated documents are identified during the day to day activities as well as more formally during the Management Review.

Proposed changes are reviewed and, if appropriate, adopted by the Agronomy Department Manager after taking into account all of the relevant information.

When adopted, changes are made to the controlled copy of the Environmental Manual and any associated documents and the appropriate personnel are notified of the change.

The Organisation's computer system is regularly backed-up with a copy securely stored.

LEGAL & OTHER REQUIREMENTS

1. All relevant and new legislation and regulations are reviewed as part of day to day management activities and more formally during management reviews, in order to establish their relevance with regard to the Organisations activities.

2. The Organisation monitors Regulatory/Legislative agencies or bodies that may issue any newsletters or similar publication that contains specific environmental information and highlights revised or anticipated legal changes that have, or may have, an impact on the Organisations identified Environmental Aspects.

3. The Organisation maintains an up to date library of environmental publications and technical data.

REVISION & AMENDMENT REGISTER

Review to be no less than once per annum, from first issue

DATE	PAGE NUMBER	PROCEDURE NUMBER	REVISION DETAILS	ISSUE NUMBER

White's recycling
phone 01572 767177

Ref 1

Field Site Pre Deployment Risk Assessment

	Initial check - ok to proceed to deployment ✔	Initial check - potential issues identified, further investigation required ✕

Please assess each heading below and assess whether they could pose a risk to our operations or whether our operations could pose a risk to them.

Tipping Site			
HGV Access from Main Road			
Width	ft		
Height	ft		
Weight Limit	tonnes		
HGV Standing			
On or Off Road			
Width of Road			
Hard Verge			
Safe Parking			
Location of Pump			
In field or on Roadside			
Distance from Field	m		
Neighbouring Receptors			
Who, Distance			
Odour			
Noise			
Fields			
Surface Water Safe Distance			
Rivers			
Ditches			
Dry Dykes			
Ponds			
Springs			
Drains			
Bore Holes			
Topography (not too much slope)			
Trees & Hedges			
Odour Potential			
Public Access			
Roads			
Footpaths			
Bridleways			

Control Measures/ Remedial Actions Required Before Use

Copy sent to: _____

Ops Manager: _____

Transport: _____

Date Remedial Actions Completed: _____

White's recycling
phone 01572 **767177**

Farmers Check Sheet

Ref 2

Site:	
Task:	
Assessors Name:	
Signature:	
Date:	
Farmers Name:	
Tel:	
Mobile No.	

Discuss/explain the following subjects with the farmer. Detail information supplied/gathered in the box provided. Continue on a separate sheet if necessary. Please tick one box Yes/No to indicate that you have covered each point. If you have answered No, please explain why.

Subject	Yes	No	
Explain current legislation and stock exclusion requirements			
Map of Fields (RPA/ OS)			
Field Sizes			
Field Cropping			
Field Numbers			
Timescale for Land Spreading			
Soil Type & Sample			
Product Type			
Land Drains			
Risk Assessments			
Organic mulch in the past year?			
Wells or bore holes?			
Any SSI's			
Other			
Other			
Other			
Other			
Other			
Other			

AFTER SPREADING AVOID GRAZING FOR 21 DAYS OR 2 MONTHS FOR PIGS

white's recycling ltd

Cropping Schedule

Ref 3

Name
Address

Tel:

Map Ref	Field Number	Crop From	Crop To	Field Size	Soil Sample Number	Risk Assessment

The Mine Site, South Witham, Grantham, Lincolnshire, NG33 5QN Tel: 01572 767177 Fax: 01572 767144

white's recycling ltd

Ref 5

FIELDMAN'S MANUAL

This manual has been compiled for issue to all field operatives employed by White's Recycling to ensure their safety whilst at work and to prevent unnecessa Environmental issues during the delivery of liquid sludge via LGV Tankers to agricultural field sites to be recycled. This is supplementary to information provided in White's Recycling's Staff Handbook and training given at induction.

This manual was issued to_____

by_____ on_____

company registration no: 37653
vat no: 738 1333
(subsidiary of White's Engineering Lt
Registered in England & Wal
Registered Office: St Peters Chambe
2 Bath Street, Grantha
Lincolnshire, NG31 6

SAFETY

In line with White's Recycling's Health & Safety policy, all employees regardless of their position have a duty to co-operate with the Company in matters relating to safety, health and welfare.

Particular emphasis is placed on the following:-

Employees will:

a) Carry out all operations and work in the prescribed manner.
b) Use the correct tools and equipment for the operations or work, including any relevant safety equipment including personal protective equipment.
c) Report any defects in plant or equipment immediately.
d) Develop a personal concern for the safety of themselves and others.
e) Avoid improvising or taking short-cuts, which would entail unauthorised and unnecessary risks.
f) Inform and help new employees with hazards involved in the operation / work of the Company.
g) Report accidents / incidents which have led or may lead to personal injury or damage to plant or equipment to the management team.
h) Suggest ways of eliminating hazards.
i) Co-operate in the investigation of accidents with the objective of introducing methods to prevent a recurrence.
j) Set a personal example, especially to new members of staff.
k) Co-operate with the management in all statutory duties imposed on them.
l) Not misuse any item of plant.
m) Replace any protective barriers which may have been temporarily removed.
n) Adhere to Company rules in their place of work.
o) Take reasonable care for the safety of themselves and other persons who may be affected by one's acts or omissions at work.
p) Familiarise themselves with the Health and Safety Policy and conduct their work in a manner which is compatible with its aims.

GENERAL

Employees are expected to act in the interests of the Company at all times. Any conduct detrimental to its interests or its relations with its customers, suppliers, the general public, or damaging to its public image shall be considered to be a breach of Company rules.

All authorised notices displayed are to be read and observed.

The Company must be immediately notified of any incident in which damage is caused to Company property, e.g. buildings, machinery or to fellow employees, visitors and/or their personal effects.

EMERGENCY SPILL

Spills of substances that affect, or threaten to affect public health, safety or the environment requires immediate action. Response to spills includes stopping or containing the spilled substance, protecting human safety and the environment, cleaning up, and any required reporting.

If a spill occurs, what should I do?

- Immediately make others aware and report to the head office. Tel: 01572 767177
- assess the amount of substance that was spilled
- If the spill is covering both sides of a highway and presents a danger, safely flag down/stop other road users. If necessary request help in doing so from members of the public.
- Call the farm liaison manager to determine whether the spilled substance can be cleaned up by employees or if specially trained personnel are needed. In the event of a spill on a public highway the local council is responsible for clearing up road spillages. If an incident happens outside of usual office hours, the council's highways department may run an out-of-hours standby service to provide emergency cover.
- take immediate action to protect people
- take immediate action to minimize harmful effects to the environment
- Attempt to contain the spillage by shutting all open valves. Use your brush and shovel and attempt to dam dykes, ditches and gateways to prevent any waste reaching water courses.
- Obtain Third party information where necessary to include (Name, contact details and vehicle registration of others involved in the incident and Name, contact details of any witnesses to the incident)

immediately to prevent the Sludge reaching a water course as per Emergency Spill detailed below.

Care must be taken when turning the tractor to change direction of application to ensure that over dosing does not occur. If necessary the pump should be switched off whilst turning takes place.

Communication must be made between the Field man and the Delivery Driver prior to discharge to ensure that all risks of accidental spillage are minimised.

The area around the Pump MUST be kept as clean as possible. The discharge pipe from the delivery vehicle must be placed on a pipe stand, if possible, or the outlet end kept off the ground when not in use to avoid any spillage siphoning out.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

On induction a kit bag containing all operational manuals, risk assessments and PPE will be provided, the contents should include as a minimum:

Footwear:	Safety footwear is provided and should be worn at all times.
Head protection:	Safety helmets are provided, the wearing of safety helmets on site is not mandatory, unless overhead work is involved or whenever site rules specify this.
Eye protection:	Safety goggles are provided and should be worn whenever necessary or when advised to do so by the Company.
Hand protection:	Appropriate gloves are provided & should be worn whenever necessary or when advised to do so by the Company.
Ear Protection:	Ear protection is provided and should be worn when necessary

Staff will be issued with a company uniform following induction.

EQUIPMENT

Listed below are the main items likely to be used at a deployed field site for the application of Liquid Sludge. The equipment for the required application method at each field site will be decided by the Farm Liaison Manager.

Tractor:	An agricultural vehicle.
Terragator:	An agricultural vehicle that can draw liquid Sludge into an on board holding tank so as to spread the field independently of an umbilical pipe system/tractor & associated detachable implements.
Irrigation Reel:	A hydraulically driven hard pipe reel applicator that is sited on the headland of the field and attached to a field pump.
Slurry Pump:	a field pump that pumps the Liquid Sludge from either the LGV vehicle or from the mixing tank to the dribble bar or injector that is attached to the Tractor
Dribble Bar:	A detachable implement that can be attached/pulled by the Tractor to apply the Liquid Sludge at surface level.
Injector:	A detachable implement that can be attached/pulled by the Tractor to inject the Liquid Sludge below ground to varying depths.
Lay Flat Pipe:	Pipe that delivers the Liquid Sludge to either a dribble bar or an injector, which is attached to the Tractor, from the field pump (Umbilical System)
Mixing Tank:	A Holding tank capable of mixing sludges
Couplings:	Male/Female Bauer Couplings

EQUIPMENT MAINTENANCE

- All road going vehicles must be maintained to their legal requirements at all times.
- At the start of your working day you MUST check the oil, water and fuel of the equipment allocated to you and top up if necessary. All P.T.O's must be greased at the start of the day.
- When drawing fuel the Driver must stay with the vehicle at all times to avoid spillage (do not rely on the automatic nozzle cut offs).
- It is the Field man's responsibility to ensure the vehicle is NOT driven on the Public Highway if it is known to be in an unfit state (e.g. faulty lights, tyres etc.) and if you become aware of any defect on the vehicle you MUST report the facts to the management team.
- Vans must NOT be driven over unsuitable off road sites (e.g. ploughed fields) and must be kept in a clean and respectable condition.
- The engines on auxiliary equipment must be started at your base on the first morning of your working week BEFORE starting your journey.
- If a vehicle or piece of equipment is unfit for use but is not being worked upon then a 'DNU' (Do Not Use) Board will be attached to it to ensure that it is not used until repaired. DNU Board's MUST NEVER be removed by anyone other than a fitter or someone authorised by a fitter.
- If fitting staff have removed wheels from a vehicle during maintenance a note will be left with the vehicle and in these circumstances the Driver must stop after approximately 100 Kms. Or at the end of your working day (whichever is the sooner) and check the wheel nuts concerned for tightness.

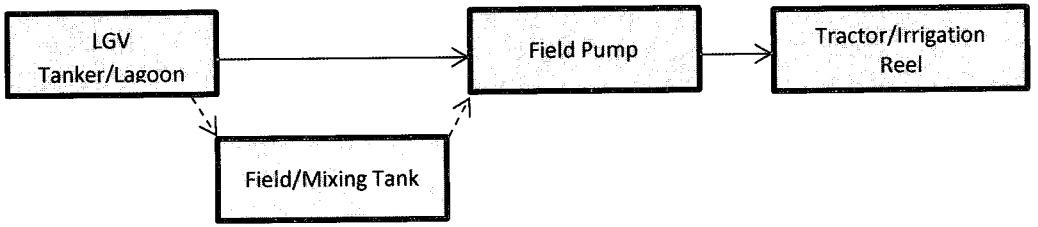
SPREADING

OUTLINE OF SPREADING ACTIVITY

Spreading commences following arrival of liquid sludge (deemed suitable for recycling to agricultural land) via LGV Tanker to the Deployed field site. The LGV Tanker will either:

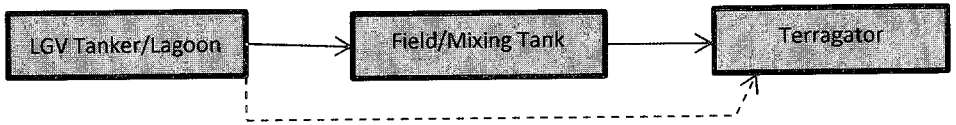
a) Discharge to the field site mixing tank or via a slurry pump sited at the edge of the field (the field pump), through an umbilical system (lay flat pipe) to the field man's tractor or irrigation reel as shown below, or

DELIVERY VIA UMBILICAL SYSTEM



b) Discharge to the field site mixing tank for later collection and independently land spread by the Terragator as shown below

DELIVERY VIA TERRAGATOR



When starting the first delivery to a field site the Field man and any lorry Drivers present MUST check all pipe work and couplings for leaks and stop immediately if any are found. Any leaking pipes must be replaced or repaired before the delivery continues.

The application rate (i.e. the quantity of sludge that can be applied) MUST be as specified on the Field record sheet, this will be achieved by adhering to the 'speed of applicator' also detailed on the Field Record Sheet.

No Liquid Sludge must be allowed to run off the surface of the field during the spreading activity. If this should start to occur, STOP spreading immediately. Report to the Farm Liaison Manager and if required, action MUST be taken

LIVESTOCK

If any Livestock are in the field to be spread, you must report to your Farm Liaison Manager and do NOT commence spreading until you receive further instruction.

ROAD SIGNS & CONES

All necessary road signs must be erected on the highway in a clearly visible position to warn other users of the hazard of vehicles turning or tipping.

FIELD CONDITIONS

The Field man must liaise with the Farm Liaison Manager prior to spreading, to discuss the current field conditions and to decide if the conditions are suitable to accept Sludge. If the conditions should change following this initial decision or the field man has any doubt he MUST contact the farm liaison manager or management team for further instruction.

MIXING TANKS

If a mixing tank is in use at the field site and different waste streams are delivered, then these must be mixed together using the field pump to circulate the mixture in the tank prior to spreading. By using this method, a uniform sludge consistency is produced.

LAY FLAT PIPES/IRRAGATION REEL PIPES

When laying out the lay flat pipes/Irrigation reel pipes, consideration should be given to any exclusion zones or environmental risks highlighted on the map provided. Also, the field man must be vigilant of any damage to the pipes and/or couplings that could result in a leak. Such damage must be reported to the Farm Liaison Manager, and the pipe must not be used prior to repair.

A gate valve or none return valve must be fitted in the pipe within the first 20 metres from the pump on the discharge side to allow the feed to be shut off in case of emergency or any back pressure causing a spillage.

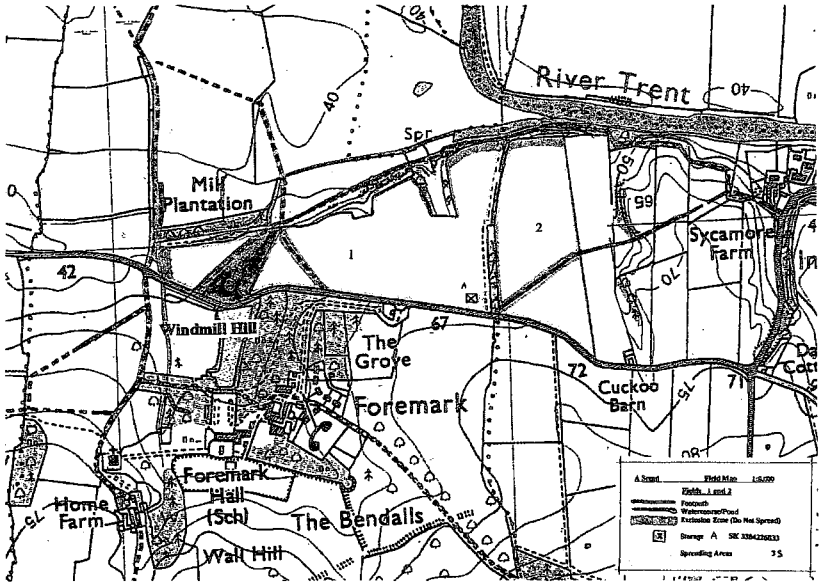
WORKING PRACTICES

A field man is required to telephone the head office between 5pm and 6pm each day to receive instruction from the management team regarding their work location for the next day and time they are to start work.

ON ARRIVAL AT SITE/PRIOR TO COMMENCING SPREADING ACTIVITIES

The field man wili be issued with the following four documents by the management team. **SPREADING MUST NOT COMMENCE UNLESS THESE 4 DOCUMENTS ARE IN THE POSSESSION OF THE FIELD MAN.** The field man should contact the management team if they do not have any of the documents (they may have been left at the site for them). These documents must remain at site at all times until the field is finished, at which time they need to be handed back to the farm liaison manager.

1. **A MAP OF THE AREA TO BE SPREAD SHOWING ANY EXCLUSION ZONES AND ENVIRONMENTAL RISKS CLEARLY MARKED**
   - The field man must check the map to ensure that material is going to be applied to the correct field
   - The field man must review the exclusion zones and environmental hazards marked on the map and ensure that they do not spread in these areas



EXAMPLE

3. A TOP COPY OF DEPLOYMENT NOTIFICATION FROM THE ENVIRONMENT AGENCY

- This document provides regulatory information specific to the field to be spread

Environment Agency

Mr Allan Curtis
Wastes Recycling Ltd.
The Mine Site
Mill Lane
Grantham
Lincolnshire
NG32 5QN

Our ref: GP3598VR/D305
Reg. Customer I.D. No: a0002
Date: 11/10/2012

Dear Mr Curtis

Environmental Permitting (England and Wales) Regulations 2010

Deployment Ref: GP3598VR/D305
Permit Reference: GP3598VR
Permit Holder: Wastes Recycling Ltd
Location of the Deployment: Brook Farm - Fields 1 - 4, 3 Brook End, Derby, DE65 6FW

Following assessment of your deployment notification reference number GP3598VR/D305 under permit reference GP3598VR I can confirm that we have agreed your deployment form and you may now start to operate.

Your deployment lasts for one year and expires on 10/10/2013. If you wish to continue after this date you must re-notify.

You must comply with your permit and carry out the activities in accordance with the requirements of the agreed deployment form unless we agree otherwise in writing. Please remember that your deployment activity should not :-

- be harmful to human health, or the quality of the environment.
- cause offence to human senses.
- result in damage to material property or
- impair or interfere with amenities or other legitimate uses of the environment or
- use processes which could endanger human health or harm the environment

If you fail to comply with these requirements you may be committing an offence and enforcement action may be taken against you

If you have any queries about this matter please contact us by telephone on 01780 595 506 or email us at enquiries@environment-agency.gov.uk quoting your customer reference number a0002 and deployment application reference GP3598VR/D305

Yours sincerely

Mark West
Team Leader, Permitting Supporting Centre

Environment Agency, Permitting Support Centre
Quadrant 2, 99 Parkway Avenue, Parkway Business Park, Sheffield S9 4WF
Customer services line: 08708 506 506 Fax: 01142 628660 E-mail: enquiries@environment-agency.gov.uk

2. A SITE SPECIFIC ENVIRONMENTAL RISK ASSESSMENT

- The environmental risk assessment must be checked by the field man to ensure that further risks have not been introduced to the area since the original assessment was performed.
- Advice should be sought from the farm liaison manager if any additional risks are found.
- The risk assessment should be read and understood by the field man. If there are any aspects that are not understood, advice should be sought by the field man from the farm liaison manager

Risk Assessment

Risk assessment for proposed land spreading activity at Foremark and Ingleby, Derby
Risk assessment carried out by Bob Clay Date 15/08/2012

Data				Judgment				Action	
Receptor What is the risk? What do I wish to protect	*Source* The agent or process with potential to cause harm	*Harm* The harmful consequences if things go wrong	*Pathway* How the receptor might come into contact with the source	*probability of exposure* how likely is this contact	*Consequence* Severity of the consequences if this occurs	*Magnitude of risk* The overall magnitude of the risk	*Justification for magnitude* Basis of my judgment	*Risk management* How can I best manage the risk to reduce the magnitude	*Residual risk* Magnitude of the risk after management
Ground Water in Neighbouring Aquifer Zone	Materials leaching into the Neighbouring Aquifer Zone	Pollution of Ground Water	Through Soil Profile	Low	Low	Low	Material to be evenly injected, good depth of soil profile. Cropping will utilise nutrients and minimise leaching	Management and monitoring of the spreading process to ensure even spread of material at recommended application rate	Low

EXAMPLE

4. FIELD RECORD SHEET

- The first page of this record sheet will be completed by the Farm Liaison manager prior to issue.
- This contains detailed operational information regarding the spreading activity the field man is to undertake.

White's recycling phone 01572 767177 — **Field Record Sheet**

Farmers Name:	Field No.
Address:	Map Ref:
	Address (if different):
	Area (Ac/Ha): Grass / Arable
Postcode:	Soil Type:
Tel No.	Previous Crop:
	Following Crop:
Land Drains: Yes / No	Details:
Any known mineral deficiencies:	
Field Inspected: Yes / No	By Whom:
Distance to nearest houses:	Distance to nearest water course:
Dyke Inspection: First thing (minimum 3 checks per day)	
EA Notified: - Date:	Nearest Hospital:
Application Rate & Speed of applicator:	
Type of Application:	Nearest Welfare:

Operating instructions Map:

Comments:

- The second page of this record sheet is to be completed by the field man no less than 3 times per day. Section 1 will be filled in by the Farm Liaison Manager prior to issue.

Section 1 Inspection Record:		**Date Issued:**		**To Whom:**	
Date Started:		**No of Dyke inspections (min 3/day)**			

Section 2 Inspections

Application Date	Operator	Dyke Inspections Times/ Problems Encountered:	Application Date	Operator	Dyke Inspections Times/ Problems Encountered:	Application Date	Operator	Dyke Inspections Times/ Problems Encountered:

Date Completed:		**Total Volume Applied:**	
Field Inspected by:		**Date:**	
Comments:			

EXAMPLE

Ref 6

White's recycling

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AUDIT SHEET

Name(s) of observed people/Land Owner.....

Date/Time of visit ..... Auditor Name .....

Vehicle Reg no/Field Site ..... Location .....

Scoring: 1 = Unsatisfactory 2 = Satisfactory 3 = Excellent If not applicable use **N/A**

AUDIT TYPE: PLEASE TICK ONE OR MORE BOXES TO DENOTE WHICH AUDIT/S ARE BEING CARRIED OUT

☐ Personnel ☐ Field Site ☐ Field finished ☐ Odour ☐ Pre Spread Odour Risk Assessment

Category	Score
Personal Protective Equipment (PPE)	**Score**
1. Is mandatory PPE being worn? i.e. High vis jacket/waistcoat, safety boots, work wear and eye & hearing protection worn/immediately available as appropriate?	
2. Is other PPE appropriate to task/risk assessment available/being worn? i.e. gloves, specific eye protection, dust masks, chemical resistant clothing etc.	
3. Is the PPE in good condition & fit for purpose	
4. Understanding of pre-use checks they must undertake before wearing PPE?	
5. First Aid Kit/Eye Wash Pods in the vehicle, contents complete and in date?	
6. All fire extinguishers provided in working order and in service?	
Documents and Paperwork – in place and being used	**Score**
7. Company ID Card Carried?	
8. Relevant Risk Assessments/Ad Hoc Risk Assessment & Method Statements?	
9. Handbook present & in date?	
10. Accident & Near miss reporting & understanding?	
11. Daily paperwork up to date & correct?	
12. **NRSWA** – Current booklet carried?	

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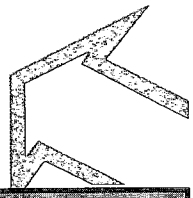
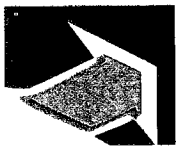


Working Area & Practices AUDIT	Score
13. Does the individual have a positive attitude to Health & Safety?	
14. Is the working area clean & tidy & free from hazards?	
15. Are the relevant working practices being used?	
16. Does the observed person carry out good personal hygiene practices?	
17. Is the lone working system being used?	
Equipment PERSONNEL AUDIT	**Score**
18. Lifting Keys present & in good working order?	
19. Pipes on trailer present & secure?	
20. Vehicle tidy, lights & reflectors clean & visible?	
21. Tyres in good condition check for damage and excessive wear (>2.0mm tread depth)?	
22. If on the highway all signs/cones/PPE appropriately used?	
23. Vehicle work lights in working order?	
24. Vehicle interior clean & tidy?	
25. Are lifts/confined space entries/HPWJ operations completed using the appropriate equipment, taking into account appropriate manual handling techniques?	
26. Is the working area clean & free from trip hazards?	



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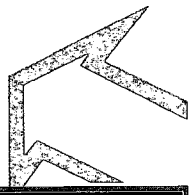

Odour	Odour Audit		Yes/No
Odour Checks	**Time**	**Time**	**No Odour/Odour Detected**
AM			
AM			
PM			
PM			

Weather Status		

Field Site	FIELD AUDIT	Score
27. Road Signs present and in use		
28. Cones present and in use		
29. Grass verges ok?		
30. Mud on Road?		
31. Tipping Site Clean & Tidy?		
32. Pump Level		
33. Pump clean and Tidy		
34. Holding Tank Clean and Tidy		
35. Pipe Stand in use		
36. Tipping Pipe in good repair		
37. Layflat Pipe in good repair		
38. Ground/Soil Conditions Satisfactory?		
39. Spreading 10 mtrs from headland, Ditches & Streams all water clear?		
40. Adherence to non spread zones		
Ditches		
Ponds		
Trees		
Other		
41. All Water Clear		
42. Injector/Dribble bar in good repair		
43. Spreading/Injecting job Satisfactory		
44. Tractor Clean & Tidy?		
45. Any Spillages		
46. Pass Sheet Filled in?/ Ditch/Drain Inspection Filled in		

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Field Site completion	FIELD AUDIT	Score
47. Road Signs/Traffic Cones in use picked up		
48. Grass verges ok? Mud on Road?		
49. Tipping Site Clean & Tidy?		
50. Pipe Stand in use picked up		
51. Tipping Pipe picked up		
52. Layflat Pipe picked up		
53. Injector/Dribble bar collected		
54. Any Brushes/Squeegees etc Left?		
TOTAL NUMBER OF QUESTIONS SCORED (A)	**TOTAL SCORE (B)**	
AVERAGE SCORE ((B) divided by (A))	**PERCENTAGE SCORE** (Divide AVERAGE SCORE by 3 then multiply by 100)	

Score of 67% or above generally means satisfactory or excellent!

Pre Spread Odour Risk Assessment

Wind Direction

Wind Strength (Nil, Little, Breeze, Strong)

Type of Waste

Nearest Receptor

Type of Receptor

Notes

Authorisation given Yes/No

Details of Actions Required

Priority Score: 2 = within resource allowance 1 = immediate

Question Number	Person	Remedial Action/ Recommendation	Priority Score	Completion Date	Completion Initials

DO NOT SIGN OFF UNTIL ACTIONS ARE COMPLETE

Manager Name: ..... Signed: ..... Date: .....

Odour Management Plan for the Application of Odorous Organic Waste Material to Land Ref 7

1. Procedure Objectives

1.1 To prevent or where that it is not practical, to minimise, the risks of offsite odour from Organic Material Injecting activities as required by SR2010No4 Mobile Plant Permit for Land Injecting.

1.2 To ensure relevant persons are aware of the steps which must be taken to reduce the risk of odour from Organic Material Injecting activities.

1.3 To ensure relevant persons are aware of the records required.

2. Scope

2.1 This procedure includes the application of Organic Material to land and is specific to the odour condition in SR2010No4 Mobile Plant Permit. It provides clear requirements to the Farm Liaison Manager and all Whites Land Injecting Staff.

3. Health & Safety Considerations

3.1 There are no significant Health & Safety considerations to be taken into account.

4. Environmental Considerations

4.1 As detailed in the procedure.

5. Responsibility

5.1 The Farm Liaison Manager is responsible for ensuring the records required by this procedure are completed and securely stored.

5.2 The Farm Liaison Manager is responsible for ensuring daily checks are undertaken. In the absence of the Farm Liaison Manager the Agronomy Manager is then responsible for ensuring the daily checks are completed and recorded.

5.3 The Agronomy Manager is responsible for undertaking an audit to assess compliance with the procedure.

6. Definitions

6.1 Receptors

Residents of occupied homes and residential areas
Employees and customers at industrial and commercial premises.

6.2 Substantiated Complaint

A substantiated complaint is considered to be made when the information obtained on site indicated that Whites Recycling operations are causing an odour nuisance.

7. Odour Management

7.1 If notified by the Environment Agency that the activities are giving rise to pollution (substantiated complaints/observations) outside the site due to odour, the odour management plan will be reviewed.

7.2 To design and implement the plan Whites Recycling has:

* Identified the likely source of odour
* Identified the likely receptors
* Determined the control measures to be put in place
* Ensured continuing availability of resources and information necessary to achieve the planned results
* Establish systems to monitor and measure these processes
* Identify the action that will be taken of odour is identified as a problem
* Identified who is responsible for taking any required actions

8. Identification of Receptors

8.1 When the land to be injected is assessed for the Deployment Application a Risk Assessment is carried out, which specifically identifies the residential/commercial receptors that are likely to be affected by odour issues.

9. Control Measures to be Employed

9.1 The most significant factor in odour reduction and prevention is the method of application. When spreading these odorous materials Whites Recycling always utilises the injection method using with a deep leg injector or disc injector. With this method of application the material is placed directly into the soil and contact with the air is minimised. This method has shown a considerable reduction in odour release when compared with the splash plate spreading method.

9.2 In the event that the actual weather conditions are not as forecast, a review of conditions will take place prior to the re-commencement of injecting.

9.3 Predicted and current weather conditions will be monitored prior to injecting activities. An **Odour Potential Risk Assessment** is carried out by the Farm Liaison Manager immediately prior to injecting activities. A review of the 'actual' weather conditions will take place immediately prior to injecting activities being carried out and should conditions remain as forecast the injecting staff will proceed with the injecting activity. Monitoring of weather conditions will continue throughout the injecting operation and the findings logged on to the **Odour Monitoring Check Sheet**.

10. Monitoring

10.1 As weather conditions will be monitored throughout the day during the injecting process.

10.2 The Farm Liaison Manager will take the lead for odour checks. However odour checks will also be undertaken on other occasions by suitably trained Whites Employees.

10.3 The frequency of the checks will be determined by the likely risk of the exposure which will largely be dictated by the 'actual' weather conditions and distance to the receptors. At least two odour checks per day will be conducted by the Farm Liaison Manager, where the risk is considered greater additional checks will be undertaken.

10.4 Odour checks are carried out by approaching the site from downwind, but if the wind is variable in direction then a wide sweep is carried out to allow a broader area of assessment, prior to making a direct approach to the field. It is important for personnel checking odours to

allow a period of time (20 minutes or so) away from the field site to reduce the likelihood of desensitisation. If during these checks an unacceptable level of odour is detected the operation is aborted and the Farm Liaison Manager is immediately informed, attends on site and ascertains the cause of the odour.

10.5 The findings of the checks will be recorded on the odour check sheet and these sheets are stored at Whites Recycling Head Office.

11. Action Plan

11.1 Prior to commencement of land injecting all other integral parts of the Odour Management Plan must be carried out. In the event of a substantiated complaint the operation will be stopped (see note 13 – all Whites staff have the authority to stop the operation). A site investigation will be carried out by the Farm Liaison Manager or in his absence the Agronomy Manager.

11.2 The Operation will only be recommenced when conditions are suitable i.e. wind direction/strength is manageable or land has ceased to give off offensive odours.

11.3 Authority to recommence will only be given by Farm Liaison Manager or above.

11.4

Chain of Command

Managing Director

Agronomy Manager

Farm Liaison Manager

Field Staff

11.5 **Contact Details all above**

Office Hours 01572 767177

Out of Hours 07500 786617

12. Communications

12.1 In the event that complaints are received the 'Handling Complaints Procedure' must be followed. The procedure details the information personnel should obtain when receiving a complaint. All complaints will be fully investigated and feedback on the findings will be given to the complainant.

12.2 In the event that a problem is detected during the routine checks or following odour complaint where Whites Recycling are notified by the Environment Agency that an unacceptable odour has been detected offsite, injecting activity will cease and Whites Recycling will review the – plan prior to recommencement of injecting operations.

13. Incidents and Accidents

13.1 All incidents and accidents relating to the injecting of Organic Material will be dealt with in accordance with the 'Emergency Procedures'. The findings of any such incident will be recorded on a non-conformance report.

14. Authorisation to cease injecting activities

14.1 All Whites Injecting staff are empowered to stop the injecting operation on detection of emissions which give rise to or are likely to give rise to odour nuisance.

15. Training

15.1 All Whites Recycling staff involved in injecting odorous material will be made aware of the procedures in the odour management plan and their significant responsibilities to ensure compliance. Training will be given by Whites Recycling 'in house' trainer in effective odour checks. Refresher courses and toolbox talks are to be conducted at regular intervals to ensure continued awareness of the Odour Management Plan. This training will be recorded and retained in Whites Recycling Head Office.

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Fields Man Record of Training and Authorisation Ref 8

Name:.....

Date:.....

NAME(S) OF COMPETENT PERSON(S) :.....

Both the Fields Man and the Competent Person(s) Must initial each section when they are satisfied that training is completed.

Area of Training	Fields Man signature	Competent Person signature
Operation of spreading equipment		
Use of field record sheet		
Understanding maps containing environmental information		
Carry out a Pre-Spread Risk Assessment		
Understand The Deployment Risk assessment		
Equipment Maintenance		
Spill Procedure		
Fields man's Manual		
Use of road signs and cones		

The Fields man has received training to my satisfaction, and is now authorised to work in the areas signed off above

Signed:.....-Manager,

Date:.....

I am signing below to show that I have received and understood the training where initialled above and I have received and understood a Fields Mans Manual

Signed:.....-Fields man Date:.....

1.2

White's recycling
phone 01572 **767177**

Emergency Spill Procedure

Detailed below is our procedure for the response to a significant spill

Non hazardous Spill and Release Response

Spills of substances that affect, or threaten to affect public health, safety or the environment requires immediate action. Response to spills includes stopping or containing the spilled substance, protecting human safety and the environment, cleaning up, and any required reporting.

Employee Training Requirements

Whites Recycling requires that all spills are cleaned up by using equipment on board vehicles, damming/containing and removing spilled material. Employees are trained to safely clean up spills. Spills will be controlled by employees in the immediate release area, or by additional personnel requested. The spill may pose a potential hazard to health, safety or the environment because of its quantity, physical, or infectious characteristics.

If a spill occurs, what should I do?

When a spill or release of a substance occurs:

- Immediately make others aware
- assess the amount of substance that was spilled
- If the spill is covering both sides of a highway and presents a danger, safely flag down/stop other road users. If necessary request help in doing so from members of the public.
- determine whether the spilled substance can be cleaned up by employees or if specially trained personnel are needed. In the event of a spill on a public highway the local council is responsible for clearing up road spillages. If an incident happens outside of usual office hours, the council's highways department may run an out-of-hours standby service to provide emergency cover.

Call emergency responders if necessary

Contact: Whites Recycling head office/out of hours Tel: 01572 767177

YOU MUST

• take immediate action to **protect people**
• take immediate action to **stop or contain the spill or release**
• take immediate action to **minimize harmful effects to the environment**

Contain the spillage:

Attempt to contain the spillage by shutting all open valves. Use your brush and shovel and attempt to dam dykes, ditches and gateways to prevent any waste reaching water courses.

Small spillage (1 to 10 Gallons) on roadside or at pump location or at customer's works where no pollution occurs: Use clean water, squeegee, brush & bucket provided to contain and clean up the spillage. Restoration on field sites must be carried out by applying compost/soil to the affected area.

Large spillage (10 to 50 Gallons), where there is a potential to create a pollution if not contained, use spill kit (sand bags) provided and call the main office for assistance on 01572 767177 or 24hours 07500786617. The farm/ field site Manager will attend the spillage and provide clean water carried in a bowser to aid in the clean up operation.

Major Incident (Cubic mtrs) where pollution occurs. Attempt to contain the spillage by shutting all open valves, turn off pump on tanker, at field site or on customers premises. Attempt to dam dykes & ditches and gateways to prevent any waste reaching water courses.

Obtain Third party information

Name, contact details and vehicle registration of others involved in the incident
Name, contact details of witnesses to the incident

Our response after the initial incident will be as follows:

Clean up and restore the environment:

Supplies for Cleanup

Spill control and cleanup equipment is readily available. The equipment includes:

- Personal protective equipment (e.g. rubber gloves and safety glasses)
- Absorbents, neutralizers
- Squeegee/brushes/buckets/shovels/sand bags
- Clean water bowser
- Clean water 3000 gallon Jet/Vac tanker
- Container for waste Bulk tipper/bulker

Procedure

A team of trained people with the correct clean up equipment will be deployed as a result of a significant spill to clean up and restore the environment.
Labour, drivers, and equipment will be directed to the site of the incident. On arrival brushes, shovels, squeegees will be used to contain/clean up the spill into the bulker/jet vac tanker. The clean water bowser and jet Vac tanker will be used to wash roadways and clean dykes, ditches and grass verges ensuring that all spilled waste is removed. Absorbents and neutralizers may be used at this point prior to a final wash down of the area.

Reporting requirements

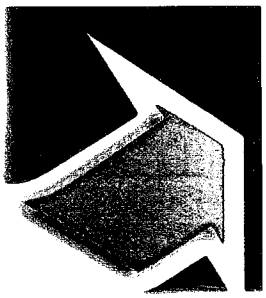
Provision of information to customer
When reporting a spill, the following information will be provided:

Our name, address, and the name, address of (the "responsible party")
Date, time, location and duration of the spill
Identity and amount of the substance discharged
Cause of the spill
Immediate actions being taken to stop the release/minimize the impact to health, safety and the environment
Source, speed of travel, and destination of the spilled substance
Actual or potential impacts to human health, safety and the environment
Weather conditions at the spill site
Other agencies contacted or on-scene during the spill.
Document the spill on a non-conformance/incident report, all information provided, all cleanup actions, and the outcome of those actions and file.

Date: 04/04/16

Review on or before: 04/2017

1. Doc Reference No 1.3



white's recycling ltd

GROSMONT LAGOON WASTE ACCEPTANCE CRITERIA

STORAGE LAGOON LOCATED AT:

WOOD FARM
GROSMONT
ABERGAVENNY
NP7 8LB

NGR: SO 39034 21351

SUBMITTED BY:

WHITES RECYCLING LTD
THE MINE SITE
SOUTH WITHAM
GRANTHAM
LINCOLNSHIRE
NG33 5QN

CONTACT: STEVE TAYLOR (MANAGING DIRECTOR)
TELEPHONE: 01572 767177
EMAIL: steve@whitesrecycling.co.uk

1.0 Introduction

1.1 Whites Recycling Ltd is an experienced waste management contractor and are contracted to remove and recycle to land a number of organic wastes, derived from food and beverage production.

1.2 During the majority of the year, these wastes are directly landspread to appropriately registered field sites in close proximity to the points of production.

1.3 At times throughout the winter it is inadvisable to landspread wastes due to ground / soil conditions, and in some circumstances the wastes may not be spread as this would contravene 'closed periods' advised by the Environment Agency.

1.4 In order to maintain their service to clients [food producers and processors], the company uses lagoons in central locations.

1.5 These lagoons are operated under an Environmental Permit issued by the Environment Agency, as the wastes will be recycled to land for fertiliser benefit.

1.6 The site at Grosmont provides storage for similar food wastes to allow bulking and eventual landspreading to a number of local sites.

1.7 The site is unlikely to be used on a continuous basis, as additional costs are incurred in off-loading and re-loading. During favourable conditions, organic wastes will be delivered directly to field sites for application.

1.8 There is sufficient land available around the site for it to be viable to operate this lagoon under a Bespoke Environmental Permit.

2.0 Waste acceptance criteria

2.1 Prior to wastes being contracted, a representative sample of the material is taken by an authorised officer of the company

2.2 The waste will be analysed by an appropriately qualified laboratory

2.3 The analytical results will be reviewed by a suitably experienced member of staff

2.4 The review will include checking against the appropriate standards of PTEs [Potentially Toxic Elements] for landspreading

2.5 The review will also consider the crop nutrient benefits that will accrue from applications of the material for Agricultural Benefit

2.6 Further monitoring analyses will be carried out on a regular basis

2.7 Any loads that appear non-conformant will not be collected by the driver

3.0 Deposits in the lagoon

3.1 Materials that are non-conformant will not be deposited in the lagoon

3.2 Non-conformant loads will be held in quarantine until investigated by an authorised officer of the company

3.3 Non-conformant loads will be disposed by an appropriate, licenced method

3.4 Assuming that the load is in accordance with the established criteria, it will be deposited in the lagoon, and appropriate documentation will be maintained.

4.0 Removal of mixed wastes from lagoon

4.1 Prior to the removal of materials from the lagoon, a representative sample will be taken for analysis

4.2 The analytical result will be interpreted by a suitably experience member of staff

4.3 The review will include checking against the appropriate standards of PTEs [Potentially Toxic Elements] for landspreading

4.4 The review will also consider the crop nutrient benefits that will accrue from applications of the material for Agricultural Benefit

4.5 The review will take account of the crop nutrient content of the waste in formulating application rates appropriate to the intended field and cropping

4.6 On satisfactory conclusion of the review, the material will be spread on to agricultural land according to the Code of Good Agricultural Practice under E W C Code 19 02 03