



Valencia

DUST MANAGEMENT PLAN

Shelford MRF

EPR/XP3434HX

Shelford Landfill
Shelford Farm Estate
Shalloak Road
Canterbury
Kent
CT2 0PU

May 2025



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Appendix 1: Daily Site Log



1. Introduction

1.1. Report Context

Shelford Landfill Site ("the Site") operates a landfill and a Material Recycling Facility (MRF) under environmental permit EPR/XP3434HX. The MRF was permitted on the 10th July 2024.

The intention of the MRF is to prevent recyclable and recoverable wastes from going to disposal, in accordance with the principles of the waste hierarchy. The variation will allow mixed non-hazardous waste arriving at the landfill to be first treated to recover metals, wood and plastic for recycling, then further treated to remove non-combustible material to prepare the combustible wastes for energy recovery off-site. The residual non-combustible waste will be utilised in landfill engineering or will be placed in the landfill.

This Dust Management Plan has been prepared as part of an environmental permit variation application to increase the annual throughput for the MRF. Previous versions of the Dust Management Plan for Shelford MRF:

- Dust Management Plan – Materials Recovery Facility - May 2023 prepared by Wardell Armstrong LLP
- Dust Management Plan – Materials Recovery Facility - February 2024 prepared by Wardell Armstrong LLP

1.2. Main Objectives of the DMP

The plan sets out how any dust arising from the activities will be appropriately controlled and managed. The plan will be used in conjunction with other documents that form part of Valencia's Environmental Management System to ensure that the new activities are managed in a way that prevents or at least minimises pollution.

The plan has been prepared in accordance with Environment Agency guidance 'Control and Monitor your Emissions for your Environmental Permit'.

1.3. Roles and Responsibilities

The site manager will be responsible for enforcing the Dust Management Plan. The site manager may nominate a site supervisor or similar suitably trained operative carrying out day-to-day activities around the site to support with the enforcement of the measures contained within the plan.

The Dust Management Plan will be reviewed annually, in line with the Environmental Management System. New versions of this plan will be issued as and when necessary, with mitigation and/or operational changes outlined. The version history shall be updated each time.

It is the responsibility of operator and the Site Manager to ensure the DMP is enforced and that all employees are suitably trained.

2. Site Setting and Sensitive Receptors

2.1. Site Setting

Shelford Landfill Site is located on Shelford Farm Estate off Shalloak Road, 2.5 miles northeast of Canterbury, Kent. The nearest postcode is CT2 0PU, and the new MRF will be located at national grid reference (NGR) TR 16335 60113, south of the existing landfill site.

The land surrounding the site is mixed in use. The landfill area extends north from the location of the MRF building, with the land beyond being predominantly agriculture and interspersed woodland in the northwest, north and northeast. Land use to the south is mixed residential, commercial and industrial, with large areas of parkland and woodland.



Canterbury City Council has three air quality management areas (AQMA) for Nitrogen Dioxide from road transport. Two are located along major roads in Canterbury (700m south of the MRF), while the third is Thanet Urban AQMA (over 15km northeast). Therefore, the site is not within an AQMA.

Local meteorological data has been obtained from Manston observing station which is 17.7 km due east of the landfill site and represents the nearest appropriate observing station. For the period 2019 to 2021 meteorological data has been used to qualify the frequency of wind speed and direction. The predominant wind direction is from the south-west and south-south-west, occurring 31% of the time. Winds from the north-north-east, north-east, south, west-south-west, west and west-north-west also occur over 5% of the time each.

2.2. Sensitive Receptors

The closest residential receptors are 2 houses located approximately 200m east of the proposed MRF on Shalloak road. Further residential areas in proximity to the proposed MRF include Hales Place (850m west), Broadoak (1.1km northeast), Sturry (1.1km east), Mayton Cottages (1.4km north), and Fordwich (1.5km east).

Approximately 100m east of the MRF is the nearest commercial receptor, Motorline Car Dealership. There are further commercial and industrial units within Canterbury Retail Park, approximately 300m south of the MRF.

The table below lists receptors within 1m of the MRF, which have potential to be affected by emissions of dust.

Receptor	Receptor Type	Approximate Distance from Site	Direction from Site
Motorline Car Dealership	Commercial	100m	East
CVS Canterbury and Canterbury Audi car dealerships	Commercial	150m	South
6 Shalloak Road	Residential	200m	East
Caravan Site	Residential	250m	South
Retail Park (Vauxhall Road)	Commercial	350m	South
Canterbury Wastewater Treatment Works	Industrial	450m	Southeast
Canterbury North 400kV Substation	Industrial	550m	Southwest
Broad Oak Lodge Farm	Residential	550m	Northeast
Vauxhall Avenue and Vauxhall Crescent	Residential	600m	South
Businesses on Broad Oak Road	Commercial	600m	Southwest
Retail Park (Marshwood Close)	Commercial	700m	Southwest
Sturry Road Allotments	Leisure	700m	South
Sturry Road (A28)	Residential	700m	South
Caravan Park	Residential	750m	Northeast
Maytree Canterbury Garden Centre	Commercial	800m	Southeast
Bicknor Close	Residential	800m	Southwest
Kilndown Gardens	Residential	800m	Southwest
Field Avenue	Residential	850m	South
Reed Avenue	Residential	850m	South
Sturry Road Community Park	Leisure	850m	Southeast
22-38 Shalloak Road	Residential	850m	Northeast
Headcorn Drive	Residential	850m	Southwest
Kemsing Gardens	Residential	850m	Southwest
Halstead Close	Residential	900m	Southwest
Westerham Close	Residential	900m	Southwest
Hunton Gardens	Residential	900m	West
East Street	Residential	900m	South
Sandhurst Close	Residential	950m	Southwest
Goudhurst Close	Residential	950m	West
Junior King's School Sports Facility	Leisure/ School	1km	East



There are five European sites within 10km of the proposed MRF location, the nearest of which is Stodmarsh (SAC, SPA and Ramsar, SSSI, NNR) located approximately 1.9km east. The remaining four European Sites are located over 4km away from the site at Blean Complex (SAC), The Swale (Ramsar and SPA), Tankerton Slopes and Swalecliffe (SAC), and Thanet Coast & Sandwich Bay (Ramsar and SPA). There are four SSSIs within 2km of the site, including Stodmarsh. The nearest is West Blean and Thornden Woods SSSI which lies adjacent to the landfill north and north-eastern permit boundary. There are also a number of areas of ancient woodland and local wildlife sites.

It is unlikely that receptors more than 200m are considered to be impacted by dust from the activities, as it is very likely that dust would settle before reaching them.

As the majority of receptors are more than 200m away, potential emissions of the dust are not expected to cause a nuisance or harm to sensitive habitats or human receptors. The facility has been designed to prevent emissions of dust and minimise potential impacts on nearby sensitive receptors.

2.3. Local Contributors of Dust Emissions

The MRF is located at the southern extent of the wider Shelford Landfill Site and in proximity to a number of commercial and industrial operations. In addition to the landfill, there are two waste operations located within 500m of the proposed MRF facility. These are:

- Household Waste Amenity Site operated by FCC Recycling (UK) Limited (permit EPR/JB3807XE) located 400m south
- Biological Treatment Facility operated by Southern Water Services Limited (permit EPR/NP368HN) located 400m southeast

Given that there are a number of waste operations located within proximity of the MRF, it is considered likely that the increase in throughput will pose very limited additional risk to local receptors.

3. **Potential Sources of Dust Emissions**

3.1. Permitted Activities

The MRF is permitted to accept mixed non-hazardous waste arriving at the landfill to be first treated to recover metals for recycling, then further treated to remove non-combustible material to prepare for the combustible wastes for energy recovery off-site. The MRF activity is permitted under listed activity under section 5.4 A(1) (b) (ii) or EPR 2016 (that is, a mix of recovery and disposal of non-hazardous waste with a capacity exceeding 75 tonnes per day involving pre-treatment of waste for incineration or co-incineration).

The extant permit allows for up to 250,000 tonnes per annum to be treated through the MRF. The variation seeks to increase this throughput to 500,000 tonnes per annum. Since the MRF has commenced operation and wastes have been processed, it has become increasingly apparent that the MRF can process more waste than first anticipated – this is largely down to the Site accepting dense, heavy loads of waste which are typically difficult to process, however Valencia have invested in state of the art equipment which can appropriately handle dense waste types.

There is no proposed changes to the waste storage capacities and storage times, and the Site will continue to operate on a short turn around, first-in, first-out basis. Additionally, there is no change in the waste types to be accepted to the MRF.

The risk of dust emissions is likely to primarily result from the handling and treatment of potentially dusty wastes, as well as the operation of mobile plant and other vehicles to transport and move waste.

There are no point source emissions associated with the MRF or resulting from the MRF operations.

3.2. Waste Types

As described above, there are no proposed changes to the waste types currently permitted at the MRF. The intention is to continue to process mixed municipal waste and similar materials which are anticipated to be low risk of generating dusty emissions. However, some wastes may have the potential to generate dust during treatment.

Wastes consisting of powders or dust are not accepted to the MRF.

A list of wastes according to their European Waste Catalogue (EWC) code, which are permitted for acceptance and treatment at the MRF, is provided below.

Waste Code	Description
01	WASTES RESULTING FROM EXPLORATION, MINING, QUARRYING, AND PHYSICAL AND CHEMICAL TREATMENT OF MINERALS
01 01	Wastes from mineral excavation
01 01	Wastes from mineral metalliferous excavation
01 01 02	Wastes from mineral non-metalliferous excavation
01 04	Wastes from physical and chemical processing of non-metalliferous minerals
01 04 08	Waste gravel and crushed rocks other than those mentioned in 01 04 07
01 04 09	Waste sand and clays
02	WASTES FROM AGRICULTURE, HORTICULTURE, AQUACULTURE, FORESTRY, HUNTING AND FISHING, FOOD PREPARATION AND PROCESSING
10 12	Wastes from manufacture of ceramic goods, bricks, tiles and construction products
10 12 06	Discarded moulds
10 12 08	Waste ceramics, bricks, tiles and construction products (after thermal processing)
10 12 12	Wastes from glazing other than those mentioned in 10 12 11
10 13	Wastes from manufacture of cement, lime and plaster and articles and products made from them
10 13 14	Waste concrete
15	WASTE PACKAGING; ABSORBENTS, WIPING CLOTHS, FILTER MATERIALS AND PROTECTIVE CLOTHING NOT OTHERWISE SPECIFIED
15 01	Packaging (including separately collected municipal packaging waste)
15 01 01	Paper and cardboard packaging
15 01 02	Plastic packaging
15 01 03	Wooden packaging
15 01 04	Metallic packaging
15 01 05	Composite packaging
15 01 06	Mixed packaging
15 01 07	Glass packaging
15 01 09	Textile packaging
17	CONSTRUCTION AND DEMOLITION WASTES (INCLUDING EXCAVATED SOIL FROM CONTAMINATED SITES)
17 01	Concrete, bricks, tiles and ceramics
17 01 01	Concrete
17 01 02	Bricks

17 01 03	Tiles and ceramics
17 01 07	Mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06
17 02	Wood, glass and plastic
17 02 01	Wood
17 02 02	Glass
17 02 03	Plastic
17 03	Bituminous mixtures, coal tar and tarred products
17 03 02	Bituminous mixtures other than those mentioned in 17 03 01
17 04	Metals (including their alloys)
17 04 01	Copper, bronze, brass
17 04 02	Aluminium
17 04 03	Lead
17 04 04	Zinc
17 04 05	Iron and steel
17 04 06	Tin
17 04 07	Mixed metals
17 04 11	Cables other than those mentioned in 17 04 10
17 05	Soil (including excavated soil from contaminated sites), stones and dredging spoil
17 05 04	Soil and stones other than those mentioned in 17 05 03
17 09	Other construction and demolition wastes
17 09 04	Mixed construction and demolition wastes other than those mentioned in 17 09 01, 17 09 02 and 17 09 03
19	WASTES FROM WASTE MANAGEMENT FACILITIES, OFF-SITE WASTE WATER TREATMENT PLANTS AND PREPARATION OF WATER INTENDED FOR HUMAN CONSUMPTION/INDUSTRIAL USE
19 01	Wastes from incineration or pyrolysis of waste
19 01 02	Ferrous materials removed from bottom ash
19 02	Wastes from physico/chemical treatments of waste (including dechromatation, decyanidation, neutralisation)
19 02 03	Premixed wastes composed only of non-hazardous wastes
19 02 10	Combustible wastes other than those mentioned in 19 02 08 and 19 02 09
19 04	Vitrified waste and wastes from vitrification
19 04 01	Vitrified waste
19 12	Wastes from the mechanical treatment of waste (for example sorting, crushing, compacting, pelletising) not otherwise specified
19 12 01	Paper and cardboard
19 12 02	Ferrous metal

19 12 03	Non-ferrous metal
19 12 04	Plastic and rubber
19 12 05	Glass
19 12 07	Wood other than that mentioned in 19 12 06
19 12 08	Textiles
19 12 09	Minerals (for example sand, stones)
19 12 10	Combustible waste (refuse derived fuel)
19 13	Wastes from soil and groundwater remediation
19 13 02	Solid wastes from soil remediation other than those mentioned in 19 13 01
20	MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPARATELY COLLECTED FRACTIONS
20 01	Separately collected fractions (except 15 01)
20 01 01	Paper and cardboard
20 01 02	Glass
20 01 38	Wood other than that mentioned in.20 01.37
20 01 39	Plastics
20 01 40	Metals
20 02	Garden and park wastes (including cemetery waste)
20 02 02	Soil and stones
20 03	Other municipal wastes
20 03 01	Mixed municipal waste
20 03 02	Waste from markets
20 03 07	Bulky waste

3.3. Waste Deliveries and Outloading

Dust may be generating during the delivery and tipping of wastes at the facility. Dust may also be released from site roads by vehicle movements, and particulates may be present in vehicle exhausts. Similarly, dust may be entrained into the air during waste outloading, and dust particulates may be released from site roads by vehicle movements and vehicle exhausts.

3.4. Fixed Plant

Some wastes will have the potential to generate dust while undergoing treatment, particularly at transfer points between conveyors and during sorting.

The fixed plant on site includes conveyors, the overband magnet, the eddy current separator, fan blower, water bath and two trommels, which are all located inside the MRF building.

The building will be naturally ventilated and the walls, roof and roller-shutter doors will provide containment for any dust arising. Therefore and dust escaping from the operation will be fugitive only, with no point-source emissions to air.



3.5. Mobile Plant and Waste Handling

A front-end loader will be used within the MRF building to transfer waste into the process and for loading/unloading.

The loading/ unloading of waste has the potential to generate dust by entrainment into the air, especially when waste is being dropped from the plant.

Dust may also be released from the operation road surface by vehicle movements, and particulates may be present in vehicle exhausts.

4. **Management of Dust Emissions**

4.1. General

Implementation of the Dust Management Plan will be the responsibility of the site manager. The Dust Management Plan will form part of the Environmental Management System for the site and compliance will be audited on an annual basis.

This will entail not only a spot-check but records of incidents will be reviewed and the plan will be updated as necessary to address any issues.

The plan will also be reviewed if an ongoing problem is noted with dust, that is, if breaches are regular or frequent.

All staff will be made aware of the Dust Management Plan and their responsibilities to ensure compliance. Refresher training will be given as necessary.

4.2. Waste Types and Waste Acceptance

Waste types accepted at the MRF are anticipated to be low risk of generating dusty emissions and will exclude loads consisting of primarily powders or dust.

Strict waste pre-acceptance and acceptance procedures will be operated at the site, which will include checks to reduce the risk of excessively dusty loads arriving at the site.

At the pre-acceptance stage, waste streams that are allocated to the MRF treatment plant will be fully characterised and described in the waste information form, so it is apparent to weighbridge staff when the waste arrives on site. Wastes characterised as excessively dusty, such as those consisting of mainly loose powders and fibres, will not be approved for acceptance at the MRF.

Waste arriving at the site will be weighed and inspected at the weighbridge. The transfer note will be checked against the pre-acceptance information and, wherever possible, a visual inspection of the waste will be made. If all documentation is in order and the waste appears as characterised (including not appearing excessively dusty), the load will be directed to the MRF waste reception area. Non-permitted and other non-conforming waste types will be returned to the site of origin or re-directed to an appropriately permitted facility.

Waste loads received at the waste reception area will be inspected during unloading to ensure that they are compliant with the permit and whether they are suitable for waste treatment. Non-permitted and other non-conforming waste types (including those with the potential to cause excessive dust emissions) will be re-loaded immediately, or otherwise quarantined for removal as soon as possible. Waste rejected from the waste reception area will be returned to the site of origin or re- directed to an appropriately permitted facility.

4.3. Waste Deliveries and Dispatch

All MRF operations, including tipping of wastes and loading vehicles for dispatch will be undertaken within the enclosed MRF building. Waste will be delivered and dispatched in enclosed or sheeted vehicles to minimise emissions in transit.

The MRF building will be fitted with fast-acting roller-shutter doors, which will be opened to allow vehicular access and egress only, and will remain closed during waste loading and unloading to effectively contain emissions to air, including dust.

Drop heights will be minimised from loading and unloading to minimise the risk of raising dust.

The entrance road to the MRF will be provided with suitable surfacing which can be swept clean. Site roads will be properly maintained and metalled roads will be swept as necessary



to limit any build-up of dust.

The site operates a traffic management plan which specifies a speed limit of 10 miles per hour, further minimising risk of dust being raised.

It will not be possible to manage emissions from all vehicles using the site, which may be owned and operated by third parties. Valencia has a preventative maintenance programme and will ensure that their own vehicles are regularly serviced. The fleet will be managed to ensure that as far as possible vehicles with lower emissions are selected.

4.4. Fixed Plant

To prevent dusty emissions from the treatment process, the doors of the MRF building will be kept closed as far as possible to contain emissions. The building will be equipped with fast acting roller shutter doors, which will be opened to allow vehicular access and egress only. Plant will be configured to minimise drop heights at all transfer points and to prevent the likelihood of the escape of fugitive emissions.

Localised air extraction is provided for the 3 way separator. This will extract air directly from the screener and direct it back into the building via a dust filter. A spray bar will also be provided at the transfer point for light waste coming out of the 3 way separator.

Regular visual inspections will be made throughout the day to ensure that no significant dust is leaving the building, particularly whilst waste sorting equipment is in operation.

Plant will be switched off when not in use to minimise emissions. All plant will be included in the Preventative Maintenance Schedule and will be serviced in line with the manufacturer's recommendations.

Good housekeeping measures will be maintained, ensuring the building and plant will be cleaned where necessary to prevent a build-up of dust.

4.5. Mobile Plant

Front-end loaders used for loading/unloading waste will be operated to minimise drop heights as far as possible, preventing dust being released into the air.

The plant will be switched off when not in use and will not be allowed to idle, preventing exhaust fume particulates.

All mobile plant will be included in the preventative maintenance schedule and will be serviced in accordance with the manufacturer's recommendations to avoid excessive emissions.

Where plant is replaced, the lowest emissions models will be selected where they are equally effective and the cost is not excessive.

5. **Control of Dust Emissions**

The table below sets out the potential sources of dust on site and summarises the control measures in place to break the source/pathway/receptor linkage and minimise the impact of dust. The main method of control is the enclosure of all MRF operations within a building.

This provides a barrier breaking the link between the source and the receptor.

Water may be used to clean vehicles and for damping down if this becomes needed, for example in hot dry weather. The site has a mains water supply. To control water usage, water in the wheelwash will be recirculated. Consideration is to be given to collecting and using roof water to minimise the use of mains water.



Source	Pathway	Receptor	Type of impact	Control Measures
Mud on site roads	Tracking dust on wheels and vehicles, then mud dropping off wheels/vehicles when dry	Mud on highway immediately adjacent to site entrance. Potential impact on local businesses and closest residential receptors	Visual soiling, also consequent resuspension as airbourne particulates	- Remove mud before vehicle leaves site - Properly surfaced road provided between MRF and Site entrance - Wheel wash available - Entrance road swept as necessary by road sweeper to prevent materials tracking out of site - Speed limit in force to avoid raising dust - Damping down with water if needed, e.g. in hot dry weather, e.g. with hose or bowser
Debris from waste in transit	Falling off lorries	Mud on highway immediately adjacent to site entrance. Potential impact on local businesses and closest residential receptors	Visual soiling, also consequent resuspension as airborne particulates	- Properly surfaced road provided between MRF and site entrance. - Wheel wash available. - Entrance road swept as necessary to prevent materials tracking out of site. - All vehicles enclosed or sheeted to prevent escape of waste.
Tipping, storage and sorting of waste inside building	Escape from building and subsequent atmospheric dispersion	Potential impact on local businesses and closest residential and wildlife receptors	Visual soiling and airborne particulates	- Containment maximised with doors open only for entry/exit of vehicles. - Doors directed away from most sensitive receptors. - MRF is located on the landfill away from neighbouring businesses. - Dop heights minimised. - Damping down with water from hose, if needed, e.g. in hot dry weather.
Waste treatment	Escape from building and subsequent atmospheric dispersion	Potential impact on local businesses and closest residential and wildlife receptors	Visual soiling and airborne particulates	- All MRF operations take place within enclosed building. Doors will be kept closed as far as practicable. - Drop heights are minimised. - Plant layout designed to keep dusty operations away from doors. - Damping down with water from hose, if needed, e.g. in hot dry weather.
Vehicle exhaust emissions	Atmospheric dispersion	Potential impact on local businesses and closest residential and wildlife receptors	Airborne particulates	- Vehicles properly maintained - Vehicles switched off when not in use - Models with lower emissions will be considered when replacing vehicles
Non road going machinery exhaust emissions	Atmospheric dispersion	Potential impact on local businesses and closest residential and wildlife receptors	Airborne particulates	- Compliance with standards for non-road machinery regulations - Plant properly maintained - Plant switched off when not in use - Models with lower emissions will be considered when replacing machinery
Build-up of dust around the site	Escape from building and subsequent atmospheric dispersion	Potential impact on local businesses and closest residential and wildlife receptors	Visual soiling and airborne particulates	- Bays emptied on a regular basis - Good housekeeping with plant, bays and other surfaces cleaned as necessary to prevent major build up of dust



6. Monitoring of Dust Emissions

Dust monitoring will be undertaken throughout the day with staff aware of the need to report any excessive dust so that the cause can be identified and resolved.

Formal monitoring will take place at least once a day with an inspection being made around the outside of the building along the site road and at the site entrance. The finding of this inspection will be recorded in the site log.

Where dust is noted leaving the site or escaping from the MRF building (paying particular attention to entrances and exits where fugitive emissions are most likely), this will be recorded and immediately reported to the site manager. Steps will be taken to confirm the source of the dust and take remedial action.

7. Site Management

7.1. Environmental Management System

The MRF will be managed by a technically competent manager in accordance with Valencia's written Environmental Management System. The EMS covers:

- Quality Management;
- Environmental Management;
- Health and Safety Management;
- Training;
- Maintenance; and
- Environmental permit and other environmental legislation and requirements.

Site operatives are trained to follow the measures set out in the EMS and to understand their responsibilities under the Environmental Permit.

7.2. Emergency Situations

Contact details for emergency third party contractors will be set out in the Environmental Logbook.

In the event of equipment failure that is vital to the dust suppression, repairs will be undertaken promptly.

If any part of the equipment must be replaced, the operations will not recommence until replacement equipment arrives and is in a condition ready for use.

7.3. Complaints

Should a complaint be received, either from a member of the public or one of the Regulators, this will be recorded on a form prepared for the purpose.

The following information will be recorded:

- Contact details of complainant
- Date and time of the incident
- Nature of the incident
- Weather conditions at the time (including wind strength and direction, any precipitation, temperature)

The information will be passed to the site manager or their designated deputy for action.

An investigation will be carried out to determine the activities taking place on site at the time of the incident and the likely cause of the dust emissions.

The site manager, or their deputy, will determine the measures required to prevent further significant emissions and will implement action to resolve the issue. Where necessary in order to prevent significant emissions of dust site operations will cease until suitable remedial measures have been put in place.

The complainant will be informed of the outcome of the investigation, the remedial measures proposed and the likely time scale for implementation (unless they have indicated that they



do not wish to be contacted). Timescales to supply this feedback will be dependant of the nature of the complaint and will be issued as soon as practically possible
A record of the complaint and the actions taken will be retained on site and these records will be made available to the Environment Agency on request.
Contact details for the site will be made available via the site noticeboard and the Company website. All complaints will be taken seriously and will be properly recorded and investigated. Where there are consistent complaints regarding dust from the site or where there is a major incident and pollution is known to have occurred or to be likely to occur the Environment Agency will be informed as soon as possible by telephone.

Written reports will subsequently be provided to the Environment Agency in line with the permit conditions.

The complaint log will be reviewed on an annual basis by a suitably qualified member of staff to assess any trends or common issues. Where necessary the Dust Management Plan will be updated as a result and targets for improvement will be put in place.
A date will be set for when corrective action should be completed and actions will be reviewed and recorded to demonstrate that improvements have been implemented as required.

7.4. Distribution and Training

A physical copy of the Dust Management Plan will be kept on site in the site office at all times and made available to employees. This shall be made available to the Regulator on request. Electronic copies are also available for all staff to access.

Site operatives will be trained and familiarised with the mitigation actions required for their role. The training will make the operative aware of the wider dust management controls active at the site.

The Site Manager will ensure that each employee and subcontractor at and/or arriving at the site are familiar with the procedures outlined in this plan and are aware of their individual role in reducing dust emissions.

Appendix 1

Daily Site Log

COTC Attendance	COTC Attendance
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Valencia

Name:				Name:			
Time In:		Time Out:		Time In:		Time Out:	
Plant Details		Inspect	Defects	Status			
Type		Y/N	Y/N	Op / Unop	Person Conducting Inspection		
Bomag (new)							
Bomag (old)							
Caterpillar D6							
New Holland Tractor							
Caterpillar 320							
Volvo A25D							
Water Bowser							
Diesel Bowser							
Ford Ranger							
Land Rover							
Equipment Details		Inspect	Defects	Status			
Type		Y/N	Y/N	Op / Unop	Person Conducting Inspection		
Weighbridge							
Weighbridge Indicator, PC & Printer							
Fire Alarms Inspection							
Emergency Lighting Inspection							
Wheel Wash							
CCTV							
Operational Details							
	Cell	Level		Hired / Back-Up / Replacement Plant			
Current Tipping Area							
No. of Loads							
Daily Tonnage							
Total T Non-Haz into Site	Active	Inert					
Regulator / Internal Inspection	Reported To			Date & Time			
Report No:							
Complaint (Noise/Odour/Other)	Reported To			Date & Time			
Report No:							
Incident / Non-Compliant Waste / Waste Rejection Reports	Reported To			Date & Time			
Report No:							



Staff	P	S	H	Additional Comments: (contractors / agency)
Current Weather Conditions as Taken from https://skylink-pro.com/wx-forecast.php				

Installation Inspection

	Site Specific Permit / ODMF Conditions	Cond. No.	Source	Freq	Inspected Y/N Comments?	Compliant Y/N	Person Inspecting
1	Waste Acceptance Non-Hazardous SNRHW Restoration Treatment	3.0 S2.1 S2.4 S2.3 S2.2	ODMP EP	D			
2	Weighbridge Operation Traffic Lights Operational	3.1.1 2.6.10	ODMP EP	D			
3	Level 2 Compliance Testing	3.0 2.6.7	ODMP EP	D			
4	Duty of Care – WTN Completed / Correct	3.1.6	ODMP	D			
5	Level 3 On Site Verification of Wastes	3.0	ODMP	D			
6	Dirt & Mud Management <i>Road Sweeper in use? Access road clear?</i>	16.1	ODMP	D			
7	Inspection of Wheel Wash <i>Sufficient pressure?</i>	16.1	ODMP	D			
8	Odour Management <i>Odorous wastes noted? Any</i>	15.1 3.3.1	ODMP EP	D			



	<i>complaints?</i>						
9	Cover <i>Suitable & Sufficient</i>	15.2.5	ODMP	D			
10	Litter Management <i>Litter fences? Sheeting? Litter off site?</i>	17.1	ODMP	D			
11	Monitoring of Meteorological Conditions 5-day <i>forecast</i>	17.2 23.0	ODMP	D			
12	Inspection of Bunded Tanks	13.4	ODMP	W			
13	Oil / Fuel Storage <i>Spillages? Integrity?</i>	13.4	ODMP	D			
14	Security Fences & Gates	13.4	ODMP	D			
15	Accident / Incident Reporting	22.0 1.1.1	ODMP EP	D			
16	Noise / Vibration Inspection Complaints Issues noted in daily log	19.3.1 3.4.1	ODMP EP	W			
17	Instability of Movement of Lining System	24.0	ODMP	M			
18	Differential Settlement	24.0	ODMP	M			
19	Leachate Management Integrity of pipework Inspections completed Repairs required Damage recorded	6.2	ODMP	W			
20	Leachate Level Monitoring / Extraction Cells	6.3.1 S3.1	ODMP EP	M/Qtr			
21	Leachate Lagoon Suitable	6.3.3	ODMP	D			



	containment?						
22	Inspection of Pests / Vermin Pest infestation within waste?	18.1	ODMP	D			
23	Visual Dust Monitoring Speed limits followed? Dust suppression required? Road sweeper in use/req'd?	14.1	ODMP	D			
24	Installation Infrastructure On-site lighting? Issues noted?	13.1	ODMP	W			
25	Landfill Gas Management & Monitoring Gas field flow, pressure & composition, internal gas monitoring infrastructure Perimeter borehole access?	11.1 S3.10	ODMP EP	M	Managed by Powergen team		
26	Surface Water Inspection of surface water system	8.3.7	ODMP	W			
27	Ground Water Boreholes access ok?	10.2	ODMP	M			
28	Operational Area Inspection	5.2	ODMP	D			
29	Site ID Board Current & Correct?	13.5	ODMP	A			
Contractors on Site & Area of Work:							
Weighbridge Operator					Person Completing Form		
Name					Name		



Signature		Signature	
Date		Date	
		COTC Holder	Y / N

Materials Recycling Facility House Keeping Inspection

House Keeping Measure		Location	Freq	Inspected Y/N Comments?	Compliant Y/N	Person Inspecting
1	Removal of Dust	Electrical panels, equipment and surfaces of MRF	Weekly or as Req.			
2	Sweeping under and around equipment and plant for fugitive litter	Fixed & mobile plant/ equipment	Weekly or as Req.			
3	Collection of loose waste	MRF Floor	Daily			
4	Removal of Dust (Hot Exhausts)	Plant Exhausts	Daily			

There must be 2 signatures on document, unless person completing form is also the COTC holder