**Berkswell Quarry**

**Environmental Permit Variation Application**

Operating Techniques

H.D Ricketts Limited

June 2022

Prepared on Behalf of Tetra Tech Environment Planning Transport Limited. Registered in England number: 03050297

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BE/20/23A – Restoration Masterplan

BE\_100 – Berkswell Plan and Sections

BE 10/13B – Restoration Scheme

# Introduction

## Report Context

### This document has been prepared by Tetra Tech on behalf of the Operator, H.D Ricketts Limited (H.D Ricketts to support an environmental permit application for Berkswell Quarry (the site), Cornets End Lane, Meriden, Warwickshire, CV7 7LH

### H.D Ricketts currently hold a bespoke environmental permit (reference EPR/KB3203MT) to allow the importation of inert waste to infill the quarry void following mineral extraction at Berkswell Quarry and restore the site to create agricultural land and broadleaf woodland.

### H.D Ricketts seek to vary the Environmental Permit to incorporate two areas of land that are covered under the planning permissions mentioned above. The first area of land is located to the north west of the site at approximate National Grid Reference (NGR) SP 22420 80934 and the second area is located to the south east at approximate NGR SP 23115 80186. The proposed site boundary is shown on Drawing Number BER/B031730/PER/01. Subsequently, H.D Ricketts seek to increase the quantity of waste permitted from 1,576,500 tonnes to 3,376,500 tonnes which will accommodate the extension areas.

### In addition, H.D Ricketts are seeking to add the following waste codes to the environmental permit for the site:-

### 19 12 09 – Minerals (for example sand, stones); and

### 19 12 12 – Other wastes (including mixtures of materials) from mechanical treatment of wastes other than those mentioned in 19 12 11.

### This document has been prepared to detail the operating and management procedures related to the proposed changes.

# Operating Procedures

## Operating Hours

### Site operating hours will be limited to the following in accordance with the extant planning permission:

* Monday to Friday: 07:00 – 18:00; and
* Saturday: 07:00 – 13:00

### There would be no work on Sundays or Bank and National Holidays.

## Permitted Activities

### Berkswell Quarry is currently regulated under a bespoke Environmental Permit (EPR/KB3203MT) to allow the importation of inert waste to infill the quarry void following mineral extraction at Berkswell Quarry and restore the site to create agricultural land and broadleaf woodland.

### As detailed in Schedule 1, Table S1.1 of the Environmental Permit, H.D Ricketts are authorised to undertake the following recovery operations are Berkswell Quarry, provided for in Annex II to Directive 1008/98/EC of The Council of 19th November 2008 Waste.

### It is considered that the proposed activities on the site will fall under the following R/D codes:-

Table 1: Proposed R/D Codes

|  |  |
| --- | --- |
| R/D Code | Description of Activity |
| R3 | Recycling/reclamation of organic substances which are not used as solvents (including composting and other biological transformation processes). |
| R5 | Recycling/reclamation of other inorganic materials  |
| R13 | Storage of waste pending any of the operations numbered R1 to R12 (excluding temporary storage, pending collection on the site where the waste is produced)  |

## Waste Types

### Waste is defined as ‘Any substance or object the holder discards, intends to discard or is required to discard’ under the Waste Framework Directive (European Directive 2006/12/EC), which repeals the European Directive 75/442/EC as amended.

### Permitted wastes accepted at the site will be strictly inert as classified under the Landfill Directive (1999/31/EC) and Council Decision (2003/33/EC) of 19th December 2002 ‘establishing criteria and procedures for the acceptance of waste landfills and are set out in Table 2’.

### Inert waste is defined in Article 2 of the Landfill Directive 1999/31/EC as follows:-

*‘Inert waste’ means waste that does not undergo any significant physical, chemical or biological transformations. Inert waste will not dissolve, burn or otherwise physically or chemically react, biodegrade or adversely affect other matter with which it comes into contact in a way likely to give rise to environmental pollution or harm to human health. The total leachability and pollutant content and the ecotoxicity of its leachate are insignificant and, in particular, do not endanger the quality of any surface water and/or groundwater.*

### Table 2 lists those wastes that are currently accepted at the site which do not require Waste Acceptance Criteria (WAC) testing under Council Decision (2003/33/EC), provided that they are inert and from a single source only (mixed loads from more than one site cannot be accepted without testing).

Table 2: Permitted Waste Types

|  |  |  |
| --- | --- | --- |
| EWC Code | Description | Restriction |
| 17 | CONSTRUCTION AND DEMOLITION WASTES (INCLUDING EXCAVATED SOIL FROM CONTAMINATED SITES) |
| 17 01 | Concrete, bricks, tiles and ceramics |
| 17 01 01 | Concrete | Selected C&D waste only |
| 17 01 02 | Bricks | Selected C&D waste only |
| 17 01 03 | Tiles and ceramics | Selected C&D waste only |
| 17 01 07 | Mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06 | Selected C&D waste only |
| 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 | Excluding topsoil, peat; excluding soils and stones from contaminated sites. |
| 20 | MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSITUTIONAL WASTES) INCLUDING SEPARATELY COLLECTED FRACTIONS |
| 20 02 | Garden and park waste (including cemetery waste) |
| 20 02 02 | Soil and stones | Only from garden and parks waste; excluding topsoil, peat.  |

### In addition to the waste codes listed in Table 2, H.D Ricketts are also seeking to add the following waste codes (see Table 3) to the environmental permit which are also as suitable for use in the restoration of mineral workings and as general fill material.

Table 3: Proposed Waste Types

|  |  |  |
| --- | --- | --- |
| EWC Code | Description | Restriction |
| 19 | WASTES FROM WASTE MANAGEMENT FACILITIES, OFF-SITE WASTEWATER TREATMENT PLANTS AND THE PREPARATION OF WATER INTENDED FOR HUMAN CONSUMPTION AND WATER FOR INDUSTRIAL USE |
| 19 12 | Wastes from the mechanical treatment of waste (for example sorting, crushing, compacting, pelletising) not otherwise specified |
| 19 12 09 | Minerals only | Wastes from the treatment of waste aggregates that are otherwise naturally occurring minerals. Does not include fines from treatment of any non-hazardous waste or gypsum from recovered plasterboard.  |
| 19 12 12 | Other wastes from mechanical treatment of wastes other than those mentioned in 19 12 12 | Restricted to crushed bricks, tiles, concrete and ceramics only. Metal from reinforced concrete must be removed. Does not include fines from treatment of any non-hazardous waste or gypsum from recovered plasterboard. |

### These waste codes will solely derive from the aggregate recycling facility that’s located to the north of Berkswell Quarry at NGR SP 22920 80890. The aggregate recycling facility is regulated under a separate environmental permit (reference EPR/WE3588AA and EAWML 120088) which allows the treatment of waste to produce soil, soil substitutes and aggregates in accordance with the standard rules set SR2010 No12. This permit is currently in the name of CEMEX UK Materials Limited; however a permit transfer application was submitted to the EA in October 2021 to transfer this permit to H.D Ricketts Limited.

### Although the aggregate recycling facility is permitted to accept a variety of waste types (as specified under standard rules SR2010 No12), Ricketts will only accept specific wastes that are classed as inert in accordance with the Landfill Directive (1999/31/EC) and Council Decision (2003/33/EC) of 19 December 2002 ‘establishing criteria and procedures for the acceptance of waste landfills’. This will include waste concrete, tiles and ceramics that are characterised under the following waste codes:-

### 17 01 01 – Concrete;

### 17 01 02 – Bricks;

### 17 01 03 – Tiles and Ceramics; and

### 17 01 07 – Mixtures of concrete, bricks, tiles and ceramics and other than those mentioned in 17 01 06.

### In addition to the above, Ricketts will also accept soil and stones that are characterised under the following waste codes:-

### 17 05 04 – Soil and stones other than those mentioned in 17 05 03; and

### 20 02 02 – Soil and stones.

### In accordance with the Council Decision 2003/33/EC, no topsoil or peat will be accepted under the above waste codes and no soil and stones will be accepted from contaminated sites.

### Based on the nature of the wastes that will be accepted and treated at the aggregate recycling facility, it’s considered that the resultant 19 12 wastes will meet the descriptions detailed in Table 3.

## Waste Quantities

### In order to achieve the restoration profiles provided on the approved restoration scheme (Drawings P2/928/13/2, BE 10/13B and BE 20/23A) a volume of 1,000,000m3 of additional material will be required in order to achieve the proposed restoration profiles (as shown on Drawing Number BE\_100). When using a bulk density conversion factor of 1.8 tonnes/m3 this equates to approximately 1,800,000 tonnes.

### As such, H.D Ricketts seeks to increase the quantity of waste permitted by 1,800,000 tonnes. This is in addition to the 1,576,500 tonnes which is already permitted and would enable a total of 3,376,500 tonnes to be accepted at the site for recovery purposes.

## Waste Acceptance Procedures

### The following section outlines the waste acceptance procedures for the proposed waste types only. Any other wastes will be subject to the existing waste acceptance procedures that are employed as part of the recovery operation at Berkswell Quarry.

### Wastes Accepted at the Aggregate Recycling Facility

### As mentioned in Section 2.3, any waste that’s accepted under the proposed 19 12 codes, will solely derive from the existing aggregate recycling facility at Berkswell Quarry. Any waste that is characterised under these codes and derives from an external source will not be accepted as part of the recovery operation.

### Although the aggregate recycling facility is permitted to accept a variety of waste types (as specified under standard rules SR2010 No12), H.D RICKETTS will only accept specific wastes that are classed as inert in accordance with the Landfill Directive (1999/31/EC) and Council Decision (2003/33/EC) of 19 December 2002 ‘establishing criteria and procedures for the acceptance of waste landfills’. This will include waste concrete, tiles and ceramics that are characterised under the following waste codes:-

### 17 01 01 – Concrete;

### 17 01 02 – Bricks;

### 17 01 03 – Tiles and Ceramics; and

### 17 01 07 – Mixtures of concrete, bricks, tiles and ceramics and other than those mentioned in 17 01 06.

### In addition to the above, H.D RICKETTS will also accept soil and stones that are characterised under the following waste codes:-

### 17 05 04 – Soil and stones other than those mentioned in 17 05 03; and

### 20 02 02 – Soil and stones.

### The aggregate recycling facility will also accept wastes from external sources that comply with the environmental permit (i.e. Standard Rules SR2010 No12). Any waste that derives from an external source will be subject to Basic Characterisation to ensure that the waste is suitable for acceptance at the facility.

Pre-acceptance Procedures

### Before the waste is delivered to the aggregate recycling facility, basic characterisation will be undertaken by the waste producer to ensure that the waste is suitable for acceptance at the facility. To do this, the following waste acceptance procedures will be implemented.

1. Inquiry stage (Level 1 Basic Characterisation)
	1. Both new and existing customers will provide the operator the necessary Basic Characterisation information in advance.
	2. If proposed waste types are included in Table 3 (i.e. are acceptable at inert landfill without testing):
		1. The client will be required to sign a Basic Characterisation Form stating the waste is acceptable to inert landfill without testing.
		2. Does not contain material suspected of being contaminated.
		3. Does not come from a stockpile where dilution of other unauthorised waste may have occurred.
	3. For each job or site from which the customer intends to bring waste not fulfilling the requirements in Table 4, they will have to complete a Waste Information Form (WIF).
	4. The customer will be required to certify that the waste is not included in Article 5 (3) of the Landfill Directive (banned wastes).
2. Compliance testing (Level 2 Characterisation)
	1. Most waste will consist of material on the approved list and therefore will not require leach testing prior to acceptance.
	2. Where the waste is not on the approved list but is inert or is inert but considered by H.D Ricketts to ostensibly be contaminated, the customer must carry out waste characterisation testing.
3. Waste reception at site
	1. Drivers of all vehicles must disclose the nature of the waste and provide relevant documentation.
	2. The loads will be identified, and the vehicles weighed prior to disposal.
	3. A waste transfer note will be completed for every load, and a receipt issued for every driver.
4. On-site Verification (Level 3 Characterisation)
	1. Visual inspection for all waste delivered to site.
	2. After inspection, accepted loads will be directed to the tipping face. Should any unauthorised waste be detected, it will be dealt with according to waste rejection procedures.

### In addition to the above, some waste types from external sources will also be subject to testing. In accordance with the Council Decision 2003/33/EC, the following wastes will be accepted at the aggregate recycling facility without testing, provided that there is confirmation that they are single stream loads from known and reliable sources and that they are accompanied with the required information. Different wastes contained in the list will be accepted together provided they are from the same source.

Table 4: Waste Types that will be Accepted without Testing

|  |  |  |
| --- | --- | --- |
| EWC Code | Description | Restriction |
| 17 | CONSTRUCTION AND DEMOLITION WASTES (INCLUDING EXCAVATED SOIL FROM CONTAMINATED SITES) |
| 17 01 | Concrete, bricks, tiles and ceramics |
| 17 01 01 | Concrete | Selected C&D waste only |
| 17 01 02 | Bricks | Selected C&D waste only |
| 17 01 03 | Tiles and ceramics | Selected C&D waste only |
| 17 01 07 | Mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06 | Selected C&D waste only |
| 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 | Excluding topsoil, peat; excluding soils and stones from contaminated sites. |
| 20 | MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSITUTIONAL WASTES) INCLUDING SEPARATELY COLLECTED FRACTIONS |
| 20 02 | Garden and park wastes (including cemetery waste) |
| 20 02 02 | Soil and stones | Only from garden and parks waste; excluding topsoil, peat.  |

*(\*) Selected construction and demolition wastes (C&D waste) with low contents of other types of materials (like metals, plastic, organics, wood, rubber etc). The origin of the waste must be known.*

*(\*\*) For the purpose of waste acceptance, soil and stones includes naturally occurring sands and clays.*

### Any other wastes that are not listed above and are potentially suitable for acceptance at the aggregate recycling facility will be subject to testing.

### Waste types for the construction of the Attenuation Layer will be restricted to the following waste codes in Table 5 below. The attenuation layer shall be constructed with a minimum horizontal thickness of 1m. To ensure the protection of the surrounding groundwater environment this attenuation layer will have a permeability of 1 x 10-7m/s or less. The waste types outlined in Table 3 will be accepted for the attenuation layer.

Table 5: Waste Types Proposed for Attenuation Layer Only

|  |  |
| --- | --- |
| **EWC Code** | **Description** |
| **17** | **CONSTRUCTION AND DEMOLITION WASTES (Excluding EXCAVATED SOILS FROM CONTAMINATED SITES)** |
| **17 05** | **Soil (excluding excavated soil from contaminated sites) soil and dredging spoil** |
| 17 05 04 | Soil and stones other than those mentioned in 17 05 03\* |
| **20** | **MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES INLCUDING SEPARATELY COLLECTED FRACTIONS** |
| **20 02** | **Garden and park wastes** |
| 20 02 02 | Soil and stones |

*\*This specifically excludes excavated soil from contaminated sites.*

Waste Acceptance Procedures

### Following basic characterisation, all vehicles delivering waste to the site will be licensed waste carriers and each delivery must be accompanied by a Waste Transfer Note, consistent with fulfilling the company’s responsibilities under the provisions of the Duty of Care.

On site verification

### Each load of waste will be delivered to the site shall be, where possible, visually inspected before unloading. Each load will be inspected after unloading. These inspections will ensure that the wastes comply with the environmental permit and conform to the description provided in the Waste Transfer Note.

### If there is uncertainty regarding the acceptance of wastes at the site, testing may be required. No wastes will be accepted on to the site if there is uncertainty as to its source, conformance with the conditions of the environmental permit and/or its suitability for the intended use.

### In the event that a load is identified as unacceptable, the load will not be accepted at the aggregate treatment facility for treatment and will be removed from the site in accordance with the waste rejection procedures that are currently employed on the site.

### Waste Acceptance at Berkswell Quarry Recovery Operation

### Any waste that is accepted at the aggregate recycling facility will be subject to treatment in accordance with the standard rules set SR2010 No12 which is currently restricted to sorting, separation, screening, crushing and blending.

### Due to the nature of waste treatment activities that are authorised at the aggregate recycling facility, it is considered that the waste will not be chemically altered. As such, it is considered that there is no benefit to undertaking basic characterisation and/or compliance testing for the residual waste prior to transfer to the recovery operation.

### Nevertheless, the waste will be subject to verification testing in accordance with the ‘Duty of Care’ testing programme which requires approximately 1 in 200 loads are WAC tested.

Material testing for Attenuation Layer

### Testing of materials to be used for the construction of the attenuation layer, discussed within Section 4.1 of the Environmental Setting and Site design Document and restricted to those waste codes in Table 3, will be undertaken as per Section 2.5.1 above. In addition, Waste Acceptance Criteria testing for these materials will be undertaken as per Table 6 below, which will be the responsibility of the waste producer, the results of which will be assessed prior to acceptance. The operator will not accept any waste onto the site for use within the attenuation layer unless the WAC test information is established by the waste producer or holder.

###  A record will be kept of all WAC testing that is undertaken.

Table 6: Waste Acceptance Criteria Thresholds for Inert Wastes Acting as Attenuation Layer

|  |  |  |
| --- | --- | --- |
| **Determinand** | **Symbol** | **L/S = 10l/kg****Mg/kg dry substance** |
| Arsenic  | As | 0.4 |
| Barium  | Ba | 19 |
| Cadmium  | Cd | 0.03 |
| Total Chromium  | Cr total | 0.4 |
| Copper  | Cu | 2 |
| Mercury  | Hg | 0.01 |
| Molybdenum  | Mo | 0.4 |
| Nickel  | Ni | 0.3 |
| Lead  | Pb | 0.4 |
| Antimony  | Sb | 0.05 |
| Selenium  | Se | 0.09 |
| Zinc  | Zn | 3.5 |
| Chloride  | Cl- | 780 |
| Fluoride  | F- | 9.5 |
| Sulphate(a)  | SO42- | 2,950 |

### The Hydrogeological Risk Assessment (Appendix G of the environmental permit application) has indicated that there is no requirement for the construction of an attenuation layer for the site extension area however this will be provided in accordance with EA guidance. WAC testing will only be accepted from accredited laboratories.

### If the information provided demonstrates that the waste is acceptable, arrangements will be made to deliver the waste to the site.

## Unauthorised and Rejected Wastes

### In the event that a load is identified as unacceptable upon discharge of the load, the waste shall be reloaded into the container if possible and isolated.

### In the event that any load is identified as unacceptable upon discharge of the load when the haulier has exited the site, the waste shall be isolated or quarantined on the site.

### If necessary, the Environment Agency will be contacted to agree the most appropriate course of action.

### If a load is rejected, the following information shall be recorded:-

### Time and date of incident;

### Haulier and vehicle registration number;

### Customer;

### Waste type; and

* Reason for rejection.

### Records will be kept of all rejected loads and these will be made available to the Environment Agency.

# Regulated Facility Infrastructure

## Waste Reception Area

### The waste reception area is secured by steel lockable gates erected at the entrance any by existing fences and hedgerows.

## Weighbridge and Wheel Cleaner

### A weighbridge and wheel cleaning facilities are provided on site. The weighbridge will be maintained according to the manufacturer’s specifications. The wheel wash will be checked on a monthly basis and any necessary work will be carried out as soon as practicable. In the event of a breakdown, additional road cleaning equipment will be provided.

## Fuel Tanks

### No fuel or oil used in the deposit for recovery operation is stored within the application boundary, all such materials are delivered on an as-needs basis by a double skinned mobile bowser.

## Security

### The boundary is secured by hedgerows, semi mature or mature trees or wire linked fencing. The hedgerows and fencing are designed to restrict access to the site, to prevent vehicular access and to discourage casual visitors.

### Once per month, all boundary fencing and hedgerows will be inspected and any necessary repairs put in hand. Any damage that exposes members of the public to significant risk or that allows unauthorised vehicular access to the site will be made good with a temporary repair until a permanent repair can be made.

### A note will be made in the Site Diary of when the inspections are carried out and a record will be made of any damage discovered and the remedial action taken.

### The site entrance gates are to be of sufficient height to prevent easy access. The gates are to be kept locked at all times outside working hours using a close-shackle padlock. At the end of each working day the site will be checked to ensure it is secure (i.e., all gates and buildings are locked). CCTV is in operation in the yard area with intruder alarms on all buildings.

### All mobile plant will be parked securely at the end of each working day and all vehicles and mobile plants are to be locked when not in use. All buildings are locked and secured at the end of each working day. Keys giving access to the property will only be kept by persons authorised to do so by the Site Manager.

# Emissions Control

## Point Source Emissions to Air

### There will be no point source emissions to air as a result of this application.

## Point Source Emissions to Groundwater

### There will be no point source emissions to groundwater as a result of this application.

## Point Source Emissions to Surface Water and Sewers

### There will be no additional point source emissions to surface water or sewer as a result of this application.

## Fugitive Emissions

### Fugitive emissions have been identified as a potential environmental risk resulting from the proposal, as detailed in the Environmental Risk Assessment that accompanies this application as Appendix C.

# Accident Management

### 5.0.1 As part of the current recovery operation, all necessary measures are taken to prevent the occurrence of accidents and will continue to be undertaken as part of this variation. The types of accidents and the potential environmental consequences associated with the proposed changes have been identified in the Environmental Risk Assessment that accompanies this application as Appendix C.

### 5.0.2 It is considered that the most significant risk associated with the site is the unauthorised acceptance of non-compliant waste types. The waste acceptance procedures listed in section 2 of this document aim to control and minimise this risk.

## Fire Control

### Fires from the acceptance of inert waste are considered unlikely due to the nature of the waste material. However, the operation and/or maintenance of mobile plant do pose a potential fire hazard, if precautions are not taken.

### Fire fighting equipment of a suitable type shall be kept at appropriate locations as advised by the Health and Safety Manager or the local Fire Service. Where appropriate, mobile plant will be fitted with fire fighting equipment. All fire fighting equipment shall be kept in good condition, unobstructed and be serviced at least once a year by a competent person. The site will be designated as a “no smoking area” and signed accordingly.

### Any fire on the site will be treated as an emergency and will be extinguished at the earliest opportunity. If necessary, the Fire Service will be summoned. Any incidents of fire will be reported to the Environment Agency and recorded in the Site Diary.

## Spillage Procedure

### Material accepted at the site will be inert. The most likely source for spillages will be from fuel tanks or spillages of fuel or oil associated with plant and machinery.

### In the event of a spillage of fuel/oil from site machinery or vehicles, the following procedures will be implemented:-

* Clear the area straight away;
* Lay absorbent granules over the spill to soak up the spillage;
* Use Personal Protective Equipment (PPE) provided on site if required;
* Once the liquid has all been absorbed use a shovel to clear up the waste, put it in a plastic sack and then place it in the container for non-compliant waste for disposal at a suitably permitted facility; and
* A record of the spill incident and remedial action taken will be recorded in the Site Diary.

### Spillage kits will be maintained on site in order to respond to any spillage incident. The spillage kits will be kept securely in the site office.

## Maintenance Procedures

### A Planned Preventative Maintenance programme (PPM) will be put in place to minimise the risk to safety, health and the environment by ensuring that all appropriate items and elements within the site are serviced and inspected on a regular basis or to the manufacturers’ maintenance schedules.

### Details of faults, breakdowns and repairs are documented and records are maintained at the site office. Faults and breakdowns will be investigated and the service schedule revised if necessary.

# Site Management

## Technical Competence

### The site is currently managed by an individual who possesses the required level of technical competence.

### In terms of the variation application, it is considered that the required level of technical competence will not be affected as the proposal solely comprises the addition of two non-hazardous waste codes. As such, it is proposed that H.D Ricketts will continue to operate in accordance with their current arrangements which are approved by the Environment Agency.

## Management System

### H.D Ricketts have a management system that meets the requirements of the Environment Agency’s ‘Develop a management system: environmental permits’ guidance.

### All site operatives will be adequately trained in health, safety and environmental issues. Staff will only be permitted to undertake activities that they have been trained for. They will be made aware of the procedures they must follow in the event of an accident or incident and will be able to access any relevant documentation that they may require. All training, experience and qualifications of staff will be noted and these records will be maintained and kept up to date.

# Management of Documentation

## Record Keeping

### A record will be kept that provides details on all wastes deposited at the site. This will include details on waste types, quantities and the date of deposition. This will be provided to the Environment Agency at three-monthly intervals, within one month of the end of each period. A record of basic waste characterisation and any compliance testing or on-site verification will be maintained in the site office.

### A site diary will be kept in the site office, and this will be updated daily. The diary will be used to record any accidents, incidents or complaints. This will provide an ongoing record throughout the period of operation at the site, and this will enable any investigative or corrective action that may be required.

### The Environmental Permit and other documents containing information regarding the operation of the site will be kept in a convenient location, allowing access for any person that may be working at or visiting the site.

# Incidents and Non-Conformances

### 8.0.1 The following types of incidents will require investigation:-

* Malfunction, breakdown or failure of plant and equipment;
* Deviation from site procedures and operating techniques;
* Near misses; and
* Complaints from external parties.

### 8.0.3 All staff will be trained to detect and report any such occurrences. Procedures will be taken to allow operations to resume and preventative measures may be put in place to ensure that the incident does not reoccur.

Drawings

BER/B031730/PER/01 - Site Location and Permit Boundary

P2/928/13/2 – Restoration Plan

BE/20/23A – Restoration Masterplan

BE\_100 – Berkswell Plan and Sections

BE 10/13B – Restoration Scheme

Appendices

###

Appendix A – Certificate of Technical Competence

Appendix B – Indicative Management System Summary