



DUST EMISSIONS MANAGEMENT PLAN

**MERIDEN WASTE TRANSFER STATION
CORNETS END LANE
MERIDEN
COVENTRY
CV7 7LG**

**Document Reference: BF5066/08.R1
May 2022**



**Project Quality Assurance
Information Sheet**

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COVENTRY, CV7 7LG**

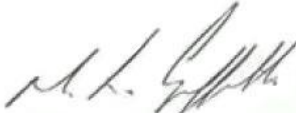
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**BIFFA WASTE SERVICES LTD
MERIDEN WASTE TRANSFER STATION
CORNETS END LANE,
MERIDEN,
COVENTRY,
CV7 7LG**

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1.0 INTRODUCTION

1.1 Scope & Background

- 1.1.1 This Dust Emissions Management Plan (DEMP) has been prepared by Sirius Environmental Limited (Sirius) on behalf of Biffa Waste Services Limited ('Biffa') in support of the operation of a Waste Transfer Station (WTS) at Cornets End Lane, Meriden, Coventry, CV7 7LG, in line with the requirements of the Environmental Permitting (England and Wales) Regulations 2016. This DEMP has been prepared to support the initial application for a new Environmental Permit to operate the facility.
- 1.1.2 Biffa Waste Services ('Biffa') are applying for a bespoke Environmental Permit to operate a Waste Transfer Station (WTS) principally for the bulking of non-hazardous commercial and industrial wastes. Treatment will consist of manual and plant assisted sorting/separation. The site will also act as a depot for the Industrial and Commercial division's collection vehicles, although this activity is not required to be permitted.
- 1.1.3 The DEMP considers the potential for the generation of fugitive dust emissions from the waste storage and processing operations carried out at the site. This DEMP outlines the site conditions, operational processes, controls to be applied and the monitoring to be undertaken to avoid potential nuisance and environmental harm from occurring.
- 1.1.4 This DEMP has been prepared with cognisance to the materials being processed and therefore considers appropriate measures for the control of potential emissions from the facility. A copy of this document will be kept on site in the office for staff and personnel to refer to when needed. This is a live document which will be updated where necessary.

1.2 Site Location and Layout Description

- 1.2.1 This DEMP relates to the operation of a Waste Transfer Station operated near Meriden, Coventry CV7 7LG. The National Grid Reference (NGR) for the site is SP 65056 83878. The site is within the local authority of Solihull Metropolitan Borough Council.
- 1.2.2 The site itself currently comprises two buildings; one of which will be the Waste Transfer Station (WTS) building (where waste reception, storage and treatment will occur), and another which will contain the site offices and welfare facilities. The associated yard area comprises the surface water attenuation pond, staff car parking, a smoking shelter and bike shed, as well as rainwater tanks and sprinkler pumps for fire suppression. The area to the east of the Environmental Permit boundary will contain the depot for Biffa's Industrial and Commercial division's collection vehicles (this activity is not required to be permitted). Entrance and egress to and from the site is to be undertaken via Cornets End Lane, which runs adjacent to the southern and northern site boundaries. The site entrance is gated and will be locked shut outside of operational hours. Palisade fencing surrounds the site perimeter. The location of Biffa's proposed Meriden WTS site is shown in **Drawing No.: BF5066/12/01** and **Drawing No.: BF5066/12/02** depicts the proposed Environmental Permit Boundary. The indicative site operational layout is shown in **Drawing No.: BF5066/12/03**.
- 1.2.3 As aforementioned, treatment activities will consist only of manual and plant assisted sorting and bulking. Both waste treatment and storage will be conducted internally within the WTS building. A 'closed door' policy will be

employed whereby the roller shutter doors will only be opened for access and egress to and from the building and will remain shut at all other times. The building comprises an impermeable surface and a sealed drainage system. Any leaks or spills within the building will enter the existing central channel drain and be piped to a storage tank. The contents of this tank will be pumped and tankered for transfer off site to an appropriate facility. The site's drainage layout is shown in **Drawing No.: BF5066/12/04**.

Operational Hours

- 1.2.4 Operations associated with the waste transfer and bulk loading area are proposed to take place within the building between the hours of 07:00 hrs and 23:00 hrs, 7 days per week.
- 1.2.5 Maintenance of plant and equipment will be undertaken during normal operational hours only, i.e. between 07:00 hrs and 19:00 hrs.
- 1.2.6 The operator will not undertake any activities associated with the proposed waste transfer activities outside of the agreed hours of operation (i.e. 07:00hrs – 23:00 hrs), unless in an emergency. In such instances, the Environment Agency will be notified within 24 hours and the details/activities recorded in the site diary.

2.0 SENSITIVE RECEPTORS

2.1 Receptor Identification

2.1.1 The village of Meriden is located approximately 1.6km to the north-east of the site, the outskirts of Coventry lie c.7.8km to the east, Solihull is located c.7.8km to the west and the junction with the A462 is c.1km north-west of the site. The site lies within an area subject to sand and gravel extraction, together with rural and agricultural land with scattered residential properties.

2.1.2 A full list of potential sensitive receptors to dust and other emissions (such as nitrogen dioxide from combustion sources including generators, road vehicles and mobile plant) within 1km of the facility are listed in **Table DEMP1**. Their locations are illustrated in **Drawing No.: BF5066/12/05**.

Table DEMP1: Identified potential sensitive receptors to dust and other emissions (e.g. Nitrogen Dioxide) within 1km of the proposed facility

Receptor Name	Receptor Type	Approximate distance from the site boundary (m)	Direction from the facility	Potentially Sensitive Receptor to Potential Dust Emissions? (Y/N)
Secondary B Bedrock aquifer – Mercia Mudstone Group Secondary A Superficial aquifer – Glaciofluvial deposits, mid Pleistocene – Sand & Gravel	Groundwater	0m	Underlies the site and surrounding areas	N
Industrial Premises	Commercial / Industrial	Adjacent– 1km	NE, E, SE, S, W & NNW.	N
Local infrastructure e.g. Cornets End Lane, Hampton Lane (B4102), Kenilworth Road (A452) & Somers Road	Highways	Adjacent -1km	N, S & W	Y
Rural	Agricultural, woodland, fields	Adjacent – 1km	All directions	Y
Surface water features	Ponds, streams, drains	50m – 1km	All directions	Y
Keepers Cottage	Residential Property	115m	ESE	Y
Cornets End Farm	Residential Property	310m	E	Y
Mercote Mill Farm	Residential Property	510m	SW	Y
Hornbrook Farm	Residential Property	530m	W	Y
Unnamed scattered residential properties	Residential Properties	515 – 590m	NW, NNW & SE	Y
Park Farm Cottage	Residential Property	700m	SE	Y
Park Farm House	Residential Property	695m	S	Y
Holloway Farm	Residential Property	1km	SE	Y
North Warwickshire Golf Course	Golf Course	370m	N	Y
The Sommers	Caravan Site	890m	N	Y
Priority Habitat	Deciduous Woodland	15m – 1km	N, E, SE, SE, W & NW	Y

Receptor Name	Receptor Type	Approximate distance from the site boundary (m)	Direction from the facility	Potentially Sensitive Receptor to Potential Dust Emissions? (Y/N)
The Sommers	Protected Habitat -- Ancient Woodland	880m	N	Y

2.1.3 The site is situated approximately 3.2km west of the nearest designated Air Quality Management Area (AQMA), which is designed for Nitrogen Dioxide (NO₂) only. Any potential emissions from the operation of the facility are considered unlikely to impact upon this AQMA. The site also does not lie within a Nitrate Vulnerable Zone (NVZ) as designated by DEFRA and the Environment Agency for Surface and Groundwater. The site is not within a Source Protection Zone (SPZ) for groundwater.

2.2 Meteorological Setting

2.2.1 The fugitive emissions of dust from the site could be affected by local weather conditions, in particular wind direction and rainfall.

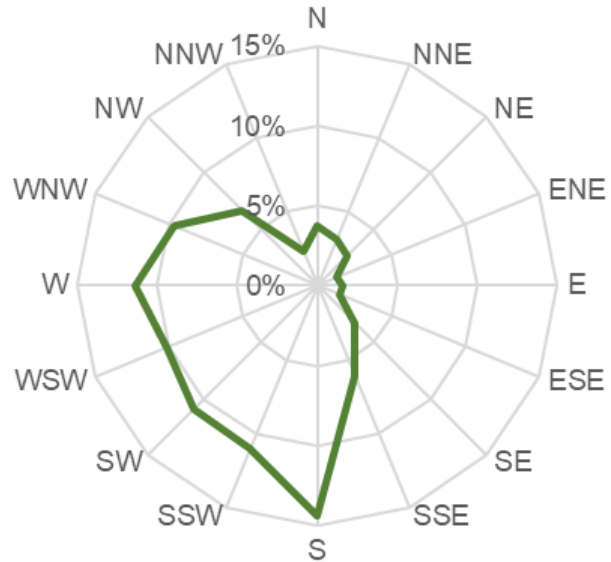
2.2.2 The closest meteorological recording station to the site is Birmingham Airport, which lies 5.5 km north-west of the site (International Civil Aviation Organisation (ICAO) Airport Code: EGBB) The National Grid Reference NGR for Birmingham Airport is SP 17505 84071. This weather station is deemed the most appropriate for use in order to characterise the site due to its proximity to the site. Wind patterns at the Birmingham Airport Station are likely to be similar to those experienced at the site.

2.2.3 Data from the RenSMART wind data archive, for a 10-year period between 2000 and 2010 has been utilised for the Birmingham Airport Station in order to typify the meteorological conditions likely at the site. The wind rose, as shown by **Figure DEMP1** shows the percentage of wind vector that could be generated in each of the 16 points of a compass.

2.2.4 The wind rose indicates that the predominant wind directions are from the south-western quadrant, which makes up ~46.5% of the winds. It can be observed from **Figure DEMP1** that the prevailing wind is from the south.

Figure DEMP1: Wind Rose for Birmingham Airport Meteorological Recording station between 2000 - 2010 inclusive (Source: RenSMART)

Direction	Percentage
N	3.78%
NNE	3.15%
NE	2.61%
ENE	1.35%
E	1.60%
ESE	1.52%
SE	3.29%
SSE	6.12%
S	14.43%
SSW	10.99%
SW	10.88%
WSW	10.20%
W	11.41%
WNW	9.73%
NW	6.63%
NNW	2.31%



2.3 Additional Sources of Dust and / or Other Emissions

2.3.1 **Table DEMP2**, lists the other potential sources of dust and emissions such as Nitrogen Dioxide located within 1km of facility. The locations of these are shown in relation to the site in **Drawing No.: BF5066/12/06**.

Table DEMP2: Additional Potential Sources of Dust and/or Other Emissions within 1km of the site

Source No.	Company	Address	Type of Business	Distance from the site (m)	Direction from the site
1	-	Cornets End Lane	Main Road	Adjacent	S
2	Midland Mix Concrete	NRS House, Site 7, Meriden Park, Cornets End Lane, Meriden, Coventry, CV7 7LG	Ready-mix concrete supplier	85m	E
3	Tarmac Coventry Dry Silo Mortar Plant	Cornets End Lane, Meriden, Coventry, CL7 7LG	Construction Company	75m	NE
4	NRS Meriden Aggregates Limited	Cornets End Lane, Meriden Depot, Coventry, CV7 7LG	Quarry	85m	NE
5	CEMEX Berkswell Quarry & Landfill	Cornets End Lane, Meriden, Coventry, CV7 7LG	Quarry & Landfill	255m	SW

Source No.	Company	Address	Type of Business	Distance from the site (m)	Direction from the site
6	A&A Recycling Services Limited	Meriden Quarry, Cornets End Lane, Meriden, Coventry, CV7 7LG	Recycling Centre	345m	NE
7	Jack Moody Group	Cornets End Lane, Meriden, Coventry, CV7 7LG	Recycling Centre	350m	SW
8	CEMEX Berkswell Concrete Plant	Cornets End Lane, Meriden, Coventry, CV7 7LG	Ready-mix concrete supplier	475m	WSW
9	-	A452 Kenilworth Road	Main Road	800m	W
10	Sewage Works	Hampton Lane, Meriden, Coventry, CV7 7LG	Sewage treatment facility	810m	NE
11	-	Hampton Lane	Main Road	820m	N
12	-	Somers Road	Main Road	880m	N
13	-	Mercote Hall Lane	Main Road	570m	S

3.0 WASTE OPERATIONS

3.1 Site Activities

- 3.1.1 Operations at the proposed non-hazardous waste transfer station (WTS) will consist of the receipt, storage, treatment (via manual sorting and bulking only) and transfer off site. The WTS will operate under the effective system of management procedures which the operator currently has in place on a national basis. Biffa Waste Services Limited operates in accordance with the ISO14001 (Environmental Standard Certification). Technical competence for the site will be provided via the WAMITAB Certification Scheme. A Technically Competent Manager (TCM) will be selected to oversee the site. The TCM will be responsible for ensuring the DEMP is enforced and followed at the site.
- 3.1.2 The proposed non-hazardous WTS will operate according to Biffa's written Standard Operating Procedures (accredited to ISO14001).
- 3.1.3 All Standard Operating Procedures are regularly reviewed and updated (where required) to ensure Best Operational Practice. Copies of all Standard Operating Procedure documents are maintained electronically and can be accessed via the Biffa Waste Services Intranet system.
- 3.1.4 An overview of how the Standard Operating Procedures control dust emissions is presented below.

Waste Deliveries

- 3.1.5 The WTS will operate according to written Standard Operating Procedures (developed by Biffa). This will include the Standard Operating Procedures for Pre-Acceptance of Waste and the SOP for Waste Acceptance at Transfer Stations.
- 3.1.6 The SOP for Pre-Acceptance ensure that incoming waste is correctly identified, classified, labelled, priced and the onward fate of the waste is determined prior to the acceptance at the site. Waste should not be accepted without a clear method of treatment or disposal route being determined.
- 3.1.7 With the stringent procedures to be carried out at the site, it is unlikely that a form of particularly dusty waste would be delivered or accepted at the site.
- 3.1.8 Following Pre-Acceptance checks, waste will be delivered to the site via the access off Cornets End Lane. Waste delivery vehicles will be fully enclosed or sheeted and directed to the weighbridge for waste acceptance checks and visual inspections of the waste will be conducted. The delivery vehicles will have a European Emission Standard (Euro Rating) of either Euro 5 or Euro 6. Owing to the non-hazardous classification of the waste and the fact that the facility will not be accepting liquid wastes, the waste will not be containerised upon delivery, however, fugitive emissions will be avoided as the delivery vehicles will be fully enclosed or sheeted, as aforementioned.
- 3.1.9 All materials are received, inspected, accepted or rejected and recorded in accordance with the site's Management Plan. All operatives on site will have knowledge of the Environmental Permit and on the types and forms of waste accepted and prohibited at the facility.
- 3.1.10 During the waste acceptance procedures, records will be kept at the site office of the following:

- Date and time of waste deliveries
 - Waste quantities
 - Waste type being delivered to the site
 - The origin of the waste being delivered
 - The name of the company and their representations (if applicable) delivering each load of waste and vehicle registration number.
- 3.1.11 Waste acceptance checks seek to ensure the waste arriving at the site is expected and conforms to the pre-acceptance characterisation. This will be achieved during the visual inspections, where an appropriately trained staff member will determine the basic characteristics of the waste to ensure it accords with the pre-acceptance paperwork, as well as the permitted waste types and quantities on site.
- 3.1.12 Once the relevant Duty of Care checks are complete the wastes will be directed to the enclosed tipping areas within the WTS building for unloading. Vehicles will be supervised during unloading to ensure that they deposit materials correctly. The waste reception procedures significantly reduce the potential risk of dust emissions during the reception of waste.
- 3.1.13 Once the load has been deposited, a further inspection is made by the trained site operatives. The waste is then deposited straight into the relevant storage bay (i.e. for general waste, dry mixed recyclates or construction and demolition waste). Once the waste has been deposited into the storage areas, the delivery vehicle re-enters the weighbridge to be weighed before leaving the site.
- 3.1.14 In the event that the waste is deemed unacceptable or legally non-compliant on inspection, the driver will be instructed to leave the site with the load. Vehicle details will be recorded in the site diary and the EA will be informed during the next site inspection. The site will implement the SOP for Non-Conformance and Waste Rejection which details the assessment and action processes undertaken at the site.
- 3.1.15 Delivery vehicle drivers will be informed to adhere to a 10mph speed limit to reduce the risk of dust or debris on the road or site surfaces becoming airborne due vehicles wheels. In the unlikely event that a delivery vehicle is observed to be covered in mud or dust prior to or immediately following a delivery, a hose will be used to wash down the vehicle to prevent the tracking of mud and dust on the site surfaces and public access roads. Due to the engineered and impermeable nature of the site surfaces and access roads it is not expected that vehicles would pick up large quantities of mud / debris from on-site movements.

Waste Storage and Treatment

- 3.1.16 All wastes will be stored in accordance with Biffa's Standard Operating Procedures.
- 3.1.17 Following the successful completion of the waste-acceptance checks, incoming non-hazardous waste will be directed to the storage areas within the WTS building. The three broad waste categories (general waste, dry mixed recyclates (DMR) and construction and demolition waste (CDW)), to be received at the facility will be unloaded into the appropriate corresponding storage bay. The internal storage areas have an impermeable engineered surface and a sealed drainage system.
- 3.1.18 Waste will be manually sorted (with plant assistance) once unloaded from the waste delivery vehicle and then bulked and stored in these bays until such a

time as they are to be loaded onto a vehicle for transfer off-site to an appropriate facility for recovery.

- 3.1.19 No more than 2,200m³ of waste will be stored at the site at any one time. Putrescible waste will be stored on site for no longer than 3 days, while non-putrescible waste, such as construction and demolition waste will be stored on site for a maximum of 6 months.
- 3.1.20 The waste storage arrangement is shown in **Drawing No.: BF5066/12/03**.
- 3.1.21 Visual assessments will be undertaken as part of the Daily Site Inspections. If airborne dust/particulates are visually identified as being generated, then appropriate source investigation and remediation arrangements will be made.

Waste Dispatch

- 3.1.22 Following sorting and storage, the bulked waste will be loaded onto a transfer vehicle for dispatch to an appropriate facility. Waste loading will be carried out internally and all haulage vehicles will be fully enclosed or sheeted.

3.2 Potential Sources of Dust

- 3.2.1 **Table DEMP3**, below, lists the proposed wastes to be permitted at the site with the potential to produce dust and their storage and processing method.

3.3 Mobile Plant & Equipment

- 3.3.1 The site will implement the use of the following mobile plant:
- CAT 360 Waste Handler (or similar brand)
 - CAT 950 Loading Shovel (or similar brand)
- 3.3.2 The operator will ensure that the mobile plant and equipment to be used at the site will have a Euro 5 or Euro 6 emissions rating at least.
- 3.3.3 Site infrastructure and plant will be inspected daily for damage and wear by site personnel as part of daily operation and management inspections. Any defects noted during these daily inspections will be logged and reported to the maintenance team, so repairs can be scheduled.
- 3.3.4 Records of inspections will be maintained in a site log. All plant items and equipment will be serviced and maintained according to manufacturer's schedules and recommendations to minimise the risk of breakdown. All maintenance on the plant is programmed into the company's Planned Preventative Maintenance (PPM) system which generates work orders for the up-coming maintenance and logs when maintenance has been completed.
- 3.3.5 Trained maintenance staff will carry out plant repairs quickly where required. Mobile plant repairs will be undertaken as soon as practicable, dependant on the availability of spares.

3.4 Other Considerations

Water Usage and Availability

- 3.4.1 Roof waters will be harvested and stored in a 20 m³ capacity tank to support the general housekeeping measures. The site will also have a mains water supply provided on site which will support welfare facilities (i.e. the site offices), the

internal Air System and the use of a jet wash for vehicle washing. Owing to the internal unloading, treatment (manual sorting and bulking only) and storage of the waste it is considered that the water usage for housekeeping will be low, for example the use of the jet wash for vehicle cleaning is unlikely to be required frequently. Furthermore, due to the ultra-fine nature of the mist produced by the Air System, water usage is not likely to be high for this infrastructure either.

In the Event of a Drought

- 3.4.2 Owing to the enclosed nature of the site operations, water usage is expected to be low. Therefore, even during drought conditions it is highly unlikely that the facility will be adversely affected by a drought. Mechanical sweeping using a local contractor can replace wet cleaning processes in the unlikely event that the external yard areas become dusty. Vacuum and manual sweeping processes can also be used for internal cleaning requirements.

Table DEMP3: List of proposed wastes to be permitted at the site with the potential to produce dust and their storage / processing method

Potentially Dusty Waste types	Example EWC Code / Description	Max Throughput (tonnes)	Storage Area	Process
Waste from the processing of materials.	03 – Wastes from wood processing and the production of panels and furniture, pulp, paper and cardboard. E.g. sawdust, shavings, cuttings, wood, particulate board etc.	Up to 50,000 tonnes per annum.	Waste will be stored in the appropriate storage bay within the WTS building which comprises impermeable surfaces and a sealed drainage system.	Storage and treatment.
Wastes from thermal processes.	10 – Wastes from power stations and various thermal metallurgy including fly ash, bottom ash, flue-gas dust as well as other particulates and dust.	Up to 50,000 tonnes per annum.	Waste will be stored in the appropriate storage bay within the WTS building which comprises impermeable surfaces and a sealed drainage system.	Storage and treatment.
Construction and demolition wastes (including excavated soil from contaminated sites)	17 – For example, soil, concrete, bricks etc.	Up to 50,000 tonnes per annum.	Waste will be stored in the appropriate storage bay within the WTS building which comprises impermeable surfaces and a sealed drainage system.	Storage and treatment.
Wastes from waste management facilities, off-site waste water treatment plants and the preparation of water intended for human consumption and water for industrial use.	19 – Wastes from the incineration or pyrolysis of waste e.g. fly ash, bottom ash, boiler dust, solid wastes from soil remediation etc.	Up to 50,000 tonnes per annum.	Waste will be stored in the appropriate storage bay within the WTS building which comprises impermeable surfaces and a sealed drainage system.	Storage and treatment.
Wastes resulting from exploration, mining, quarrying and physical and chemical treatment of minerals.	01 – For example wastes from mineral excavation, tailings, dusty and powdery wastes, waste gravel and crushed rocks, wastes from stone cutting and sawing etc.	Up to 50,000 tonnes per annum.	Waste will be stored in the appropriate storage bay within the WTS building which comprises impermeable surfaces and a sealed drainage system.	Storage and treatment.
Wastes from agriculture, horticulture, aquaculture, forestry, hunting and fishing, food preparation and processing.	02 – Wastes from sugar processing e.g. soil from cleaning and washing beet (02 04 01).	Up to 50,000 tonnes per annum.	Waste will be stored in the appropriate storage bay within the WTS building which comprises impermeable surfaces and a sealed drainage system.	Storage and treatment.

Potentially Dusty Waste types	Example EWC Code / Description	Max Throughput (tonnes)	Storage Area	Process
Wastes from the leather, fur and textile industries	04 – For example waste tanned leather (blue sheetings, shavings, cuttings, buffing dust) containing chromium (04 01 08)	Up to 50,000 tonnes per annum.	Waste will be stored in the appropriate storage bay within the WTS building which comprises impermeable surfaces and a sealed drainage system.	Storage and treatment.
Wastes from shaping and physical and mechanical surface treatment of metals and plastics	12 – For example, metal filings and plastic shavings.	Up to 50,000 tonnes per annum.	Waste will be stored in the appropriate storage bay within the WTS building which comprises impermeable surfaces and a sealed drainage system.	Storage and treatment.
Municipal wastes (household waste and similar commercial, industrial and institutional wastes) including separately collected fractions	20 – For example, wastes from chimney sweepings, soil and stones, street cleaning residues etc.	Up to 50,000 tonnes per annum.	Waste will be stored in the appropriate storage bay within the WTS building which comprises impermeable surfaces and a sealed drainage system.	Storage and treatment.

Note: Treatment of non-hazardous waste will comprise of manual sorting and bulking only for onward transfer. While the permitted EWC codes will include the materials shown above, the main inputs will generally only comprise appreciable volumes of items shown under construction and demolition wastes and municipal wastes.

4.0 DUST AND PARTICULATE (PM₁₀) MANAGEMENT

4.1 Site Management & Responsibility for Implementation of the DEMP

4.1.1 There will be a trained and responsible manager, with the appropriate technical competence qualification to manage the facility. The relevant qualified person will be on site for an appropriate duration of time during working hours to maintain the site logbook and carry out regular daily visual and olfactory inspections of fugitive emissions from the facility. The Technically Competent Manager (TCM) will be responsible for the implementation of the DEMP at the site.

4.1.2 The Site Operations Manager will ensure that this Dust Emissions Management Plan is enforced on site, and its contents are communicated to all employees, visitors and contractors working at the site as part of the induction process.

4.1.3 Should an off-site fugitive dust emissions complaint be received, it will be the Site Manager's responsibility to investigate the cause and take corrective action where necessary. In summary, these individuals will:

- Assume responsibility for the management of the site;
- Ensure personnel and operatives are advised of their roles to minimise the generation of dust;
- Conduct visual monitoring at the downwind site boundary daily or immediately following a complaint (this may be carried out by an appointed person);
- Deploy suitable dust mitigation measures based on visual observation and unfavourable weather conditions (e.g. dry weather with high winds which may aid in dispersion);
- Review the performance of the operatives and efficiency of dust emissions reduction measures;
- Ensure that records are maintained; and
- Ensure that equipment is maintained.

4.1.4 A written programme of maintenance will be developed and implemented for all aspects of site operations. Maintenance will include:

- Routine scheduled inspections;
- Preventative maintenance activities;
- Reactive maintenance activities in the event of any plant breakdown – this will be minimised at all times.

4.1.5 A summary of dust control techniques is provided in **Section 4.3** and **Tables DEMP 4** and **DEMP 5**.

4.2 Sources of Fugitive Dust and Other Emissions

4.2.1 The operations at Meriden WTS capable of producing dust and particulate emissions include the following:

- Vehicles and plant moving around the site kicking up dust;
- Waste being unloaded from and loaded onto transfer vehicles;
- Site surfaces (not exclusively the ground around plant and equipment);
- Particulate emissions from the exhaust of road vehicles.

4.2.2 The pathway for the majority of these releases is atmospheric dispersion; either primary from the dust / particulate source (e.g. 'wind whipping' of waste on site)

or after tracking onto the public highway on the wheels of vehicles. The Source-Pathway-Receptor routes are detailed in **Table DEMP 4**.

4.2.3 Unloading from delivery vehicles will occur within the WTS building, waste inspections and sampling (where required) will occur in the internal reception area and treatment will also take place internally. All waste will be stored internally within bays in the enclosed building.

4.2.4 The proposed treatment operations have a low dust generation potential as they only involve manual sorting and bulking. Furthermore, as these activities are to be conducted within the WTS building, waste treatment at the site will not present a significant source of dust beyond the confines of the building.

4.3 Control of Fugitive Dust and Other Emissions

4.3.1 An assessment of the potential risks and impacts from fugitive dust emissions and the corresponding mitigation measures are presented in **Table DEMP 4**. The preventative and remedial measures to control dust and other emissions at the site are also summarised in **Table DEMP 5**.

4.3.2 It is considered that the potential risks of adverse health and nuisance impacts range from **very low - low** owing to the control / mitigation measures that will be employed at the site. The justification for this assessment is:

- All waste will be unloaded, stored, sorted and loaded onto transfer vehicles within the WTS building which negates the risk of dust emissions beyond the confines of the building during these times.
- All delivery and transfer vehicles will be fully enclosed or sheeted until such time that they enter the WTS building.
- The WTS building will have roller shutter doors and a 'closed-door' policy. Therefore, any dust produced via waste handling during waste delivery, storage, treatment and transfer will be contained within the building and dealt with during the cleaning regime as part of the 'Good Housekeeping' protocols.
- The waste operations will be overseen by a Technically Competent Manager (TCM) and all site operatives will be thoroughly trained in the use of any plant and equipment at the site.
- Site staff will be trained to carry out frequent inspections of the site for evidence of dust emissions or dusty surfaces. The Site Manager (or nominated deputy) will also undertake daily operational and maintenance site inspections. Furthermore, all site staff will receive appropriate training in order to ensure that employees are conversant with the dust control strategy.
- The nearest residential receptor is Keeper's Cottage, located c. 125m east of the site, followed by Cornets End Farm c.315m to the south-east. These are located cross-wind of the prevailing wind direction which is from the south, therefore, any atmospheric dispersion of dust from the site is unlikely to affect these receptors. Furthermore, all waste is to be handled, stored and treated internally. Owing to the high level of containment, it is considered unlikely that the site would pose a risk of fugitive dust emissions which may affect residential receptors.

- In the unlikely event that fugitive dust emissions are emitted from the site, owing to the nature of the proposed wastes, they would likely be a coarse fraction range and would, therefore, tend to fall rapidly from the atmosphere (i.e. high dispersion rates). Hence, airborne dust concentrations would be expected to decrease appreciably with distance from the source due to dilution within the atmosphere and deposition onto the ground near the source. Resultantly, any potential receptors at a considerable intervening distance from the site would be unlikely to be affected.
- The site surfaces and access roads are engineered and hard surfaced which will enable thorough cleaning via mechanical sweeping.
- Visual dust monitoring will be conducted daily and during unfavourable weather conditions (such as dry weather with high winds) monitoring will be increased to twice daily. Should the staff member conducting the monitoring identify any dust on site, the area will be manually or mechanically swept to prevent the build-up of dust and potential suspension via 'wind whipping'. The frequency of the visual monitoring is deemed adequate due to the high level of containment on site and the resulting low risk of dust emissions.
- A consistent housekeeping regime will be maintained at the site to ensure regular checks are carried out and that any issues that may arise are identified quickly. Staff will specifically target areas where dust and debris are most likely to gather. The build-up of particulates will be prevented by the frequency cleaning (dry or wet methods) and therefore reduce the risk of fugitive dust emissions.
- During activities such as waste unloading, materials will not be dropped from excessive heights into the appropriate internal storage bays to avoid the generation of dust plumes.
- A site speed limit of 10mph will be enforced at all times to reduce the risk of dust suspension by vehicle's wheels.
- The WTS building is fitted with an Air System which atomises a mixed solution of odour and dust control with air and water, producing an ultra-fine, almost dry mist with very small droplet sizes. This will aid in reducing dust suspension within the WTS building during waste unloading and handling. Due to the presence of the Air System and the potential for dust emissions from the wastes within the building being low and localised, negative pressure dust extraction systems are not deemed to be necessary within the WTS building.

4.4 Dust Action Plan

- 4.4.1 In the unlikely event that an unacceptable dust impact is caused at a nearby sensitive receptor, and / or a complaint is received by the Site Operations Manager, the actions detailed in this section will be implemented. Potential Dust Sensitive Receptors (DSRs) within 1km of the site are identified in **Drawing No: BF5066/12/05**.
- 4.4.2 It is the responsibility of all site personnel to maintain a visual awareness of fugitive dust emissions during the working day as part of continual proactive environmental monitoring. Any significant dust emissions observed with the potential to travel beyond the site boundary will be reported to the Site Operations Manager who will be responsible for investigating the cause and taking immediate action, i.e. the implementation of the Dust action Plan to minimise further emissions.
- 4.4.3 If an activity at the site results in the generation of unacceptable levels of dust, then that activity shall cease until sufficient measures have been adopted which

prevent or minimise the dust emission. Unacceptable levels of dust are classified as visible plumes of dust which have the potential to leave the site boundary. Unacceptable dust impacts off site include evidence of settled dust on surfaces of the nearest sensitive receptors that are directly attributable to operations associated with this Management Plan.

4.4.4 The Site Operations Manager will also be responsible for the weekly recording of monitored dust levels and conditions that could lead to the potential for fugitive emissions of dust to occur. However, general daily visual checks / observations will be carried out by all operational staff as part of their normal operational procedures which will consider the potential for fugitive emissions in a proactive manner, this will be in relation to:

- Dry surfaces where mud or debris is present
- Any part of the site where movement of vehicles can generate dust
- Any part of the site where dust can be generated by wind

4.4.5 The Site Manager shall ensure that the primary method of dust suppression (i.e. operations taking place within an enclosed building) is adequate to control dust from any site activity with generation potential.

4.4.6 If routine visual monitoring, continual proactive monitoring or monitoring in response to a complaint identified the generation of significant visible volumes of dust, including dust on site and airborne dust either migrating off site or having the potential to cross the site boundary and impact identified receptors, then the following actions will be taken:

- Take immediate steps to establish the cause of the abnormal emissions.
- Upon identification of the emission cause, the offending operation shall be suspended (if an active source, such as waste handling) or isolated (if a passive source e.g. dust residue in a storage area) and corrective actions will be undertaken.
- Implement corrective action, such as the use of a water hose for wheel washing and manual or mechanical sweeping for the cleaning of site surfaces.
- Suspend or isolate the offending emission source until corrective actions have been completed.
- Once corrective actions have been completed, activities at the offending emission source will recommence under supervision from the TCM or nominated deputy for 30 minutes.
- If no further dust emissions are observed, then activities can continue without TCM (or nominated deputy) supervision.
- In the event that further emissions are observed, activities will be suspended again and the relevant corrective actions / supervision will be repeated until no longer required.
- All actions and explanations will be recorded within the site logbook / diary.

4.4.7 In the event that control methods cease to adequately deal with an emission of dust, appropriate arrangements will be made by the TCM to suspend operations until the situation that gave rise to the emission has been resolved. The Environment Agency will be informed at the earliest appropriate opportunity.

Table DEMP4: Source-Pathway-Receptor Model for Dust Emissions at the Proposed Meriden Waste Transfer Facility

Source	Pathway	Receptor	Type of Impact	Dust Control Measures
Mud	Tracking of mud and dust on wheels and vehicles which may drop off when the wheels / vehicle is dry.	See list of potential sensitive receptors in Table DEMP1	Visual soiling, also consequent resuspension as airborne particles once dry.	<p>All waste will be delivered to site in fully enclosed or sheeted vehicles to prevent 'wind whipping' and mud/debris falling vehicles.</p> <p>Delivery vehicles present a low risk of tracking significant quantities of mud or debris onto site.</p> <p>A maximum vehicle speed limit of 10mph will be enforced at the site and will be communicated via signage and staff training. This will reduce the risk of wheels kicking up mud and / or dust on site surfaces which may become airborne.</p> <p>Biffa will implement the use of a jet wash on a vehicle ramp to wash down vehicles when required to ensure mud, dust and debris is not tracked into the site, or off the site and onto public highways.</p> <p>Maintenance of the site's impermeable engineered surfaces will be carried out to ensure ease of cleaning and prevention of dust / mud build up.</p> <p>If required, a mechanical sweeper will be used to clean site surfaces, this will either be located on site or will be provided via a local contractor.</p> <p>Daily visual dust monitoring will be conducted to identify any mud or dust on site surfaces as soon as possible to allow for remediation (such as manual or mechanical sweeping).</p>
Waste deliveries and off-site transfers	Dust and debris falling off transport vehicles, particularly for waste deliveries and dispatches of potentially dusty wastes that are not enclosed or sheeted.	See list of potential sensitive receptors in Table DEMP1	Visual soiling, also consequent resuspension as airborne particles once dry.	<p>All waste will be delivered to site in fully enclosed or sheeted vehicles to provide containment. The nature of the materials being received, stored, and handled at the site are unlikely to result in significant quantities of dust and debris falling off vehicles. Waste will be unloaded from delivery vehicles and loaded onto transfer vehicles internally, which reduces the risk of fugitive emissions beyond the confines of the WTS building.</p>
Unloading, manual and plant assisted sorting, storage/bulking and transfer	Escape from buildings and subsequent atmospheric dispersion.	See list of potential sensitive receptors in Table DEMP1	Visual soiling, also consequent resuspension as airborne particles once dry.	<p>Waste will be unloaded, stored, handled and loaded onto transfer vehicles within the WTS building. The building will be operated under a 'closed-door' policy whereby the roller shutter doors will only be opened for access and egress to ensure containment. The building is also equipped with an Air System which atomises a mixed solution of odour and dust control with air and water, producing an ultra-fine, almost dry mist with very small droplet sizes. This will aid in reducing dust suspension within the WTS building during waste unloading and handling.</p>

Source	Pathway	Receptor	Type of Impact	Dust Control Measures
				Therefore, the risk of atmospheric dispersion resulting from dust escaping from the WTS building during waste unloading and processing activities is very low.
Vehicle exhaust emissions	Atmospheric dispersion.	See list of potential sensitive receptors in Table DEMP1	Airborne particulates.	<p>All delivery vehicles servicing the site will be either Euro 5 or Euro 6 emission classified engines. The operator plans to replace all Euro 5 vehicles with those rated Euro 6 in the near future.</p> <p>Future consideration will be given to the use of electrically powered vehicles.</p> <p>Drivers will be advised by site operatives to not leave vehicles idle when engine power is not required.</p>
Non-road going machinery exhaust emissions	Atmospheric dispersion.	See list of potential sensitive receptors in Table DEMP1	Airborne particulates.	<p>All site plant (i.e. waste handler and loading shovel) will have either Euro 5 or Euro 6 emissions classified engines.</p> <p>Future consideration will be given to the use of electrically powered plant.</p>

Table DEMP5: Preventative and remedial measures to be used on site to control dust and other emissions

Abatement Measure	Description / Effect	Overall Consideration and Implementation	Trigger for Implementation
Preventative Measures			
Enclosure within a building	This provides a solid barrier between the source of dust and particulates and receptors and is considered to be the most effective method of control, particularly as the building entrance/exit is well managed via roller shutter doors to prevent the escape of fugitive emissions. Furthermore, this allows the operations to continue even during unfavourable weather conditions such as high winds and warm, dry weather.	This method is highly effective and is now a 'standard design feature' by the Office of the Deputy Prime Minister (ODPM) guidance. Management protocols are in place at the site to ensure the building integrity remains high.	All wastes will be stored internally, within storage bays. All processing activities will occur within the building. The roller shutter doors will remain closed other than for access and egress from the building.
Site / process layout in relation to receptors	All waste will be stored within an enclosed building and all waste treatment (i.e. manual sorting and bulking) will also be conducted internally which will negate the risk of dust emissions.	The layout design of the site is expected to result in a negligible risk of dust emissions from the site. It will also be used in combination with other measures to reduce dust and particulate generation. The site operations will not cause high levels of dust and particulates and all waste operations will be carried out within an enclosed building.	These measures will be carried out for the duration of the site's operational period.
Site speed limit, 'no idling' policy and minimisation of vehicle movements on site	<p>The site will have a maximum speed limit of 10mph in order to limit the amount of dust suspension by vehicles' wheels.</p> <p>There are two access points to the WTS building to enable a one-way system and limit vehicles movements.</p> <p>A 'no idling' policy will be employed at the site to reduce unnecessary emission from vehicles on site.</p>	These measures are employed as good practice.	These measures will be utilised for the duration of the site's operational period.

Abatement Measure	Description / Effect	Overall Consideration and Implementation	Trigger for Implementation
Minimising drop heights for waste into storage bays	During waste unloading, manual sorting and bulking, and waste storage, drop heights will be minimised to prevent significant dust plumes being generated. These operations are also carried out internally.	These measures are employed as good practice.	These measures will be utilised for the duration of the site's operational period.
Good housekeeping	A consistent, regular housekeeping regime will be employed at the site to ensure regular checks are carried out and that any issues that may arise are identified and dealt with as soon as possible. This also prevents dust and particulate build up.	This abatement measure is easy to implement and ensures staff vigilance with regards to potential emissions from the site. Staff particularly target areas where dust and particulates may gather. Site personnel will complete daily visual checks on the condition of the operational areas and cleaning will occur several times per week, or more frequently if deemed necessary.	This abatement measure will be implemented for the duration of the site's operational period. This abatement measure will be carried out in conjunction with other cleaning as necessary such as hosing down engineered site surfaces.
Full enclosure or sheeting of vehicles	This prevents the escape of debris, dust and particles from vehicles in transit.	This abatement measure is implemented as appropriate measures.	This will be implemented for the duration of the site's operational period. There are not considered to be any limitations to this abatement measure.
Water hose	<p>Use of water to dampen and wash off residual materials from site surfaces that could result in dust emissions. Due to the level of containment at the site via the internal treatment and storage of wastes, it is considered that this abatement measure will only be required infrequently.</p> <p>In the unlikely event that vehicles entering the site are heavily soiled with mud or debris, they can be cleaned.</p>	This abatement measure is implemented as appropriate measures. Hosing of surfaces have proven results. The water hose will be connected to the mains water supply.	<p>This will be implemented for the duration of the site's operational period. There are not considered to be any limitations of this abatement measure.</p> <p>Site staff will inspect vehicles entering and exiting the site and advise drivers if the vehicle needs to be cleaned in any capacity. Due to the fact that the access roads and site surfaces comprise hardstanding (tarmac / concrete) and the level of containment of the wastes, it is considered that vehicle cleaning will not be required frequently.</p>

Abatement Measure	Description / Effect	Overall Consideration and Implementation	Trigger for Implementation
			Site personnel will observe site surfaces and undertake hosing when appreciable dust is seen.
Impermeable surfaces which are easy to clean	The site surfaces comprise hardstanding which is easy to clean and impermeable. This reduces the amount of dust and particulates that are generated at ground level by vehicles and site activities.	The site's hardstanding surfaces are cleaned and maintained as good practice.	This will be implemented for the duration of the site's operational period. There are not considered to be any limitations to this abatement measure.
Remedial Measures			
Enclosure of building	All waste storage and treatment activities will occur internally. Roller shutter doors will be closed at all times with the exception of times when vehicles are entering and exiting the building.	Internalisation of operations is a well-established approach and reduces the encroachment of wind into the building as well as trapping emissions inside the building. The roller shutter doors will be maintained, and should any damage occur they will be repaired / replaced as soon as possible.	This will be implemented for the duration of the site's operational period. This method is considered to be highly effective.
Cleaning of site surfaces where required via a water hose connected to the mains water supply	The cleaning of site surfaces will ensure that any dust or debris that has settled is dampened down and washed into the sealed drainage network to ensure that suspension and airborne dispersion does not occur.	This method is highly effective at reducing the risk of dust emissions and preventing the build-up of particulates on site surfaces. Due to the level of containment at the site, it is unlikely that hosing of site surfaces will not be required regularly, therefore, this practice is not expected to be water intensive.	This will be implemented for the duration of the site's operational period and will be undertaken when appreciable dust or debris is observed on site surfaces.
Manual or mechanical sweeping of site surfaces	Manual or mechanical sweeping may be used when dust is observed on site surfaces to prevent the build-up of materials and potential suspension. Where mechanical sweeping is required, this will either be done with a mechanical sweeper located on site or via a local contractor.	This method is highly effective at reducing the risk of dust emissions and preventing the build-up of particulates on site surfaces. Due to the level of containment at the site, it is unlikely that sweeping will need to be undertaken frequently.	This will be implemented for the duration of the site's operational period and will be undertaken when appreciable dust or debris is observed on site surfaces.

4.5 Visual Dust Monitoring

- 4.5.1 Routine visual monitoring for dust will be carried out daily within the operational hours of the site by the Site Operations Manager or nominated deputy. Inspections will generally look out for the presence of dry, dusty external surfaces and for any dust being whipped by wind. Monitoring will also be carried out for any visual signs of dust emanating from the building entrance point.
- 4.5.2 Whilst carrying out their roles on site, site staff will observe the ground, surfaces, equipment and immediate environment to check whether dust is being emitted from the part of the site.
- 4.5.3 The results of the daily visual dust monitoring will be recorded on a check sheet for the site, included as **Appendix DEMP1**. These records will be kept on site in the office.
- 4.5.4 The Site Operations Manager will review the feedback from the visual monitoring by reviewing the check sheet and conducting spot checks themselves. These reports will be provided to senior management for review.
- 4.5.5 In the event that dust is detected, additional visual dust monitoring will be carried out. Should complaints from neighbouring receptors be received, additional visual monitoring will be carried out to identify the source and remedial action implemented.

4.6 Particulate Matter Monitoring

- 4.6.1 The site does not require Particulate Matter Monitoring as it is not within an AQMA and owing to the waste types and emission sources at the site, there are limited sources of fine exhaust emissions.

5.0 REPORTING AND COMPLAINTS RESPONSE

5.1 Engagement with the Community

5.1.1 As required by Biffa's ISO 14001 Environmental Management System, an open communication channel with the local community and receptors who may be affected by the Site's operations will be maintained. The Site Operations Manager will liaise with neighbouring residential properties every quarter for the first year of operation, and annually thereafter to determine if the Site is resulting in any level of annoyance. Appropriate contact information (e.g. telephone number and e-mail) will also be displayed at the site.

5.1.2 The Site will be a reliable source of information to the community and readily available to answer any questions or queries. Active participation in the community will ensure that communication channels such as emails and phone calls are welcomed, and an appropriate response is formed by the Site/ Operations Manager.

5.1.3 The Site also operates a comprehensive complaint reporting and resolution procedure which can be utilised by members of the public and neighbours.

5.2 Means of Contact

5.2.1 The facility will be readily contactable to outside organisations and to members of the public. The site signage board (placed in a visible location) will contain the necessary details for both the site operations and the Environment Agency, including contact details and the site's Environmental Permit Reference number.

5.2.2 Contact details will also be made available through the local community liaison groups. Therefore, should an off-site issue arise, the complainant has a means of getting in touch with the operator.

5.2.3 As part of the facility operation and development, a community engagement plan will be developed if found to be necessary, the purpose of which would be to identify all sensitive receptors and formulate a communications plan. The community engagement plan will detail the complaints management and reporting procedures, this will include, but will not be limited to:

- Information provided to the local neighbours (via the Environment agency) regarding the point and method of contact for the Facility in the event dust emissions has been detected or they want to discuss any activities etc at the Facility;
- Advice provided to the neighbours that any complaints / concerns will be addressed immediately following identification / notification and contingency action implemented; and
- The neighbours will be informed of any corrective action and a follow up call will be carried out if necessary.

5.3 Reporting of Complaints

5.3.1 Any complaints received directly to site will be notified to the Environment Agency as soon as is practicably possible.

5.3.2 Further observational monitoring will be instigated at the location of the complaint and on site in order to determine the extent and location of the fugitive emission, and the materials and / or process at the source. In order to assist in

the investigation and determine the source of the emission, as much information and detail about the complaint as possible will be recorded.

5.3.3 Should a complaint be received, a 'Complaint Form' will be completed which includes the following information:

- Complainant name, address and telephone number.
- The time and date of the complaint, dust, weather conditions, temperature and wind strength and direction.
- Results of the latest visual dust monitoring and the Operation and Maintenance Daily Inspection carried out by facility personnel.
- Complainant's description of dust.
- Other complaint comments regarding dust emissions.
- Any other previous known complaints relating to the installation (all aspects, not just dust).
- Any other relevant information.
- Operation conditions at the time of the offending dust emission (e.g. waste loading / unloading, noting any abnormal conditions that may have contributed to the complaint.
- A summary of the actions taken and the final outcome.
- Confirmation of who filled in the form and who approved it (complete with the date and signatures)

5.3.4 Records of complaints received (i.e. Complaint Form) will be kept electronically on Biffa's central computer system. This facilitates the reporting and tracking of all complaints centrally and is in accordance with Biffa's Environmental Management System (EMS).

5.4 Complaint Screening

5.4.1 As part of each fugitive emission complaint received, these will be objectively addressed against the wider environment to ensure that the source of the emission is traced back to the correct source. Due to the proximity of adjacent operations with the potential to generate dust pollution, it is essential that the source is correctly identified in order that mitigating measures can be applied effectively and correctly. If necessary, the complaint will also be assessed against previous records to place the nature of the complaint into context.

5.5 Complaint Investigation

5.5.1 In the event that fugitive emissions are found to be causing a problem at or around the facility, as determined and confirmed by investigation into off site complaints or during routine monitoring; measures will be taken to determine the source, and the following courses of action as detailed below shall be taken within one full (working) day of complaint receipt:

- Additional dust monitoring as detailed above to identify the extent of the plume and potential cause for the dust i.e. waste material and / or process activity;
- Examination of the operational activities at the Facility at the time of the dust complaint or dust identification;
- Examination of the meteorological conditions at the time of the complaint or dust identification;
- Carry out a review of the operational procedure and process controls and instigate any control measures immediately following identification of the problem;

- Further dust monitoring will be carried out to ensure the issued has been addressed and to monitor the effectiveness of any control measures undertaken.

5.5.2 The complainant will be kept informed (via telephone or email) on how their concerns were dealt with and of the final outcome to ensure they are satisfied.

5.5.3 Records of complaints received (i.e. completed Complaint Forms) will be kept electronically on the central computer system.

5.6 Management Responsibilities

5.6.1 The complaints will be handled by the Site Operations Manager who will investigate it as soon as possible (within 1 working day). Upon filling out the 'Complaint Form', the Site Manager will review the site conditions and come to a conclusion on how best to tackle the issues raised by the complainant. Once an action is in place, the Site Manager will ensure that the complainant is informed, and the final outcome will be recorded on the 'Dust Complaint Form'.

5.6.2 Biffa's electronic 'Complaint Form' which is located on the central computer system ensures that all complaints group wide are reported centrally and to the appropriate senior managers and personnel. Furthermore, trends in the type of complaint and requirement for further actions are identified and implemented accordingly.

6.0 ACTIONS, CONTINGENCIES & RESPONSIBILITIES DURING PROBLEM EVENTS

6.1 Default Procedures

6.1.1 In the event that an emission of dust is identified during the normal course of operations, either through daily routine monitoring, or in response to off-site complaints, the default procedure will be to investigate the emission in line with **Section 5.5** above which is an appropriate response to both off site complaints as well as on site investigations following on from routine inspections.

6.1.2 It is the responsibility of the site management team (Site Operations Manager/TCM and associated supervisors) to ensure procedures as set out in the DEMP are put into action.

6.2 Emergency Procedure

6.2.1 Monitoring for dust emissions will be undertaken during a time in which extreme release of dust is experienced e.g. delivery of material to site, processing of dusty waste. The site's Air System which produces an ultra-fine mist can be used for dust suppression within the WTS building and operations which may lead to increase dust emission will be temporarily stopped.

6.2.2 Consideration will also be made as to the suspension of receipt of dusty/powdery wastes and / or the removal of waste from the site that is held in storage areas (if necessary).

6.3 Event Reporting

6.3.1 In the event of any significant environmental emergency / incident, a representative of Biffa Waste Services Limited ('Biffa') will notify the Environment Agency by telephone immediately, but first having due regard for the incident at hand and any remediation actions required to ensure the safety of site personnel and the immediate environment.

6.3.2 Details of any environmental incident will be confirmed to the Environment Agency in writing by the next working day after identification of the incident. This confirmation will include the time and duration of the incident, the receiving environmental medium or media where there have been any emissions as a result of the incident, an initial estimate of the quantity and composition of any emission, the measures taken to prevent or minimise any further emission and a preliminary assessment of the cause of the incident.

6.3.3 Any incident notified to the Environment Agency will be investigated, and a report of the investigation sent to the EA. The report will detail (as a minimum):-

- the circumstances of the incident;
- an assessment of any harm to the environment; and
- the steps taken to bring the incident to an end.

6.4 Problem Resolution

6.4.1 Once the identified problem has been rectified, a report will be prepared assessing the nature of the incident and the actions taken to resolve the issue. Additionally, the report will detail the changes that could be made to the operational practises which would ensure, wherever possible, that the issue would have less of a chance of arising again in the future.

- 6.4.2 This Dust Emissions Management Plan and the dust/particulate related assessments of risks presented in the Environment and Accidents Risk Assessment (*Document Reference: BF5066/07.R0*) will also be reviewed if management practices require updating.
- 6.4.3 This information will be provided to the Environment Agency in accordance with the Event Report procedures discussed in **Section 6.3** above. Any improvements or amendments to operational practices will be discussed with the EA prior to their implementation.

7.0 REPORT CLOSURE

- 7.1.1 This document will be subject to on-going review and revision where necessary. This review will be undertaken in response to events which may occur on site, and also to ensure that it accords with the latest regulations and associated guidance documents. The review of the DEMP for the site will occur at least once per annum.
- 7.1.2 All revisions to the document will be recorded and details of said revisions will be described as part of the required record relating to document review. This is a requirement in any event as part of Biffa's Quality and Environmental Management Systems and procedures.



APPENDICES



APPENDIX DEMP1

Visual Dust Monitoring Checklist



VISUAL DUST MONITORING CHECK SHEET

SITE LOCATION:

REF. NO.:

Name of site personnel carrying out visual dust monitoring:	
Monitoring Location:	
Date and Time of Monitoring:	
Time since last visual monitoring checks (days):	
Site activities being carried out at the time of monitoring (e.g. waste loading / unloading):	
Weather Conditions (e.g. dry, rain, high winds etc.):	
Temperature (e.g. very warm, warm, mild, cold or °C if known):	
Wind strength and direction (e.g. light, steady, strong, gusting, or speed in mph if known):	
Description of dust on site (i.e. no dust visible, some areas of very light dust covering surfaces, thick layer of dust on site surfaces):	
Dust from the site visible on public access roads? (Y / N):	
Has road sweeping already been carried out at the time of visual monitoring? (Y / N):	
Monitoring personnel's description of dust:	
Any other relevant information:	
Potential on-site sources that could give rise to dust (in the event that dust is observed):	
Actions taken in the event that dust is observed on site surfaces or on public access roads (e.g. hosing, road sweeping etc.):	
Final outcome (were actions taken successful?):	
Date and Time of next scheduled visual dust monitoring:	

Form Completed by:		Signed:	
		Date:	
Approved by:		Signed:	
		Date:	



PROCEDURE

1. The duration spent at each monitoring locations should be a minimum of 1 minute
2. During this time the assessment record for the location should be completed.
3. This form should be completed for each monitoring visit using observations and the on-site weather station
4. Completed assessment sheets should be kept in the record folder.
5. It is important to record site specific information for the monitoring visit and any departures from normal operating conditions
6. It may be of benefit for an independent individual to accompany the regular assessor to periodically check the data quality.
7. Frequency of monitoring should be assessed at regular intervals, dependent on the potential for dust generation with the assessment times being varied to cover different on site activities.