Chelmsford City Council (CCC) — Freighter House Depot – June 2023.

Environmental Management System (Working Plan)

1. Specified Waste Management Operations

1.1. Waste management operations

The purpose of the site is to store street sweepings and litter, fly-tipped material (non-hazardous), WEEE, gas cylinders and tyres. The site processes mixed cans and plastics through the onsite Material Sorting Facility (MSF), collected through curbside collections as part of the domestic waste collection service operating from this depot. All other waste collected is taken to the transfer station at Winsford Way (500m from the depot), when a suitable amount of waste has been collected on site.

General Waste Category	Treatment and transfer	Transfer only
Street Cleansing and Fly-Tips		✓
WEEE		✓
Tyres		✓
Gas Cylinders		✓
Paper/cardboard		✓
Plastics	Processed through MSF	
Glass		✓
Metal Cans	Processed through MSF	
Scrap Metal		✓
Waste Oil		✓

Table 1. Treatment table.

The material stored on site falls under D15, R13, D9, R2, R3, & R4.

2.1. Site Storage

All waste will be stored in either enclosed bays, lockable bays, or containers. Recyclates will be stored in appropriate containment, as per the waste containment requirements. All bays at Freighter House have an impermeable base with walls built from either concrete or wooden sleepers. Height markers determine the maximum capacity for each bay to prevent any overspill into the depot.

The street sweepings, litter and fly tipped material are stored in Storage Bay 1. The Street sweepings are segregated from litter and fly-tipped waste by a concrete partition within the bay.

Litter and fly-tipped material will be stored in a covered bay and removed on a periodic basis to ensure that the bays do not become overfilled.

WEEE is stored in a covered, secure bay and is removed by Essex County Council (ECC) contractors as part of a scheduled weekly collection. All WEEE items that contain persistent organic pollutants (POPS) are segregated within the covered area, so the contractors are aware of the items when

loading the vehicle. The WEEE contractor will take POPs electrical items combined with the other WEEE items we have for collection.

Fly-tipped tyres will be stored on site in an enclosed metal container until it is able to be disposed of at the approved ECC contractor's site.

Scrap metal will be stored in a container until it can be removed from site and taken to a licensed scrap metal dealer.

Waste oil produced by the vehicle workshops is stored in a bunded container and periodically emptied by a registered contractor.

Only materials collected by Chelmsford City Council (CCC) personnel, or their appointed agents will be allowed on site. The site is secured by a automated ANPR system, all vehicles entering the site are logged. Any non CCC vehicles will have to confirm entry via the intercom before being given further instructions.

The segregation of waste types stored at the site is outlined in Table A below.

General Waste Category	Storage Location	Max Storage Quantity	Max Storage Time
Street Cleansing and Fly-Tips	Storage Bay 1	70m^3 / 100 tonnes	5 days (inc w/ends)
WEEE	Storage Bay 2	100m^3 / 5 tonnes	1 month
Tyres	20m^3 container	20m^3 / 5 tonnes	2 months
Gas Cylinders	C storage areas (5 C cages)	70m^3 / 100 units	2 months
Paper recycling	Storage Bay 4	100m^3	7 days
Plastic recycling	Storage Bay 5	100m^3	14 days
Glass recycling	Storage Bay 6 & 7	100m^3 each	7 days
Metal Cans recycling	Storage Bay 8	100m^3	14 days
Scrap Metal	40m^3 Skip No. 1	40m^3	2 months
Waste Oil (workshops)	Oil bund No 1	1800 litres	4 months
MSF Infeed Bay	Storage Bay 9	100m^3	14 days
Aluminum/tin can bales	Storage Bay 10	100m^3	2 months
Temporary Storage Bay	Storage Bay 11	100m^3	2 months
Textiles storage bay	Textiles container	14m^3	2 months

Table 2. Waste Storage Table

1.1. Permitted Waste Types

The table below details the permitted waste types that are accepted on site at Freighter House with the appropriate EWC codes.

Description of waste	EWC Code
Clear/flint glass Green glass Mixed glass	20 01 02
Loose news and pamphlets Loose mixed paper and card	20 01 01
Bagged textiles - clothing waste.	20 01 10
Loose and bagged mixed plastics End of life plastic bins	20 01 39
Loose mixed steel and aluminum cans Scrap metal items	20 01 40
Mixed municipal waste (loose/bagged) Waste arising from clearances of fly-tipped materials	20 03 01
Street sweepings and litter	20 03 03
End of life tyres	16 01 03
WEEE	20 01 23 20 01 35* 20 01 36
Gas cylinders	16 05 04 * 16 05 05

1.2. Operation

The site will operate Mondays to Fridays between 05:30 - 21:00 and between 05:30 – 21:00 on Saturdays and Sundays.

Freighter House is under the overall control of the director of public places, with the support from the Street Care & Performance Manager, The Operation Manager (the site managers), and the supervisory staff.

2. Site Engineering for Pollution and Control

2.1. Engineered containment and control systems

Hard standing and drainage — the licenced area is constructed of 80mm blacktop over a type 1 sub-base of 130mm.

The bays utilised for the storage of street cleansing waste and storage of WEEE have a hard standing 300mm concrete base, incorporating a polythene membrane and laid on a bed of sand blinded hardcore.

The Bay walls are constructed of railway sleepers and RSJs to a height of 3m. The covered bays have a lightweight corrugated roof on metal framework. The following bays are covered:

- Storage bay 1 – containing street cleansing and fly tipped waste,
- Storage bay 2 – containing WEEE waste,
- Storage bay 4 – containing paper recycling,
- Storage bay 5 – Plastic recycling.

Covered bays avoid potential material contamination, for example, wet cardboard as well as preventing material from escaping the bays, such as fine dirt and dust from street cleansing. All other openings to the street cleansing bays will be fitted with appropriate mesh/netting to prevent windblown litter. All remaining bays are exposed to the elements.

The WEEE cage and all gas cylinder/LPG containment cages are secured with a lockable gate, that only senior members of staff at Freighter House will hold a key to. These areas will remain closed and secure whilst not in use and only opened for loading and unloading.

The storage bays for street cleansing and the WEEE will drain via ACCO channels and discharge into the foul water drainage system which empties to the public foul sewer, as agreed with Anglian Water Services Ltd.

The roof drainage from the storage bays and surface water drainage will discharge into the existing surface water drainage system which outfalls into the surface water sewer, after passing through a petrol/oil interceptor. The interceptor is a class 1 Bypass separator with silt storage

2.2. Construction Quality Assurance

All construction has been undertaken by authorised and certified professionals. All work completed complies with the relevant building regulations and follows plans drawn up by council engineers. Records of all works carried out on site are held in the site office or from the Building Services Manager.

2.3. Inspection and Maintenance

The site will be inspected daily by the Technically competent manager (TCM), to ensure that the license conditions are met and the site is compliant. All inspections undertaken on site will be recorded on the daily site checklist. Any issues on site will be noted down in the site diary, flagged up to the appropriate manager and actions taken to solve the problem in a timely manner.

An in-depth inspection will be carried out every 3 months by the Site Managers, this includes;

- A review of the daily site checklist sheets,
- A thorough check of all high risk areas, such as electrical panels and machinery,
- Review of site operations and general condition of the site,
- Follow up on any outstanding issues on site,

These inspections will be recorded, and any actions required will be noted and dealt with by the relevant persons.

2.3.1. Site Drainage

The ACO drainage channels, interceptors, gullies, foul & surface water drains will be cleaned, emptied, and inspected monthly using the on-site gully tanker. Any defects will be noted, and a repair will be undertaken within 7 days of the notification. The exception to this is the vehicle wash interceptor which is emptied weekly. If the repair will take longer then contingency plans will be put in place such as bunding the drain, taking the bay/wash area out of use until repair is complete, or blocking off the drain run and tankering the water to an appropriate treatment site.

2.3.2. Hard standing

Any defects to the hard standings will be repaired by the council's contractors within 7 days. If the defect is in an area open to the elements, with potential to leak the ground water system, that area will be taken out of use until remedial action is undertaken. Defects that are within covered areas utilised only for dry waste (such as recyclables), do not present a leak to ground issue so will be repaired at the soonest appropriate time.

3. Site Operations

3.1. Control of Mud, debris, and loose waste.

A fully automated vehicle wash is available on site and is fitted with an underbody wash systems and hand lances. All vehicles are washed at least once a week and in the event that vehicles arrive on site with mud/debris adhering to the wheels and underside, they will pass though the wash before progressing into the depot.

Any mud or debris found on site will be removed via mechanical sweepers (road sweeper) fitted with a water washing system.

3.2. Control of leaks, spillages and contamination incidents

No liquid waste is brought onto the site and all operatives are instructed not to bring liquids in. All storage tanks for diesels, oils, and hydraulic fluids are double skinned and bonded to comply with the relevant regulations. These are inspected daily as part of the site check.

All site effluent passes through an interceptor before exiting the site. The interceptors separate contaminants, with heavy solids falling to the bottom of the tank and lighter oils, fuels and chemicals floating to the top. A drip pipe in the centre of the chamber allows cleaned water to exit the system. The interceptors are emptied monthly except for the vehicle wash interceptor which is emptied and cleaned weekly. The contents of the interceptors are taken to an approved disposal site.

In the event of a minor spillage or leak, immediate action will be taken to cover the spillage in absorbent granules which will then be disposed of by the council's licenced workshop waste material contractor.

In the event of a major spillage or leak, immediate action will be taken to contain the liquid and prevent it entering the surface water drains, water courses or unsurfaced ground. A stock of absorbent granules/sandbags is available for this purpose. The EA will be informed of any major incident including the remediation undertaken to mitigate the effects of the incident. Any incidents and actions taken will be recorded in the site diary for future reference.

All storage tanks are positioned to reduce the risk of accidental vehicle strike damage.

All Council vehicles, plant and equipment used on the site are serviced and maintained by qualified in house technicians and will only be operated by competent and trained personnel to avoid or prevent leaks and spillage. All vehicles are inspected approved mechanics at the on-site workshops every 8 weeks, in accordance with the agreed frequency for the vehicle operators' license at Freighter House.

Fridges and freezers will be removed from the WEEE storage Bay and loaded directly onto the ECC nominated contractors vehicle and will be handled to prevent leaks and spillages.

POPs are kept separate from other WEEE items and are sent directly to be incinerated at the authorised center as approved by the WDA.

The diesel pumps have their own drainage/interceptor to contain any accidental spillages, and this is emptied monthly and disposed of at a nominated treatment works. Buckets of sand and absorbent granules are also available to contain any minor spillage from the fuel nozzles.

3.3. Fires on Site

The site has an annual Fire Inspection Audit to ensure compliance with Fire Regulations.

To ensure compliance with these regulations the following measures are in place at the site:

- Foam fire extinguishers are suitably located around the site for staff to operate, on discovery of a fire.
- The site has a fire evacuation plan, assembly point and regular fire drills are undertaken. Suitable staff are trained in the use of fire extinguishers.
- Litter is not allowed to build up around site and cause a potential fire risk. Any litter noted will be removed within 4hrs.
- Processed bales of recyclates that have finished their treatment process are stored in separate bays and away from any sources of ignition.
- All gas cylinders are kept in secure storage areas at the top of the depot away from the MSF facility.
- A “permit to work” process is in force for any maintenance contractors wishing to undertake hot works.
- If a fire breaks out then an area will always be kept open to enable the effected waste to be moved and contained.

3.4. Waste Acceptance

Only permitted waste identified in 1.2 will be allowed on site. Access via the automatic barriers is controlled by ANPR software, ensuring only permitted vehicles may enter. Records of all vehicles movements on or off the site are stored for inspection if required.

Only waste collected by Chelmsford City Council personnel, or their authorised agents will be allowed onto the site. Staff are under strict instructions not to bring any unauthorised waste onto site. Any unauthorised waste will be placed in the quarantine area for disposal by an approved contractor and taken to a suitable site for waste disposal. The site aims to remove any quarantined unapproved waste within 7 days.

The waste acceptance procedures are as follows:

a) Street Cleansing and Fly-Tipped material — the waste is collected by CCC staff and transported to site in CCC vehicles. Once on site, it is loaded into the appropriate bay (street sweepings or street litter).

b) WEEE — these items are collected via CCC staff and vehicles and only once any food or putrescible matter has been removed. Once on site they are loaded in to the WEEE bay. Large items are placed on the floor and smaller items are placed in portable cages supplied by the

contractor. All WEEE POPs items are stored in a separate area to ensure compliance. The contractor collects all items (inc. POPs WEEE) approx. every 3-4 weeks as a routing but additional collections can be arranged if required (i.e., the space available for storage exceeds approx. 75% (40 + large units)

c) Tyres - these items are collected via CCC staff and vehicles. Once on site, the tyres are placed directly into the enclosed tyre container. When this container reaches approx. 75% full, (approx. 150-200 tyres), these are then taken to the appointed ECC contractor.

d) Gas cylinders - these items are collected via CCC staff and vehicles and are placed directly into the appropriate secure cylinder storage compound. When approx. 50 - 75 units are in the store, the suppliers are called to collect them.

e) Paper recyclates - these items are collected via CCC staff and vehicles and deposited on site in the appropriate covered dry bay. Contractors collect the paper for recycling every weekday. Minimal amounts are left in the bay before the next day's collection.

f) Plastic recyclates — plastic recyclates are collected by CCC staff and vehicles and transported to the site, they are stored in a covered bay before being transported to the MSF. The Material Sorting Facility (MSF) processes the waste plastic producing commercial bales for reprocessing. Bales are stored within the MSF area and outside the MSF facility in bay 10, until there is a full lorry load (occurring approximately every 5-7 days). Bales are then removed from site by an approved contractor

g) Glass recyclates — Waste is collected by CCC staff in CCC vehicles and transported to the site where it is placed in bays 6 and 7. These are then taken directly off site by an approved contractor if waste piles reach over 100m³ (maximum storage capacity).

h) Metal Cans/Tins - these are collected by CCC staff in CCC vehicles and taken to the facility. They are placed into bay 8 (with bay 11 being used for overflow of this material), transferred to bay 9 to await processing via the MSF .Once processed inside the MSF to produce commercial bails to produce commercial bales for reprocessing. Bales are stored within the MSF area until there is a full lorry load (10-14 days), which is then removed via an approved contractor.

i) Scrap Metal — Any scrap metal brought to site is placed into the scrap metal skip. This is removed by an approved contractor when a pickup is requested (75% full) and a new container deposited in its place.

j) Waste Oils — Waste oils are produced in the on-site vehicle maintenance workshop. The tank is monitored weekly by the workshop manager and when 75% full this is removed by an approved contractor with a specialist vehicle (every 4 months or sooner).

k) Textiles – textiles are collected from the curb side by CCC staff and are stored in a container to prevent contamination. An approved contractor is then contacted for collection when required.

All waste or recyclable material entering or leaving the depot is weighed using the sites automated weighbridge. Weighbridge tickets and records are available for inspection, they are stored within the site office.

3.5. Waste Control

All waste storage bays are inspected during the day by the site supervisor undertaking the daily walk around check. This is to ensure that only permitted waste is in the allocated bays. Site operatives will also remove any escaped litter and keep an eye out for any incorrectly contained waste.

Supervisors will instruct staff entering the site as to what bay is appropriate for the waste type they are tipping. The same bays are used daily, for each specific waste type, unless closed for maintenance.

Should waste be tipped into the wrong bay then yard staff will be promptly made available to ensure that the waste is moved to the correct bay using the on-site telescopic handler. Should any contamination arise as a result of this, then the bay will be fully cleared, and all remaining material disposed of.

In the event that unauthorised waste is brought into the site, the affected area will be closed off until it has been inspected and the waste removed by an authorised contractor.

In the event that the street cleansing litter bay is closed off, street waste will be taken directly to the waste transfer station operated by ECC, bypassing the Freighter House site.

3.6. Waste Control procedures

All vehicles entering the site are logged via an ANPR system. Only authorised vehicles (CCC vehicles) will be able to gain automatic entry to the site, all other vehicles will have to seek entry via the intercom. Once a site supervisor has been contacted, they will be able to inform the vehicle of site procedures (for example traffic management, waste acceptance etc.) and direct them to the appropriate area of containment.

All waste accepted on site has been checked/sorted at the curb side by the CCCs fully comprehensive recycling teams. Supervisors will carry out checks upon discharge at site to ensure compliance.

A fully automated weighbridge is available on-site to provide accurate weighing of materials both in and out of the site. Weighbridge tickets are kept for site records and digitally recorded (for a minimum of 2 years) as a record of waste activities on site. Weights can be crosschecked with consignment notes to ensure compliance.

Staff collecting waste materials from across the city are instructed not to collect any asbestos, or asbestos containing materials, chemicals, hazardous materials (excluding WEEE and gas cylinders) or any liquids. These are dealt with by specialist contractors as approved by ECC. Staff are reminded that if they are in doubt then they must contact a supervisor or manager and await further instructions. When unaccepted waste types arrive on site, site operatives will ask that it is removed. If this is not possible the waste is quarantined with the aim of removing the waste from site within 7 days of arrival.

3.7. Waste dispatch procedure

All waste imported onto the site and created at the Freighter House depot is dispatched using the following procedure:

a) Street cleansing and fly-tipped material – The material is removed on a frequent basis (2-3 days) by an approved contractor and deposited at the Winsford Way transfer station.

b) WEEE – This material is collected by an approved ECC contractor every 3- 4 weeks and taken to a specialist recycling facility as approved by ECC. POPs items will be removed from site treated by the designated contractor. Batteries will not be removed before transport.

c) Tyres – collected on request by authorised WDA contractor

d) Gas/LPG cylinders– collected on request by authorised WDA contractor.

e) Plastic recyclates – these are processed via our material sorting facility (MSF) to produce commercial bales for reprocessing. Bales are stored in available outside bays away from the MSF area.

f) Paper recyclates – this is picked up weekly by an approved contractor. All paper is stored in covered bay areas to avoid any contamination.

g) Glass recyclates -These are taken directly off site by an approved contractor.

h) Metal cans/tins – these are processed via our MSF to produce commercial bales for reprocessing. Bales are stored within the MSF are until there is a full lorry load.

i) Scrap metal – This is removed by an approved contractor when full and a new container deposited.

j) Waste oils (generated on site) – This is removed by an approved contractor with a specialist vehicles every 4 months or sooner.

k) wooden pallets (generated on site) – Removed by an approved contractor as required.

All waste or recyclable material leaving the depot is weighed using our automated weighbridge which is linked to the supervisors office. Weighbridge tickets and records are available for inspection (kept for 2 years minimum in the site office).

3.8. Waste Quality Measurement Systems

A fully automated weighbridge system is available 24/7 for the accurate weighing of materials in and out of the site. These weights are crosschecked with weight consignment notes from the final destinations.

The weighbridge has a comprehensive maintenance contract to ensure the integrity of the measurements. A service team will inspect the weighbridge every 6 months and carry out a service and a full calibration test will be carried out every 12 months.

3.9. Specified Waste Treatment Process

This site as has a Material Sorting Facility (MSF) dedicated to sorting dry recyclable materials collected via the curbside collection service provided by the Council. The recyclables that are recycled on site are Plastics, cans, glass, and paper – these are taken direct to re-processors.

Other recyclable products that are collected by the council include cardboard and green waste. These products are not brought onto the site but taken direct to re-processors.

3.10. Pollution control, monitoring and reporting

This activity is not applicable for this site.

3.11. Site Security

The site is protected with metal security fencing and the entrance is controlled by an automatic ANPR barrier system. The entrance is fitted with 2m high lockable steel gates for out of hours use.

The site is covered by CCTV which is monitored 24/7 by the councils own CCTV control room. The office buildings are covered by intruder alarms also linked direct to the control room. Nominated officers are available to respond to any incidents that occur out of hours. The CCTV is checked and maintained annually and any repairs carried out as necessary. A daily security check is made to ensure the integrity of the gates and fencing and any damage will be made secure by the end of the day and fully repaired without delay.

4. Amenity management and reporting

4.1. Control, monitoring and reporting of dusts, fibres and particulates

The WEEE, tyres and gas cylinders stored on site are relatively inert and do not give rise to dust, fibres or particulates.

The street cleansing arisings and fly-tipped materials are stored in enclosed covered bays and do not contain significant proportions of dust, fibres or particulates. The street sweepings are damp acting as an inbuilt suppression. Should the street sweepings collected be of a dry form, the on-site jetting system may be used to suppress any dust that may arise.

Visual monitoring of the site takes place daily and records kept in the site diary. If any emissions are noted going beyond the boundary of the site, the water suppression system will be deployed to contain the dust.

4.2. Control of odours

The WEEE, tyres and gas cylinders stored on site are relatively inert and do not give rise to or contain substances with a significant hazard of odour.

Street cleansing litter can give rise to an odour but this is usually very local to the bay and not significant. The street litter bay is emptied frequently to prevent waste building up and thus providing odour control. Street litter contained within the bay for a long period of time will be turned regularly to reduce the buildup of odour due to settling waste.

If significant odour is noted, or a complaint received from outside the site the bay will be emptied as soon as possible. If this is not possible the same day, then a deodorising disinfectant solution will be deployed until removal of the waste can be completed the next day. A note will be made in the site diary of any instances of odour and the actions taken to resolve the issue.

The recyclates brought onto site do not present a significant risk of odour. The glass and paper are stored on site for a limited amount of time and turned around in a couple of days. The plastics and cans are normally processed within a few days ensuring no significant odour arises.

In the event of odours being noticed around the processing/sorting area (MSF) then de-odourising disinfectant would be used to control the odour. If recyclates cannot be processed within 7 days, a rota system is deployed to ensure that the oldest recyclates are used first, reducing the liklihood of odour. If recyclates are more than 14 days old, they will be removed from site bypassing the MSF processing. A note will then be made in the site diary of any instances of odour and the resulting actions taken.

The MSF area, Storage bays and general site area are spot cleaned where necessary. Additionally regular scheduled cleaning is undertaken to ensure that no residual surface grime builds up leading to a potential odour rise.

4.3. Noise control

The operations carried out at the site produce little or no noise beyond the site boundary and will not affect the nearest noise sensitive property. The activities will only be carried out during the hours of operation on the licence, 7 days a week 5:30 to 21:00.

Normal operational noise on site includes the loading and unloading lorries, the most significant noise generated on site being the tipping of glass.

Noise on site is regularly monitored by the council's health and safety officer to ensure excessive noise is not generated. If excessive noise is heard, acoustic baffles or raising bay walls could be added as mitigation.

It should be noted that noise levels are significantly lower and less frequent than those generated by the neighbouring civic amenity site. Given the location of the site the local authority planning service does not choose to place any noise conditions on the site

4.4. Pest Control

The site has regular preventative bait boxes dotted around the site and concentrated around the area's most likely to attract rodents. Bait boxes are checked daily during walk around checks and any disturbance is noted in the site diary.

In receiving reports from staff of rodent activity or noting a disturbance during a walk around check, the area is checked to ensure no errant waste is attracting the vermin and the councils own Pest control section are alerted of the incident for further guidance and advice.

4.5. Scavengers

No unauthorised personnel will be allowed on site and a strict no-scavenging policy is in place. The site is surrounded by metal security fencing with a 2m high lockable steel gate for out of hours use. During operational hours an automatic ANPR barrier system is utilised to ensure only approved CCC vehicles can enter the site. A security check is undertaken as part of the sites daily checklist and involves checking the integrity of the gates and fencing. Any damage found will be made secure by the end of the day and fully repaired as soon as possible.

The site area is covered by a CCTV system, monitored 24/7 in the councils own CCTV control room. The CCTV system is checked and repaired as part of the annual site checks, any issues with the CCTV will be noted in the site diary and faults fixed as soon as possible.

Waste storage bays are monitored by the site staff and supervisors during the day for scavenging animals or birds. The Street Litter bay has been highlighted at the most likely to be affected by scavenging birds and animals and so a netted mesh surrounds the bay to deter this. The daily checklist includes a daily site walkaround check which ensures anyt litter that may have escaped containment is cleared and placed in the correct bay.

4.6. Control of Litter

The site is inspected daily, and any accumulations of litter observed will be removed. In the event that litter escapes the site, the target for removal would be 24-hrs. Yard staff can be deployed as litter pickers to clear the surrounding areas outside the depot if required.

The surface of the site will be mechanically swept at a minimum interval of once a week. High storage bay walls, lockable gates, and a chain link fence around the perimeter of the site all help to prevent litter from leaving the site boundary.

Street cleansing vehicles are fitted with cages to ensure that all waste is contained within the vehicle. The cages must be locked and secured before travelling to prevent any spillages.

4.7. Staff Training & Training Records

The site will be covered by a technically competent manager (TCM) to ensure that daily compliance to the licence is maintained. The TCMs training records will be forwarded to the EA and records kept in the site office available for inspection.

The TCM will have responsibility for ensuring complete compliance to the EA licence daily and to monitor long term issues.

The TCM will undertake several checks such as: (not exhaustive)

- Daily walk-around checks are being undertaken and recorded,
- Any complaints are investigated and dealt with appropriately,
- Volumes of waste on site at any one time do not exceed the daily limit,
- Volumes of waste taken over the whole year do not exceed the yearly limit,
- Training records are sufficient and up to date,
- The environmental management system is up to date and valid,
- The EA licence is fit for purpose and to submit any variances if required,
- Undertake Audits to ensure that the document trails are complete for waste entering/leaving the site.

Additional staff training records are kept on site available for inspection. On site training includes training surrounding site equipment usage, fire marshal training, first aid etc. All site staff undertake regular training following the sites training schedule and complying with the site license.

5. Site Records

All records will be held securely in the site office. Records will be available for inspection during the sites weekday operational hours. The site office cannot always be accessed during the weekends, however electronic copies are available if required.