

## Standard Operating Procedure (SOP)

<b>Title</b>	Cake Pad Management, Inspection & Stock Levels
<b>Purpose</b>	Ensure that cake pads comply with permit requirements & minimise risk of Biosolids contamination Ensure stock levels are recorded regularly
<b>Who</b>	BR Biosolids Team BR Operations Biosolids Contractors

### Must Have (H&S, Quality, Quantity, Environment, Training, Resources)

- Knowledge of permit requirements relating to cake pads and Biosolids storage
- Access to compliance data for site and bays
- Suitable training and induction for activities to be undertaken

**Remember – ‘Stop, Think, Take 20’**

### Summary Must Do

- |  |  |
|--|--|
| 1 Ensure that cake does not over top external walls<br>2 Ensure that cake does not over top internal walls where non compliant cake stored on site<br>3 Ensure any issues with drainage are reported to relevant Biosolids team BCT<br>4 Ensure cake pad inspection is recorded & available during BAS Audit / EA Inspection if required | 5 Stock levels and compliance are recorded on central stock sheets<br>6 Ensure compliance status of site and individual bays are understood prior to storage and delivery to site to ensure non-compliant cake is not removed unintentionally.<br>7 Report any pollution or compliance risks immediately |
|--|--|

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## SOP

Biosolids produced may be stored on site prior to delivery for operational reasons or as part of the treatment process of the site (where cake pad retention is part of the sites HACCP Plan).

Before commencing movement of cake from under the chute, the operator must have a suitable awareness of:

- The site HACCP Plan where cake pad retention is part of the treatment process
- The cake pad layout
- The compliance status of the chute production and any cake stored in bays

### Cake Pad Management & Stocks:

Any persons operating vehicles or mobile plant must be suitably trained / qualified and appropriate pre-use checks must be performed.

Pedestrian access to cake pads must be limited and appropriate signage must be displayed. When pedestrians enter the cake pad; cake pad operations must be suspended.

Where the site is operating within its HACCP Plan and has a compliant sample in place, Biosolids may be loaded for delivery directly from under the chute. If in any doubt as to the compliance status of the site, the operator must confirm with the Biosolids Team or move the Biosolids produced into a storage bay.

The site stocks will be recorded weekly by the Biosolids team and the data stored on the central stock record sheets together with data relating to sampling and compliance status of the site and individual bays where necessary.

Example of stock sheet:

Works	Status	Annual Recycled (t)	Monthly Prod	Daily Prod	Bay Capacity	Bay	Capacity %	Week 49 02/03/2026										
								Filling	Standing	Available	Date Available	Comments	Sampling Data	Site Total (t)	Space (t)	days remaining storage	Capacity %	
Finham	BAS Compliant From 08/02/2022	43,000	3,583	100	1500	BAY 1	58%						Not available - GB Civiis		4760	5740	57	45%
					1500	BAY 2						Not available - GB Civiis						
					1500	BAY 3				1500								
					1500	BAY 4				260		Emptying						
					1500	BAY 5				1400		Emptying						
					1500	BAY 6				1500		Lime cake	11/11/25 (2.00)					
					1500	BAY 7				100		Filling						
					0	Cent							20803 (3.47) / 23905 (2.53) / 07608 (3.20) / 1610 (3.53) / 0112 (3.32) / 1012 (3.32) / 1401 (2.72) / 05402 (3.16) / 09102 (3.20) / 16102 (3.20)					
					0	Field												
					10500	Totals							0	0				

Biosolids must be “pushed up” into the bays to maximise storage capacity and minimise quality deterioration. However, cake must be stacked to ensure that Biosolids will not over top the cake walls either during storage or removal from the bays during loading. Any incident where Biosolids are not fully contained on the cake pad must be reported to the Biosolids Team who will arrange suitable remedial actions as soon as is practical.

The stock levels in each bay are calculated using the approximate height of the stacked Biosolid and the approximate area of the Biosolids (generally using the bay wall sections). The stock levels for each bay and an estimated quantity of Biosolids under the chute/s must be recorded on the central stock record sheets (stored on Sharepoint) by the Biosolids team.

Biosolids movements from under the chute/s must be performed regularly to ensure that Biosolids do not stack high enough to impede the operation of the de-watering operations and that Biosolids do not over top the external walls around the dewatering assets.

Any spillage or contamination must be reported as soon as is practical to the Biosolids Team or site staff if outside normal working hours.

When entering bays, appropriate care must be taken to avoid damaging walls, stanchions, etc. The loading shovel should stay approx. 30cm from the walls during normal operations with extra care being taken if operating closer to the walls when emptying / cleaning bays.

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The cake pad can become slippery during wet weather. Additional care must be taken when operating in wet conditions. The cake pad floor must be “scraped” regularly to prevent a build up of cake with care being taken to clean the base without damaging the base surface.

Dust is not an inherent problem with biosolids cake as it is around 70% water content. Cake is not turned when stored in the bays, like you would a compost, it settles and forms a crust. There is also a wheel wash in operation on each site to minimise dust creation travelling from the cake pad.

Odour management is covered in the site odour management plan.

#### Cake Pad Inspection:

Cake pad inspections results are recorded electronically, any issues are escalated to withing the Biosolids team for resolution. The cake pad must be inspected regularly (at least fortnightly) including the following elements:

- The walls (internal & external) are in good condition
- The cake pad base is in good condition
- The drainage on and surrounding the cake pad is free flowing and clear of debris, obstruction or other issues which could pose a safety or compliance risk
- Foilage does not impact on cake pad operation or prevent inspection of the exterior of the cake pad.
- Water hoses (where installed) are operational and not leaking.
- All Biosolids are stored appropriately in the bays and do not pose a risk of over topping the external bay walls during storage or loading for delivery
- Any non-compliant Biosolids, or other material, stored on the pad or surrounding area do not pose a contamination risk to compliant Biosolids stored on site
- All bays are individually numbered
- The cake pad layout signage is clear of obstruction and accurately reflects the cake pad layout
- Biosolids stored on site have not been contaminated with foreign objects, debris or rubbish (e.g. windblown debris)
- The wheelwash (where fitted) is operational and there is no contamination of the roadways outside of the cake pad area
- Any non-Biosolids material on the cake pad must be reported to the Biosolids Team (Note: specific areas on some cake pads may be used for storage of non-Biosolids materials but this must be with the agreement of the Biosolid team with suitable assessment and mitigation to minimise any contamination risk).
- Where possible photographs should be taken to confirm inspection results or to highlight any concerns / non-compliance issues.

Below is an example from a “Job Plan” which we share with our contractors, showing how we instruct which bay the cake needs to be taken from. Farmers & Farm Liaison Officer details redacted for GDPR compliance.

FLO Contact For Job	Jobs No order Needed	JOB DETAILS								BIOSOLIDS				JOB REQUIREMENTS		
		Site	Field Name	Stockpile Authorisation Number	KM's	Tonnage	Farmer has been contacted by FLO Y or N, please see specifics in comments	Driver pack on sharepoint Y/N	Wet Site (Y or N)	Bay	Product Type	Sewage works	Status	360 Required (Y/N)	Maximum No. of Trucks for site	No. of packs (24m per pack) of boards needed
	1	8/GAF22		106979	43.24	265.56	No	No	Yes	1	Black	Stoke Bardolph (STW)	Completed	Yes	5	1
	2	8/GAF21		106987	43.75	182.57	No	No	Yes	1	Black	Stoke Bardolph (STW)	Site Set Up	Yes	5	1
	3	8/GAF23		106989	43.61	154.35	No	No	Yes	1	Black	Stoke Bardolph (STW)	In Progress	Yes	5	1
	4	8/GAF18		106985	45.35	551.01	No	No	Yes	1	Black	Stoke Bardolph (STW)	On Hold	Yes	5	1
	5	8/GAF20		107027	44.90	580.91	No	No	Yes	1	Black	Stoke Bardolph (STW)	Site Set Up	Yes	5	2
	6	8/IRE54		106075	38.33	149.37	No	Yes	No	1&2	Black	Stoke Bardolph (STW)	On Hold	Yes	5	1
	7	8/IRE87		106530	39.79	187.55	No	Yes	No	1&2	Black	Stoke Bardolph (STW)	On Hold	Yes	5	1
	8	8/SKEL78		107017	29.38	975.91	No	Yes	No	1&2	Black	Stoke Bardolph (STW)	Completed	Yes	5	1

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## Records, Appendices & References

Details of cake pad inspections must be recorded including:

- Date of inspection
- Who performed the inspection
- Condition of walls, base and wheelwash (where installed)
- Any non-compliance issues or risks

Records may be stored digitally or hard copy either by ST or by a contractor where pad management is undertaken by them but must be available if / when requested for a minimum period of 2 years.

## Document Control & Governance:

<b>Owners Name</b>	Lee Musgrove	
<b>Owners Role</b>	Biosolids Recycling Manager	
<b>Date of Next Review</b>	01/06/2026	
<b>Version Number</b>		
<b>Revision History</b> (enter the revision history here including summary of changes made):		
<b>Version No..</b>	<b>Date</b>	<b>Notes</b>
1.0	01/05/25	First issue
<p><b>The only valid version of this SOP is the electronic version held in Waterpedia.</b>  <b>If this is a printed version it is only valid on the date of printing.</b>  <b>Ensure this SOP is still within the current review period</b>  <b>If not 'DO NOT USE' and contact your line manager for the new version</b></p>		

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