



Title:	Permitted Store Odour Management Plan
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Client:	AWSM Recycling Limited
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2 Odour Management Plan

2.1 Document Scope & Objectives

This document provides the Odour Management Plan (OMP) for the AWSM Recycling Limited (AWSM), Lane Head Yard Waste Storage and Transfer Facility.

AWSM are committed to seeking to minimise offensive odour emissions from their facility to prevent negative impacts on identified sensitive receptors. This OMP is aimed at assisting AWSM in effectively managing potential odour releases associated with their normal operations at the facility and minimisation of the risk of odour releases under abnormal operational conditions, together with ensuring effective contingency systems are in place in the event of an odour release.

The objectives for this OMP are:

- Identify all possible odour sources at the facility.
- Outline the odour prevention control and mitigation measures employed on site.
- Ensure all operating conditions (normal, abnormal and emergency) are considered in evaluating the risk of odour release.
- Commit to monitoring of odours emissions to be pro-active in preventing impact on receptors.
- Reduce the risk of odour releasing incidents or accidents by anticipating them and planning accordingly.
- Describe the contingency arrangements in place to prevent or react effectively to odour releases.

2.2 Document Control

OMP -Document Control Box					
Revision Number	Revision Issue Date	Revision Authorised by	Date submitted to Environment Agency	Date of EA response/comments & file location of correspondence	Revision Owner
1	07.02.2025	E Bennett	07.02.25		
2					
3					

Notes:

- The table has been modified from the EA guidance document to make it more complete.
- 'Revision number' is same as 'Version number' which forms part of AWSM Recycling Limited.
- Revisions can be 'authorised' by any other member of the AWSM Recycling Limited.
- Revision owner can be individual or department.

2.3 Site Description

The relevant details for the Installation are:

Table 1.1: Installation Details	
Company Name	AWSM Recycling Limited
Company Registration number	06316958

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Table 1.1: Installation Details	
Site Name	AWSM Recycling Limited
EA's Permit name	AWSM Recycling Limited
Site Address	Lane Head Farm, Lanehead Lane, Hutton Magna, County Durham, England, DL11 7HF
National Grid Reference	NZ 12265 11888
EA permit reference	EPR/EP3525SB

2.4 Operations

Waste materials will be delivered to bulk storage tanks situated on site prior to onward recovery. Wastes will be stored individually and there will be no waste treatment on site. Bulked materials will primarily be transferred for recovery at licensed Anaerobic Digestion facilities or be recovered to land for agricultural benefit, under deployments agreed by the Environment Agency, where necessary.

In addition, the site will facilitate the transfer of waste in skips for onward travel to licensed recovery / disposal facilities. Skips will simply be placed on the ground prior to uplift by another vehicle. Materials delivered in skips will not be tipped out of the primary container they were delivered in or be sorted / treated.

A full process description is provided within the report Referenced AWSM-R03-F2 Site Information.

2.5 Location

The facility is located on a farming enterprise in Lane Head, c.11.5km Northwest of Richmond. The immediate neighbours to the site comprise:

- North – agricultural land;
- East – AWSM Farming enterprise;
- South – agricultural land;
- West – agricultural land.

A detailed sensitive receptor drawing and table is provided in EMS documents EM 05-009 Sensitive Receptor Schedule and the EM 06-001 Sensitive Receptor Plan.

2.6 Operating Hours

The main deliveries and collections of materials will be undertaken between 07:00 and 18:00 Monday to Saturday and 07:00 and 12:00 Sunday via a secure lockable gated entrance. Waste materials can be on site 365 days of the year

2.7 Permitting Requirements

The waste transfer facility requires an Environmental Permit (EP) in order to comply with the Environmental Permitting (England and Wales) Regulations 2016, SI 2016/1154.

2.8 Relevant Guidance Documents

The following sector guidance documents, and their relevant BAT requirements, have been considered during the preparation of this Odour Management Plan:

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- Environment Agency Odour Management Plant Template, Final V2, 05/05/21
- Environment Agency Guidance - Control and monitor emissions for your environmental permit- <https://www.gov.uk/guidance/control-and-monitor-emissions-for-your-environmental-permit>
- Environment Agency Guidance - Develop a management system: environmental permits - <https://www.gov.uk/guidance/develop-a-management-system-environmental-permits>;
- Environment Agency's Guidance – Non-hazardous and inert waste: appropriate measures for permitted facilities - <https://www.gov.uk/guidance/non-hazardous-and-inert-waste-appropriate-measures-for-permitted-facilities>
- Environment Agency's Guidance - Biological waste treatment: appropriate measures for permitted facilities - <https://www.gov.uk/guidance/biological-waste-treatment-appropriate-measures-for-permitted-facilities/1-when-appropriate-measures-apply>
- Environment Agency guidance, H4 Odour Management, March 2011;
- Institute of Air Quality Management, Guidance on the assessment of odour for planning, Version 1.1 - July 2018.

2.9 Who this plan is for

The following will be made aware of the details of this OMP:

- Environment Agency.
- AWSM Senior Management Team.
- Contractors: where relevant and relevant details only (based on whether they are working on odour critical items (e.g. carbon filters)

AWSM Senior Management will be required to read and have knowledge of the OMP as part of the facility's training requirements. Contractors will be made aware of relevant requirements of the OMP, as required, based on assessments by Senior Management at the time of any relevant works or operations.

2.10 Maintenance and review of the OMP

Table 1.3: Document Control Requirements	
OMP requirements	Response
Who is responsible for the OMP and ensuring people are trained ¹	Environmental Manager Farm Assurance Manager
Where is the OMP stored	Stored as part of the sites EMS Files in the following locations - <ul style="list-style-type: none"> • Hard copy located in the Site Office • Electronically within the Company's cloud system.
Document requirements review	Annual as a minimum, or following - <ul style="list-style-type: none"> • planned change to infrastructure which impacts odour sources, generation or control, &/or • significant odour release event/valid complaint escalation/regulatory requirement
Training for implementation of OMP	Training requirements are structured dependent upon job function and need. Training is specified within the EM 07-001 Training Matrix. In relation to the OMP, this training will comprise the following levels: <ul style="list-style-type: none"> • OMP details.

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Table 1.3: Document Control Requirements

OMP requirements	Response
	<ul style="list-style-type: none"> • Odour monitoring. • Housekeeping • Complaint response <p>A toolbox talk is given upon implementation and revision of the OMP to management teams. Records of toolbox talks are noted on management meeting minutes.</p>
Training frequency	OMP training provided at issues and following revisions.
Organogram	A copy of current organogram is provided within document EM 05-010 Organogram.

2.11 Document Structure

This Odour Management Plan is set out as follows:

- Identify relevant Sensitive Receptors.
- Identify all possible odour sources for normal/abnormal/emergency conditions.
- Overview of relevant Controls implemented.
- Odour Impact Assessment (normal/abnormal/emergency conditions) for all identified sources.
- Incident response.
- Appendices containing relevant EMS documents.

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3 Receptor Identification

3.1 Sensitive Receptors

The Odour Sensitive Receptor Schedule, listed below details the identified sensitive receptors to odour within a 1 kilometre radius (unless otherwise specified) of the facility. Only the closest receptor in each direction is listed. The receptors listed are those identified within the full EM 05-009 Sensitive Receptor Schedule that are potentially sensitive to odour - i.e. may have human occupation or presence.

The following guidance has been used to identify the sensitive receptors for the Facility:-

<https://www.gov.uk/guidance/air-emissions-risk-assessment-for-your-environmental-permit#screening-for-protected-conservation-areas> :

The sources of information to identify all of the above are listed within the table notes.

Table 2.1: Summary of Odour Sensitive Receptors Identified			
Nature of Receptor	Direction	Approximate Distance from the Proposed Installation Boundary¹	Plan Reference ²
Residential*	NW	c. 0.51 km	R1
	SE	c. 0.20 km	R2
	SW	c. 0.72 km	R3
	NW	c. 0.51 km	R1
Notes: *: Closest receptor identified; 1: Distance shown measured using Ordnance Survey data provided by Promap to closest Identified Receptors; 2: Locations shown on Sensitive Receptor Plan in Section 2.3 below. OS mapping, provided by Promap, January 2025.			

Whilst EA and IAQM guidance differentiates receptor sensitivity for odours in terms of residential/commercial/industrial, AWSM will conservatively treat all human receptors as equally sensitive (High) in terms of developing this OMP. Odour sensitivity is highly subjective and therefore impacts can be highly variable dependent on individuals, irrespective of length of time of exposure and home or work or leisure environments.

3.2 Third Party Odour Sources

Other odour sources identified in the area from online searches have been noted as follows agricultural uses of land, including piggeries.



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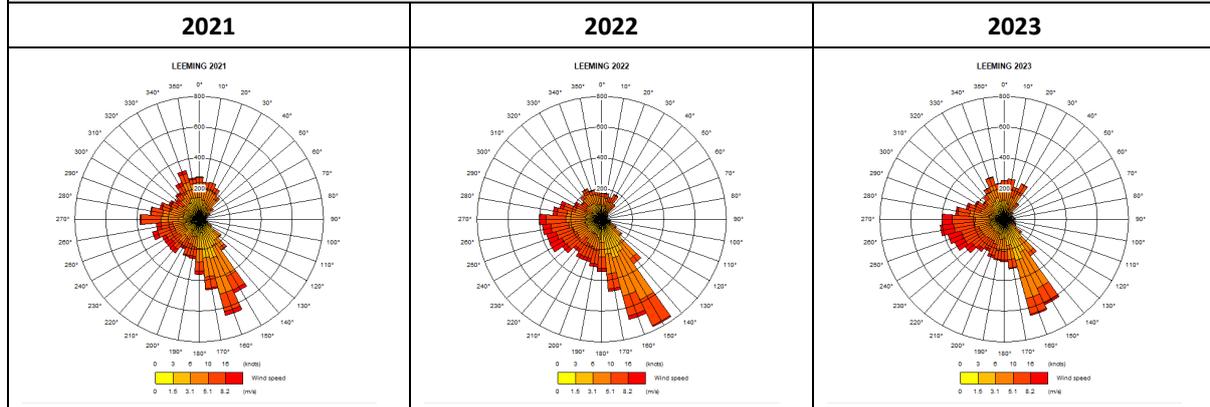
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3.3 Wind Rose and Source of Weather Data

Wind rose data has been compiled for 3 recent years for which data is available. The closest station with good data availability is Leeming Bar. The wind roses for the 3 years are set out below and were provided by Envirodata Services:

Table 2.3 - Wind Rose / Weather Data





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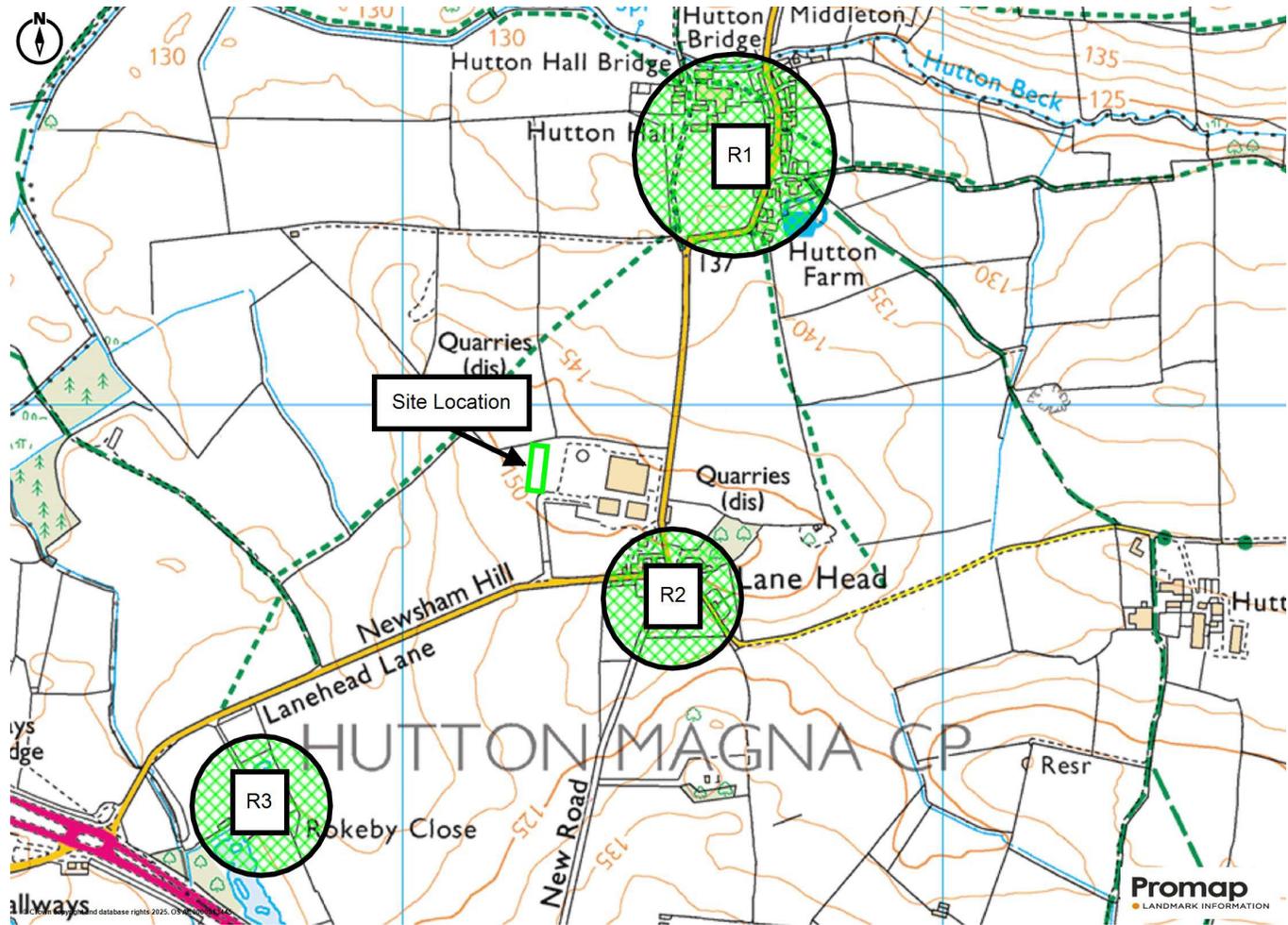
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Odour Sensitive Receptor Plan



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4 Potential Odour Source Identification

4.1 Odour Sources and Site Processes

The table below lists all of the potential odour sources that have been identified at the facility, together with descriptions, quantities and length of time on site under normal operating conditions. A risk rating of odour generation for normal and abnormal scenarios is also provided.

Table 3.1 – Inventory of potential odour sources: AWSM Waste Operations							
Source ¹	Description / Scope (include transport details/frequency /contractor instructions/rejection protocol/delivery procedures/state/)	Nature of odours – fresh material (normal operating conditions)	Nature of odours – degraded material (could occur under abnormal/fault conditions if no controls)	Odour Potential H/M/L Risk rating		Quantity of Material ²	Length of Time on Site ³
				Normal	Abnormal		
1 Incoming waste deliveries.	Delivery of wastes: <ul style="list-style-type: none"> Liquid wastes delivered in articulated tankers. Solid wastes delivered in skips. Multiple deliveries made per day of material that have passed pre-acceptance checks. No ad-hoc deliveries and all deliveries scheduled.	Effluent/sewerage and manure type odours	Pungent ammonia and manure odours	Low	High	Articulated tanker will hold up to 27.5t of liquid waste. Skip 30t of solid waste material. No more than three vehicles on site at any one time that handle waste.	< 1 hour per vehicle. Deliveries are made throughout working day. Typically, between 07:00 and 18:00 Monday to Saturday and 07:00 and 12:00 Sunday.
2 Transfer of waste.	Liquid wastes discharged from tanker to storage tanks.	Effluent/sewerage and manure type odours	Pungent ammonia and manure odours	Low	High	N / A – No storage	< 30 mins to transfer from vehicle to storage tanks.

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Table 3.1 – Inventory of potential odour sources: AWSM Waste Operations

Source ¹	Description / Scope (include transport details/frequency /contractor instructions/rejection protocol/delivery procedures/state/)	Nature of odours – fresh material (normal operating conditions)	Nature of odours – degraded material (could occur under abnormal/fault conditions if no controls)	Odour Potential H/M/L Risk rating		Quantity of Material ²	Length of Time on Site ³
				Normal	Abnormal		
3. Liquid waste storage.	Storage of wastes within covered storage tanks that are provided with secondary containment.	Effluent/sewerage and manure type odours	Pungent ammonia and manure odours	Low	High	Maximum of 1,884m ³ - 3 x 508m ³ storage tanks. 6 x 30m ³ Nurse Tanks.	6 months.
4. Solid waste storage.	Storage of skips on site containing waste materials.	General waste odour, can be 'musty'	Odour potential will grow and odours intensify as waste "ages"; possibly also ammonia/sulphurous elements if food residues are present	Low	Low-medium	Maximum of 60m ³ – 2 x 30 m ³ skips	<72 hours. Skips only placed on the floor prior to uplift by another vehicle.
5. Collection of Wastes	Liquid wastes discharged from storage tanks to tankers.	Effluent/sewerage and manure type odours	Pungent ammonia and manure odours	Low	High	N / A – No storage	< 30 mins to transfer from vehicle to storage tanks.
6 Outgoing waste deliveries.	Removal of wastes. Liquid wastes removed in articulated tankers. Solid wastes removed in skips. Multiple collections made per day and all collections scheduled.	Effluent/sewerage and manure type odours	Pungent ammonia and manure odours	Low	High	Articulated tanker will hold up to 27.5t of liquid waste, skip 30t of solid waste material.	< 0.5 hour per vehicle. Collections are made throughout working day. Typically, between 07:00

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Table 3.1 – Inventory of potential odour sources: AWSM Waste Operations

Source ¹	Description / Scope (include transport details/frequency /contractor instructions/rejection protocol/delivery procedures/state/)	Nature of odours – fresh material (normal operating conditions)	Nature of odours – degraded material (could occur under abnormal/fault conditions if no controls)	Odour Potential H/M/L Risk rating		Quantity of Material ²	Length of Time on Site ³
				Normal	Abnormal		
						No more than three vehicles on site at any one time that handle waste.	and 18:00 Monday to Saturday and 07:00 and 12:00 Sunday.

1. See Odour Source Plan (Appendix 1) for locations of materials
2. Typical quantity on site is the expected norm under typical operating conditions and variation may occur under fault conditions.
3. Length of time on site is the expected norm and variation may occur under fault conditions.
4. Risk rating is purely for materials as possible sources of odour and does not take into account any control mechanisms. See Tables below for controls and residual risk ratings.

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5 Controls

5.1 Introduction

Site management recognises that there are a number of potential odour sources on site and that without suitable controls in place, could potentially lead to offensive odour emissions impacting on sensitive receptors.

A variety of controls relating to potential odour emissions are therefore in place at the facility and range from -

- management controls - site checks, housekeeping.
- physical barriers - covering of storage tanks.
- abatement systems - odour abatement equipment.

Odour control mechanisms for each specific source as identified in Table 3.1 above are provided in more detail further below in Tables 5.1 and 5.2. A generic discussion of on-site controls is provided in Section 4 below.

5.2 Deliveries and Collections

Deliveries and collections of waste materials are scheduled to minimise the potential for vehicles left standing waiting to be unloaded / collect material.

EM 02-004 Waste Acceptance Procedure / EM 02-021 Waste Pre-Acceptance Procedures sets out that no ad-hoc deliveries of wastes are to be allowed on site and all wastes to be accepted have to pass pre-acceptance checks to ensure site can remain in compliance with the Permit. All deliveries are scheduled to prevent a back log of vehicles in the site yard.

EM 02-012 Store Delivery and Collection Procedure ensures that the delivery and collection of wastes are supervised. Supervision of the delivery and collection of waste is essential to ensure that in the event of a spill this is cleaned up immediately. All collections are schedule to prevent a back log of vehicles in the site yard.

5.3 Inspections

The EMS on site comprises site checks which include undertaking infrastructure integrity and housekeeping inspections on a regular basis to ensure that the site and relevant infrastructure is fit for purpose.

For areas of site containing materials that are potentially odorous, staff are trained to ensure that yards are kept clean and tidy, that spills are cleaned up promptly and storage vessels and secondary containment inspected.

Ongoing daily routines by these staff ensure no build-up of potentially odours materials can occur and integrity issues relating to site infrastructure are detected and acted upon.

5.4 Procedures

Procedures implemented on-site in relation to housekeeping practises are detailed below:

- EM 01-005 Fugitive Emissions Monitoring Program (FEMP) and associated recording forms (EM 03-010 Storage Vessel Inspection Form /EM 03-016 Weekly Site Inspection form): The

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implementation of the FEMP that has been developed for the facility is to ensure that infrastructure monitoring provides a robust mechanism to ensure that fugitive emissions to air, land and controlled waters are kept to a minimum. The inspection, testing and maintenance programme for pollution prevention infrastructure identified within the FEMP will ensure the continued integrity of the infrastructure and associated secondary containment. Infrastructure monitoring will for example minimise the potential for containment failure of vessels which could lead to odorous emissions.

- EM 02-003 Spill Control Procedure: The Spill Control Procedure has been designed to control, mitigate and clean-up spills including leaks at the facility. Spills and leaks of wastes are subject to the Spill Control Procedure. This ensures spills are cleaned promptly and disposed of correctly minimising the potential for odours emanating from site;
- EM 02-004 Waste Acceptance Procedure: This procedure provides control of deliveries to site to ensure only pre-assessed wastes that are listed on the EM 05-008 Waste Schedule and have been fully considered as part of this Odour Management Plan are delivered to site. All other wastes will be rejected / quarantined.
- EM 02-012 Store Delivery and Collection Procedure: On-site handling of waste has been identified as a potential source of odour. The purpose of the Store Delivery and Collection Procedure ensures that the delivery and collection of wastes are supervised. Supervision of the delivery and collection of waste is essential to ensure that in the event of a spill this is cleaned up immediately.

5.5 Physical control measures

The following physical measures to control odour emissions from site are currently in place at the facility:

- Waste storage tanks are enclosed.
- Nurse tanks covered.
- Skips containing wastes with odour potential are covered when sat in the yard.

5.6 Abatement systems

Abatement and mitigation measures are employed for key specific potentially odorous sources, as listed below:

Table 4.1 - Abatement Systems		
Potential odour Source	Equipment	Maintenance/servicing
3 x 508m ³ Waste Storage Tanks	Passive Activated Carbon Filters are fitted on each tank at site. Displaced gases from each tank will vent via these filters. Data sheet for the sites carbon filters is included in Appendix C of the OMP.	Visually check as part of monthly Environmental Audit as recoded on EM 03-016 Weekly Site Inspection Form. Drager tube monitoring to be undertaken on a 6-monthly basis to monitor for odour breakthrough. Site carbon filters to be changed every 18 months, unless justification can be provided to extend this period. Justification would be noted on Incident and Corrective Action Report Form.

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5.7 Abatement System Selection and Management

The abatement system has been selected on site to ensure compliance with current Environment Agency guidance and from implementation of these filters when fitted at similar installations.

Site Management consider the filters to be appropriate and have full confidence that will abate odours during operation of the storage tanks given -

- Drager monitoring to establish the successful performance of similar filters has been undertaken at other Environment Agency Permitted sites. This monitoring included an assessment to demonstrate the effectiveness of removing odorous species such as Ammonia / Dimethyl Sulphide.
- On-site and Offsite sniff tests completed during operation of storage tanks that are fitted with these filters indicate the filters to operate in a sound manner.
- The fact the Environment Agency list these systems as appropriate in various guidance documents.

Table 4.1 above sets out that monitoring of the filters will be undertaken on a 6-monthly basis. Monitoring will be undertaken between the filters and at the outlet of the second filter. Monitoring will be completed for Ammonia and Dimethyl Sulphide following the EM 02-023 Drager Tube Monitoring Procedure and results recorded on the EM 03-018 Drager Tube Results Form.

Ammonia and Dimethyl Sulphide have been selected as performance indicators based on historic Environment Agency odour monitoring of carbon filters at other Permitted sites. As agreed with the Environment Agency at these sites, an action level of 6 ppm of DMS at the outlet will be assigned. Once this value carbon in the filter will be replaced. Given the fact all deliveries are supervised, the location of the stores and the inspection and maintenance regimes implemented, any issues associated with the filters would be detected almost instantly and suitable corrective action instigated.

The filters will be changed every 18-months as a minimum unless justification can be provided to extend this period. Justification would be noted on Incident and Corrective Action Report Form.

5.8 Planned Preventative Maintenance

To further minimise the potential for odorous emissions, Planned Preventative Maintenance (PPM) is undertaken on-site to cover relevant equipment. The PPM systems provide dedicated rolling schedules of maintenance and relevant record keeping ensured. In addition to the planned maintenance activities, site engineers are present on site for reactive maintenance, as required.

5.9 Monitoring

It is recognised by Site Management that odour emissions can have a significant impact on receptors and that it is critical for the Company to monitor, understand and react accordingly to possible odour emissions from the facility.

In order to both understand the levels of odours generated by the facility and to pro-actively react to control any odour emissions emanating from site before they impact on receptors, management will undertake dedicated odour monitoring, linked to a reporting and corrective action system.

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Dedicated odour monitoring is undertaken at the site, at a frequency relevant to prevailing conditions and proportionate based on the results of the odour impact assessment detailed below and level of complaints received by the facility.

The system follows a dedicated procedure, using a specific form and at both fixed point and flexible locations on and off site. The flexible locations are selected on an 'as required' basis, based on any specific complaints or known problems, prevailing weather conditions (i.e. downwind) and location of identified receptors.

Copies of the relevant EMS documents that form part of this OMP and are in place for routine use are provided in (Appendix 2) and listed below:

- EM 02-010 Odour Monitoring Procedure.
- EM 03-005 Odour Monitoring Form.
- EM 06-004 Odour Monitoring Location Plan.

As part of the monitoring, site weather conditions are obtained. Further information relating to weather conditions will also be obtained when responding to complaint or incidents linked with odour emissions (see Section 6 for further details on contingency arrangements). Weather conditions are obtained using the following mechanisms:

- Site observations by staff- The odour monitoring form requires the user to complete on site weather conditions observed at the time of monitoring.
- Internet based information - The company will gather relevant weather data from internet-based searches relevant to the time of the actual odour release/complaint. Sources for met data will comprise (in preferred order, dependent on whether they are available):
 1. Local weather stations, using <https://www.wunderground.com>:
 - a. The closest local station at the time of this revision of the OMP is - <https://www.wunderground.com/weather/gb/richmond/IRICHM206>
 2. Met office published data (this could include 3rd party publishers, e.g. BBC)

5.10 Training

The training of all relevant staff is undertaken on a routine basis at the facility. Training relevant to odour control includes:

- Store delivery and collections;
- housekeeping measures,
- odour awareness and monitoring,
- maintenance requirements for engineers,
- record keeping

All training is undertaken on a rolling programme for relevant staff identified by training schedules specific to roles and functions. The training programme includes refresher training and training for staff is documented using the EM 07-002 Training Record or the online CITATION platform.

A toolbox talk is given upon implementation and revision of the OMP to management teams. Records of toolbox talks are noted on management meeting minutes.

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5.11 Audit and Review

To ensure the effectiveness of the systems employed on site to control odour, prevent or minimise odour emissions from the facility, a system of auditing and reviews is in place. The aim is to review records and system documents, alongside the OMP, to identify areas for improvements, patterns of releases and the effectiveness of systems employed. Audits and reviews will be undertaken at the following frequency:

- At least annually.
- Upon receipt of verified complaints.
- Following concerns or issues identified by Regulators.
- Where significant change to site practices or infrastructure is planned.

Reviews will be documented on the EM 03-006 Audit and Document Review Form.

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6 Odour Impact Assessment

6.1 Odour Impact – Risk Assessment

The following risk matrix is used for each possible odour source identified in Table 3.1 above, to determine the risk of odour impacts at the identified sensitive receptors, under normal, abnormal and emergency conditions.

Table 5.1: Odour Risk Matrix		Odour source (O)		
		HIGH Highly offensive / strong odours	MEDIUM Moderate intensity odour / moderately offensive / becomes more offensive in warmer weather / pervasive odour present for extended duration	LOW Low intensity odour / non-offensive
Pathway (P) (ability to impact on receptor)	HIGH Close proximity / downwind of prevailing wind direction at site / lack or failure of controls	HIGH RISK		
	MEDIUM Open pathway / likelihood of impact subject to prevailing wind direction / ineffective controls		MEDIUM RISK	
	LOW Lack of pathway / effective controls			LOW RISK

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The following table 5.2 provides the odour impact assessment for the facility, together with a description of control measures adopted to prevent, mitigate and control odour impacts under normal, abnormal and emergency conditions, utilising the source-pathway-receptor model outlined above.

Table 5.2 – Odour Impact Assessment: AWSM Waste Transfer and Storage Facility							
Source	Scope for potential odour release – normal conditions	Control and abatement techniques Optimum process parameters (O.P.P.)	Risk of odour impact off site (normal conditions)	Monitoring details and frequency	Odour release (abnormal/emergency conditions) & Trigger level	Risk of odour impact off site (abnormal / emergency conditions)	Contingency measures implemented Action taken if outside optimum process parameters
1 Incoming waste deliveries.	Fugitive emissions from waste delivery vehicles.	Scheduling of Deliveries. Transport Management staff are responsible for the scheduling of deliveries. O.P.P. :- Vehicles should be unloaded within 1 hr of arrival.	LOW O – M P – L	Routine throughout the day by Transport Manager.	Fault conditions could lead to waste vehicles standing for longer than 1 hr.	MEDIUM O – M P – M	Engineers on site to rectify any issues delaying deliveries, e.g. faulty connection pipework. Significant on-site delays would result in cancellation of further deliveries.
2 Transfer of waste.	Displacement of gases during transfer of waste to and from tanks. Spillages.	Storage tanks are not overfilled. Storage tanks, associated pipe work and storage areas included in the site’s FEMP. Point source are contained and abated via carbon filters. Transactions supervised. Liquid wastes stored in enclosed tank. Solids wastes remain in the same container they were delivered to site in.	LOW O – M P – L	Routine throughout the shift by Drivers and Site Operatives. Daily check of storage area. Filters inspected weekly and tested 6-monthly.	Failure of odour abatement equipment. Spills and leaks during transfer.	HIGH O – H P – M	Storage tanks, associated pipe work and storage areas included in the site’s FEMP. Any deficiencies found will lead to corrective action being instigated. Area checked as part of housekeeping checks. Spills and leaks cleaned up immediately with available spill kit equipment. Planned preventative maintenance on key equipment. No further waste received on site and offending waste removed within 48 hours.

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Table 5.2 – Odour Impact Assessment: AWSM Waste Transfer and Storage Facility							
Source	Scope for potential odour release – normal conditions	Control and abatement techniques Optimum process parameters (O.P.P.)	Risk of odour impact off site (normal conditions)	Monitoring details and frequency	Odour release (abnormal/emergency conditions) & Trigger level	Risk of odour impact off site (abnormal / emergency conditions)	Contingency measures implemented Action taken if outside optimum process parameters
		All storage and transfer operations undertaken within secondary containment bund. O.P.P :- Storage tanks not overfilled.		Routine site odour monitoring.			
3. Liquid waste storage.	Displacement gases during transfer of blood to and from tanks. Spillages	Waste storage vessels, associated pipe work and storage areas included in the site’s FEMP. Point source emissions from storage tanks are contained and abated via carbon filters fitted on Permanent storage tanks. Nurse tanks enclosed. All storage and transfer operations undertaken within secondary containment bund. O.P.P :- Sound integrity of storage vessels.	LOW O – L P - L	Daily checks of storage tanks. Weekly inspection of secondary containment infrastructure . Filters inspected weekly and tested 6-monthly. Routine site odour monitoring.	Failure of odour abatement equipment. Spills and leaks during transfer. Failure of storage containment.	HIGH O – H P - M	Storage tanks, associated pipe work and storage areas included in the site’s FEMP. Any deficiencies found will lead to corrective action being instigated. Area checked as part of housekeeping checks. Spills and leaks cleaned up immediately with available spill kit equipment. Planned preventative maintenance on key equipment. No further waste received on site and offending waste removed within 48 hours.

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Table 5.2 – Odour Impact Assessment: AWSM Waste Transfer and Storage Facility							
Source	Scope for potential odour release – normal conditions	Control and abatement techniques Optimum process parameters (O.P.P.)	Risk of odour impact off site (normal conditions)	Monitoring details and frequency	Odour release (abnormal/emergency conditions) & Trigger level	Risk of odour impact off site (abnormal / emergency conditions)	Contingency measures implemented Action taken if outside optimum process parameters
4. Solid waste storage.	Odours from the storage of wastes in skips.	Skips only on site for <72 hours. Skips containing potentially odorous materials are sheeted. Waste acceptance checks ensure only materials that comply with Permitted operations are accepted on site. All storage and transfer operations undertaken within secondary containment bund. O.P.P :- Sound integrity of storage vessels.	LOW O – L P - L	Daily checks of storage area. Weekly inspection of secondary containment infrastructure · Routine site odour monitoring.	Failure of storage containment. Spills. Failure of waste acceptance controls.	MEDIUM O – M P - L	Storage vessels and storage areas included in the site's FEMP. Any deficiencies found will lead to corrective action being instigated. Area checked as part of housekeeping checks. Spills and leaks cleaned up immediately with available spill kit equipment. Damaged skips removed from service if not repaired. No further waste received on site and offending waste removed within 48 hours.
5. Collection of Wastes	Fugitive emissions during waste transfer operations.	Collection tankers / vessels are not overfilled. Storage tanks, associated pipe work and storage areas included in the site's FEMP. Transactions supervised. Liquid wastes stored in enclosed vessels. Solids wastes remain in the same container they were delivered to site in.	LOW O – M P - L	Routine throughout the shift by Drivers and Site Operatives. Daily check of storage area. Routine site odour monitoring.	Spills and leaks during transfers.	HIGH O – H P - M	Storage tanks, associated pipe work and storage areas included in the site's FEMP. Any deficiencies found will lead to corrective action being instigated. Area checked as part of housekeeping checks. Spills and leaks cleaned up immediately with available spill kit equipment.

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Table 5.2 – Odour Impact Assessment: AWSM Waste Transfer and Storage Facility							
Source	Scope for potential odour release – normal conditions	Control and abatement techniques Optimum process parameters (O.P.P.)	Risk of odour impact off site (normal conditions)	Monitoring details and frequency	Odour release (abnormal/emergency conditions) & Trigger level	Risk of odour impact off site (abnormal / emergency conditions)	Contingency measures implemented Action taken if outside optimum process parameters
		All storage and transfer operations undertaken within secondary containment bund. O.P.P :- Collection vessels are not overfilled.					Multiple tankers / skip lorries available to collect materials from site.
6 Outgoing waste deliveries.	Fugitive emissions from waste delivery vehicles.	Scheduling of Deliveries. Transport Management staff are responsible for the scheduling of collections. O.P.P. :- Vehicles should be loaded and off site within 1 hr of arrival.	LOW O – M P - L	Routine throughout the day by Transport Manager.	Fault conditions could lead to waste vehicles standing for longer than 1 hr.	MEDIUM O – M P - M	Engineers on site to rectify any issues delaying deliveries, e.g. faulty connection pipework. Significant on-site delays would result in cancellation of further collections.

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7 Incident Response

7.1 Introduction

Various levels of EMS controls are in place to deal with abnormal, emergency and contingency situations which may arise, including those relating to odour releases from the facility. These are summarised below within the OMP and also full copies of the relevant OMP related EMS documents are provided within Appendix 2.

7.2 Incident and Corrective Action

Any faults or deficiencies encountered on-site with regards to infrastructure and where procedures could not be carried out are detailed using an incident and corrective action reporting structure and recorded on the EM 03-001 Incident & Corrective Action Reporting Form. This will instigate appropriate level of management commitment to ensure corrective action is undertaken. A review of the corrective action will be included to ensure satisfactory completion and senior management sign-off. The system is embedded within the EMS and links to the Odour Management Plan and relevant EMS documents discussed below, ensuring that where an incident has occurred which could lead to Odour emissions, these are dealt with effectively and promptly with suitable corrective actions (immediate and long term) considered and instigated where appropriate.

7.3 Communications Procedure

A full copy of the facility's communications and complaints procedure EM 02-007 Communication & Complains Procedure is provided in Appendix 2.

The procedure deals with how to manage complaints and links to the dedicated emergency response established solely for odour complaints (see below). The procedure ensures that all relevant communications can be dealt with appropriately, including liaison with neighbours to allow for community engagement. The procedure outlines the requirements to communicate effectively with Regulators and any other interested parties and also internal staff.

7.4 Emergency Response

AWSM has a dedicated emergency response procedure EM 02-002 Emergency, Incident & Non-Conformance Procedure is provided in Appendix 2.

The procedure ensures that any odour complaints received at the facility are dealt with as a matter of urgency by a dedicated emergency response team, ensuring a full investigation and prompt response to the complainant &/or regulator. Records of all emergency response investigations will be kept and periodically audited.

7.5 Odour Complaint Investigation Form

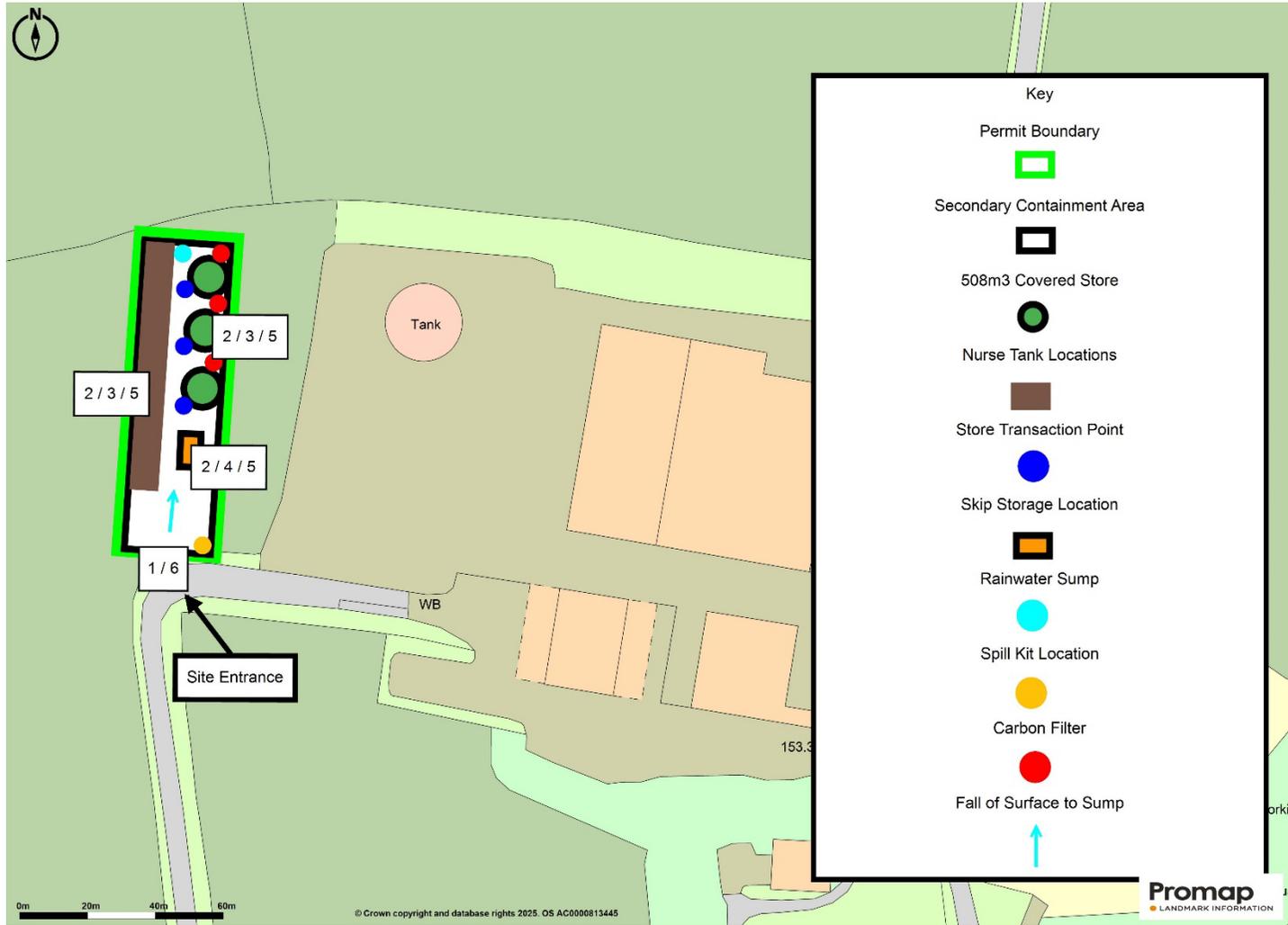
The EM 03-003 Complaint Handling Form is to be used by the emergency response team when investigating odour complaints received at the facility. All columns should be completed where feasible. The report should be submitted to the EA upon completion and within 48 hours of receipt of a complaint. Where appropriate, the actions taken by site management are provided in the record.

A full copy of EM 03-003 Complaint Handling Form is provided in Appendix 2.

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Appendix 1: Odour Source Location Plan

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Appendix 2: Relevant EMS Documents

Number	Title	Version Number	Issue Date
Odour Management and Control Procedures / Forms			
EM 01-005	Fugitive Emissions Monitoring Programme	6	15.10.22
EM 02-002	Emergency and Incident Procedure	3	09.01.25
EM 02-003	Spill Control Procedure	6	09.01.25
EM 02-004	Waste Acceptance Procedure	7	draft
EM 02-012	Store Delivery Procedure	6	09.01.25
EM 02-021	Waste Pre-Acceptance Procedure	1	Draft
EM 02-023	Drager Tube Monitoring Procedure	1	Draft
EM 03-001	Incident and Corrective Action Report Form	3	04.04.22
EM 03-006	Audit and Document Review Form	2	04.04.22
EM 03-010	Storage Vessel Inspection Form	9	04.04.22
EM 03-016	Weekly Site Inspection Form	1	Draft
EM 03-018	Drager Tube Result Form	1	Draft
EM 05-009	Sensitive Receptor Schedule	1	Draft
EM 05-010	Organogram	1	Draft
EM 07-001	Training Matrix	7	draft
EM 07-002	Training Records	2	03.05.22
EM 06-001	Sensitive Receptor Plan	1	Draft
Odour Monitoring Procedures			
EM 02-010	Odour Assessment Procedure	6	draft
EM 03-005	Odour Monitoring Form	3	26.05.22
EM 06-004	Odour Monitoring Location Plan	1	Draft
Odour Complaint and Investigations			
EM 02-007	Communication and Complaints Procedure	3	26.05.22
EM 03-003	Complaint Handling Form	3	26.05.22

	Environmental Management System		
	EM 01-005 FUGITIVE EMISSIONS MONITORING PROGRAMME	Version No:	6
		Issue Date:	15.10.22
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Purpose

The purpose of the Fugitive Emissions Monitoring Programme (FEMP) is to ensure that infrastructure monitoring provides a robust mechanism that ensures fugitive emissions to land, sewer and controlled waters are kept to a minimum.

After periodic review, where necessary amendments to the inspection, testing and maintenance programme for pollution prevention infrastructure at the installation will be made to ensure their continued integrity.

Fugitive Emissions Monitoring Programme

The FEMP will be incorporated into the facility's Environmental Management System (EMS). The FEMP Schedule outlines the frequency of inspections and monitoring and applies to -

- stores owned by AWSM and / or
- stores operated by AWSM under live deployments.

Audits and review of the monitoring programme may lead to revisions of the monitoring plan in terms of frequency and the level of detail required. FEMP monitoring records will be kept for the Environmental Permit lifetime.

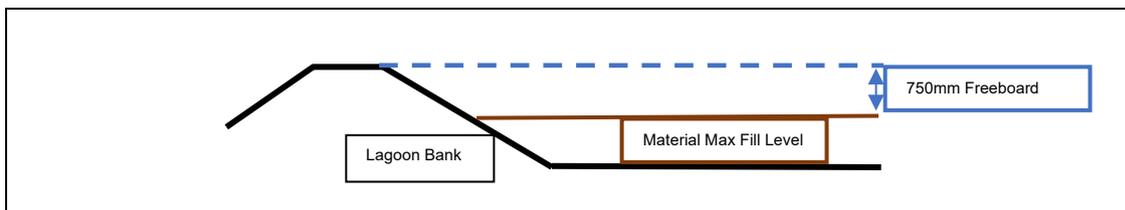
The FEMP incorporates the elements listed below and, where deficiencies are found, these will be reported on the Incident and Corrective Action Report Form. This will ensure deficiencies are rectified by instigating the appropriate level of management involvement and ensuring corrective actions are implemented.

The inspection and maintenance of operational equipment and process machinery, whose failure could have an impact upon the environment, will be covered by the Planned Preventative Maintenance system on site.

All bulk storage tanks, lagoons, the associated pipework and secondary containment will be inspected for sign of deterioration, damage and leaks. Where deficiencies are encountered, these will be reported using the incident and corrective action structure and repairs instigated.

Waste Storage Vessels

The site uses dedicated containers for storing waste materials prior to sending them to deployment sites for land spreading under normal operations. These vessels will be inspected for signs of deterioration, damage, leaks and to ensure appropriate freeboard is maintained. Freeboard is the vertical distance between the crest of the tank or lagoon and the stored materials surface, as illustrated below –



Silo systems will be inspected to ensure a minimum of 300 millimetres of freeboard is maintained and a minimum of 750 millimetres of freeboard is required for lagoons.

Where deficiencies are encountered these will be reported using the incident and corrective action structure and repairs instigated.

Particular attention is needed where storage vessels are located in "remote areas". A remote area is one where, in the normal course of events and their duties, an operator, farmer or landowner would not normally be in the vicinity of the storage vessel more than once every 10-14 days. Such storage vessels are more vulnerable to undetected vandalism or malicious damage and require additional control

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	EM 01-005 FUGITIVE EMISSIONS MONITORING PROGRAMME	Version No:	6
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measures.

All storage vessel locations will be assessed and a list compiled of those that would class as being in remote areas. Additional security measures will be applied to vessels in remote areas. Additional security measures to be applied will include:

- Physical protection of piping and valves by way of additional locked fencing or concrete/blockwork protection.
- Routing pipes and valves to be less visible and accessible.
- Fitting CCTV to view and monitor the condition of the valves and pipes.

Any additional security measures fitted to storage vessels will be recorded in a schedule of storage vessels.

Prior to any new build store being constructed, an environmental risk assessment of any proposed location for the store needs to be completed. The risk assessment will be documented and a record held on file.

Under normal operations, where applicable all stores will be empty of waste materials once deployments covering the store have expired / been utilised. The stores will be inspected and a record made to confirm that the store is empty, prior to submitting any new deployment application which includes the store.

Above ground stores will be fully cleaned out every 10 years and their integrity confirmed by a suitably trained member of site staff. Records of the clean down and inspection will be documented.

New Stores

Any new stores constructed to store wastes under an SRP 2010 No17 permit will be constructed in line with permit requirements.

The current SRP 2010 No17 v2 Permit states the following 'All non-stackable waste shall be stored within a secure container or containers (including lagoons) of an appropriate capacity, designed and constructed in accordance with an appropriate specification in CIRIA Report C759 Livestock manure and silage storage infrastructure for agriculture'.

Site Management will ensure documentation to confirm construction to the above standards is held at the AWSM Site Office.

Stores will inspected prior to the first delivery of waste to ensure they are fit for purpose.

Deliveries and Collections

All material deliveries and collections will contact Site Management prior to arrival at / collection from a deployment location. Drivers are instructed as to the waste vessel to make their delivery to / collection from. Spill kits are present at deployment stores and will be checked as part of the stores inspection for need of replenishment.

Corrective Action Structure

Any faults or deficiencies encountered by the monitoring programme will be detailed within the Incident and Corrective Action Report Form. These documents will instigate the appropriate level of management commitment to ensure any repairs are commissioned and undertaken. A review of the corrective action will be included to ensure satisfactory completion.

Training

Personnel responsible for the inspection, testing and maintenance of pollution prevention infrastructure are to be trained to an appropriate level to ensure compliance with the infrastructure monitoring programme.

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	EM 02-003 SPILL CONTROL PROCEDURE	Version No: 6
		Issue Date: 09.01.25
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1. **Purpose** - Control and mitigate the clean-up of spills and / or leaks of wastes or other potentially hazardous substances.

2. **Procedure:**

In the event of a spill / leak:

- I. The member of staff / contractor witnessing the spill is responsible for informing a member of Site Management;
- II. If safe to do so and wearing appropriate personal protective equipment, the member of staff / contractor is to stop the leak / spill at source if possible;
- III. If safe to do so and wearing appropriate personal protective equipment, the member of staff / contractor is responsible for trying to contain the spill using any spill kits provided and for soaking up the spill and transferring it to a container if possible.
- IV. Site Management will determine if the material can be returned to the storage vessel or is to be classified as hazardous or non-hazardous waste by following the EM 02-009 Waste Procedure;
- V. Site Management will arrange for the clean-up and collection of the waste stream as appropriate. Waste streams that have been cleaned up will be placed in a suitable container which will be labelled appropriately.
- VI. Any wastes collected by site from the deployment location / permitted site may be taken back to head office to await collection by a suitably licensed waste contractor.
- VII. Site Management are responsible for noting the type of material involved, approximately how much was spilt and how much may have escaped into the surrounding environment.
- VIII. Site Management will ensure that an Incident Report & Corrective Action Form (EM 03-001) is completed and will inform the relevant authorities, where necessary;
- IX. Site Management will ensure that the corrective actions detailed within the Incident & Corrective Action Form have been instigated;
- X. Site Management will determine if spill control equipment requires replenishment.

3. **Equipment Required:**

- Spill control equipment –squeegee, bucket and shovels will be carried on all delivery vehicles. For any minor spillages at stores, surrounding substrates such as soils will be used to absorb the spills.
- PPE.

	Environmental Management System		
	EM 02-005		Version No: 6
	WASTE ACCEPTANCE PROCEDURE		Issue Date: 28.10.24
	Page 1 of 2		

1. Purpose:

Outline the steps to be taken in order to prevent the acceptance of unsuitable / unpermitted wastes at site and to control the delivery of waste streams to site.

2. Procedure:

Waste Acceptance / Method of Delivery

- I. For all new waste streams to be accepted on site, the following information needs to be assessed and recorded. This detail is required in order to demonstrate that the waste can be accepted at site and processed in accordance with the site's permit.
 - List of Waste Code of the waste stream against the sites list of acceptable waste.
 - The type of process producing the waste.
 - The specific process from which the waste derives.
 - The quantity of waste to be accepted against permitted limits.
 - Where applicable - chemical analysis of the waste (individual constituents and as a minimum their percentage compositions).
 - The form the waste takes (solid, liquid, sludge etc).
 - Hazards associated with the waste.
 - The EM 02-005 Land Spread Procedure details the waste assessment to be completed by site prior to adding wastes to a land spread deployment / delivery to a permitted store.
- II. Waste streams are delivered direct to stores registered under deployments / site-based permits by AWSM Wagon Drivers and suitably trained Subcontractors.
- III. The Transport Manager directs drivers as to the stores to be delivered to.
- IV. Upon collection of the waste stream, the Driver will ensure a Waste Transfer Note (WTN) is completed or a WTN Season Ticket is in place, WTNs / Season Tickets need to provide the following information. This information is recorded by the bespoke AWSM app and / or hard copy.

WTN requirement	Example info to provide / Guidance on what is expected
Origin of the waste	Address where the waste has come from
Quantity	Quantity to be accepted on site e.g. 10 tonnes, 1 lorry load.
Transport Date	Date of collection and removal from origin site.
Carrier Details	The name of the Waste Carrier company
Recipients Details	The name of the Waste Receiver – AWSM Recycling Limited
Waste Description	Description of the waste being accepted on site, e.g. Wash Water.
EWC Codes	European Waste Catalogue codes – see accepted list of waste above.
Handling Requirements	Details of any specific handling requirements related to the waste stream.
Packaging/Storage Arrangements	Details of any specific packaging and storage requirements related to the waste stream.
Signed by Site of Origin and Carrier	The WTN should be signed off by the waste producer and carrier.
Confirmation of / details on the waste hierarchy consideration for	This is a tick box which must be completed by the producer of the waste.

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	EM 02-005		Version No: 6
	WASTE ACCEPTANCE PROCEDURE		Issue Date: 28.10.24
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WTN requirement	Example info to provide / Guidance on what is expected
the treatment / disposal option	
The Standard Industry Code (SIC) for the Company the waste has been collected from. This is to be taken from the 2007 SIC list.	The waste producers SIC as listed in the 2007 SIC list.

V. **Customers and Contractors** – Site Management are notified by email / phone, prior to deliveries being made by customers / contractors. Prior to the waste being delivered, Site Management will confirm with the customer / contractor:

- the waste to be delivered.
- the maximum volume that can be delivered; and
- the store the delivery is to be made to.

VI. Site Management maintain an inventory of the volumes of wastes held in individual stores. This inventory will maintain a 'live' balance of the volumes held in each store, so that loads can be directed accordingly. This inventory is maintained on the AWSM App.

VII. All drivers making deliveries to stores will follow the EM 02-012 Store Delivery Procedure.

Non-Conforming Loads

- i. Non-conforming loads arriving at site will either be rejected or be sent to an isolation area for quarantine;
- ii. Where loads are returned to the sender the supplier of the waste will be informed in writing and asked to provide results of their investigation into the circumstances of the delivery.
- iii. If waste streams arrive on site which the facility is not licensed to accept and are not returned to sender, site will send the waste to an appropriate facility for disposal or recovery.
- iv. Records of non-conforming waste received / identified at site and the action taken to remove the waste from site, will be detailed using the Incident and Corrective Action Report Form.

3. Records:

WTN's and Season Ticket WTN's for all waste delivered to AWSM will be held in the Site Office if hard copy / AWSM Cloud System for electronic records.

Duty of Care records (Waste Transfer Notes) for non-hazardous wastes must be held for a minimum of 2 years.

	Environmental Management System		
	EM 02-007 COMMUNICATION & COMPLAINTS PROCEDURE	Version No:	3
		Issue Date:	26.05.22
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1. Purpose - To manage all communications in relation to regulatory authorities, interested parties, staff and environmental complaints in relation to waste activities.

2. Procedure:

Complaint Handling

- I. Staff receiving complaints via the telephone or in person will record the complaint on a EM 03-003 Compliant Handling Form. If the complaint requires immediate action, Site Management would be informed without delay.
- II. Where odour complaints are emailed through by the Environment Agency and / or complainant directly, a copy of the email will be held on file with the EM 03-003 Complaint Handling Form.
- III. EM 03-003 Complaint Handling Forms together with letters of complaint or communication from authorities will be passed on to Site Management.
- IV. The EM 03-003 Complaint Handling Form will provide a record of whether the complaint requires immediate action, including communication with the relevant authorities.
- V. If a definite cause for the complaint is identified, corrective action will be detailed on the form or on an EM 03-001 Incident and Corrective Action Form.
- VI. Where no action is required, justification will be provided within the EM 03-003 Complaint Handling Form.
- VII. The implementation of the corrective action will be reviewed by Site Management and the Incident and Corrective Action / Complaint Form signed off on successful completion. The complainant will be notified of the changes made and the complaint will be deemed to be resolved.
- VIII. Where no specific cause can be found regarding the complaint, Site Management will monitor the particular issue for recurrence and a response will be issued to the complainant and the matter deemed to be resolved.
- IX. In all cases management will aim to complete the EM 03-003 Complaint Handling Forms within 7 working days of receipt of the complaint.

Regulators

- I. Formal reporting required by the Environmental Permit will be submitted to the EA in accordance with the Environmental Permit.
- II. For the following situations, the EA must be notified without delay by Site Management:-

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	EM 02-007 COMMUNICATION & COMPLAINTS PROCEDURE	Version No:	3
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- Any breach, or known imminent breach, of a Permit Condition;
 - Any occurrence / incident as defined in the Environmental Accident Management Plan, and specifically:-
 - “the detection of any malfunction, breakdown, or failure of equipment or techniques, accidents or fugitive emission which has caused, is causing or may cause significant pollution”
 - “the breach of a limit specified in the Permit”
 - “any significant adverse environmental effects”
 - Receipt of a valid environmental complaint (eg, odour).
- III. Immediate notification to the EA should be by telephone using the details in the Emergency Contact List;
- IV. For all situations stated in II above, written communication using the EM 04-001 Environment Agency Notification Forms should be provided within 24 hours of site being aware of the issue, unless otherwise agreed in writing with the EA site inspector;
- V. The Part B section of the form should be issued to the EA with all necessary supporting documents within a timeframe agreed with the EA.
- VI. All other communications with Regulators should be made or confirmed in writing and kept on record.

Regulators include:

- Environment Agency (EA)
- Local Authority
- Animal Health

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	EM 02-010 ODOUR ASSESSMENT PROCEDURE	Version No:	6
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1. Purpose:

Assess the level of odour generation from waste to land activities and the potential for off-site impacts so that pro-active mitigation can be undertaken.

2. Frequency

Odour monitoring will be undertaken at the following frequencies:-

- Given the remote nature of waste to land spread activities, as soon as possible upon receipt of a complaint from a third party or Regulator where the complaint has been reported for the same day.
- As soon as possible upon receipt of notification of odours from site staff or visitor/contractor;
- If any odour nuisance is detected while undertaking site operations;
- Following an on-site incident that could lead to odour emissions (e.g. major spillage of materials).
- Once Per week for Permitted Operations in AWSMs Yard.

3. Procedure:

- Staff completing the assessment should avoid strong food or drinks, including mints, coffee, and avoid smoking for at least half an hour beforehand.
- For all monitoring check the wind direction before you start and start upwind taking a route to finish monitoring at a downwind location.
- Monitoring will be completed at a minimum of four points, e.g. one in each compass direction from the area of operations under assessment, with one upwind and one downwind of operations.
- Where you test will depend on whether you are:
 - responding to a complaint.
 - checking for odour at a particular sensitive receptor / known complainant location.
 - are trying to establish the source of an odour; and
 - wind direction.

With reference to the above, complete the EM 03-005 Odour Monitoring Form as follows:

- Note name of the assessor, the date and reason for the odour assessment (Routine / Following a Compliant / Incident);
- Confirm site operational and note any relevant operations (e.g. waste applied to fields by dribble bar) and / or off-site conditions (e.g. farm muck spreading to fields close to site);

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Spend at least four to five minutes at each odour assessment point. One to two minutes is ok at upwind location points where detection of site odours is considered unlikely. For each location record the following:

- Note the time the odour assessment started and was completed;
- Add the Receptor Sensitivity using the key below;
- Complete the prevailing weather conditions for each monitoring location;
- Details of any odour detected in terms of its Intensity / Detectability using the scales below -
- If any odour detected, note whether this a Constant or an Intermittent Odour, or score its persistence using the scales below;
- Describe any odour detected (e.g. odour from neighbouring property), listing the odour source where this is identifiable.
- When undertaking monitoring, if an odour of interest is detected when moving between monitoring locations, complete an assessment at this location and mark the assessment point on the plan.
- Where off-site odours are detected which could impact on receptors, perform the following:
 - Inform the Site Management and complete an EM 03-001 Incident and Corrective Action Report Form;
 - Identify likely source and mitigate where possible;
 - Inform the Regulator following the EM 02-009 Communication and Complaints Procedure.

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Key / Monitoring Guide

<p>General / Location</p> <ul style="list-style-type: none"> • Site Operations - Normal / Abnormal - Note any specific activity being undertaken that could give rise to odour. • Record date, time commenced odour assessment, length of time the odour remained, time odour ceased and returned. • Location (street name, house number or place). • Comments / Observations - Note If properties are occupied, if residents are at home, windows open on the property, washing out in the garden, reaction of members of the public as they walk through any odorous and potentially offensive plume, if caravans/ tents present, etc • Description of the odour and how it makes you feel • Are odorous activities or permitted sites visible, what can you see, e.g. collection of odorous materials • Can you detect any other off-site odour sources. 	
<p>Location, sensitivity where odour detected</p> <ol style="list-style-type: none"> 1. Low sensitivity (e.g. footpath, road) 2. Medium sensitivity (e.g. industrial or commercial workplaces) 3. High sensitivity (housing, pub/ hotel etc) <p>(Consider the proximity to seasonal tourism caravan/ camping sites and other places where human activity may be concentrated, nature reserve footpaths / fishing lakes, schools etc)</p>	
<p>Weather Conditions</p> <p>Temperature (In car thermometer reading), warm, mild, cold, hot, dry, rain, fog or snow. Data can be taken from local online weather reports. Check to ensure consistent with on ground conditions.</p> <p>Wind strength, The Beaufort Scale</p> <p>0 = Calm (Smoke rises vertically)</p> <p>1 = Light air (Direction of wind shown by smoke drift)</p> <p>2 = Light breeze (Wind felt on face, leaves rustle)</p> <p>3 = Gentle breeze (Leaves & small twigs in constant motion)</p> <p>4 = Moderate breeze (Raises dust & loose paper, small branches moved)</p> <p>5 = Fresh breeze (Small trees in leaf begin to sway)</p> <p>6 = Strong breeze (Umbrellas used with difficulty)</p> <p>7 = Inconvenience felt when walking against wind)</p>	
<p>Intensity (Detectability) Rating</p> <ol style="list-style-type: none"> 0. No odour 1. Very faint odour 2. Faint odour 3. Distinct odour 4. Strong odour 5. Very strong odour 6. Extremely strong odour 	<p>Extent & Persistence</p> <ol style="list-style-type: none"> 1. Local & transient (only detected on installation or at boundary when wind drops or blows) 2. Transient (as above but away from installation) 3. Persistent but fairly localised 4. Persistent & pervasive up to 50m from boundary 5. Persistent & widespread (50m+ from boundary)
<p>Offensiveness</p> <ol style="list-style-type: none"> 1. Less/ potentially offensive 2. Moderately offensive 3. Most/ highly offensive <p>(Depends on intensity, frequency of exposure and persistence. Although you may only be exposed for a few minutes take into account the long-term effect on receptors exposed on a regular basis)</p>	

	Environmental Management System		
	EM 02-023 DRAGER TUBE MONITORING PROCEDURE	Version No:	1
		Issue Date:	draft
Page 1 of 2			

1. Purpose:

To assist with taking Drager tube measurements from the Permitted Storage displaced gas filters.

2. Definitions:

DMS: Dimethyl Sulfide.

3. Procedure:

Process Steps

- I. Ensure the Drager tubes used are DMS Drager Tube 67 28 451 - this tube measures DMS at 1-15 ppm and Ammonia 2/a Drager Tube 67 33 23 – this tube measures Ammonia at 2-30 ppm
- II. Ensure the tubes are in date. The tubes have an expiry date stamped on their packaging;
- III. Ensure air is passing through the filters, e.g. delivery being made to the tanks, and note down site activities on the Drager Tube Result Form;
- IV. Ensure the stroke counter on the pump is set at zero (to reset to zero press the small button on the top of the pump);
- V. Take one tube for each species for each sample point to be tested.
- VI. Score and break off the tube to be used in the test on both ends to open it using the tool provided with the tubes;
- VII. Place the Drager tube into the pump with the arrow on the tube pointing in the direction of the pump as the arrow represents the direction of the air flow;
- VIII. Place the end of the tube within the filter discharge area;
- IX. Fully press down and release the pump and wait for the white dot to appear on the top of the pump handle, ensuring at all times the tube remains within the sample point;
- X. For Ammonia, repeat the above step on a further 4 occasions so that the pump is pressed and released 5 times in total, waiting for the white dot to appear each time. For DMS, repeat the above step on a further 19 occasions so that the pump is pressed and released 20 times in total, waiting for the white dot to appear each time;
- XI. Take a reading prior to removing the tube from the pump and note down on the Drager Tube Result Form the result shown on the tube to the nearest PPM;
- XII. The result will be shown by a change in colour of the tube from the exposed end of the tube towards the pump. The Ammonia tube will change from Yellow to Blue. The DMS tube will change from Violet to a Yellow Brown. The point at which the colour changes is where the reading should be taken from;
- XIII. The results recorded on the Drager Tube Result Form should then be logged onto a spread sheet so that trends in results can be established.

4. Equipment Required:

	Environmental Management System	
	EM 02-023 DRAGER TUBE MONITORING PROCEDURE	Version No: 1
		Issue Date: draft
Page 2 of 2		

- Dimethyl Sulfide and Ammonia Drager Tubes;
- Drager Tube Pump.

5. Records:

All records of Drager Tube testing will be detailed on the Drager Tube Result Form. These records will be kept for 6 years.

6. Monitoring:

Drager Tube monitoring will be undertaken on a 6 monthly basis.



Environmental Management System

**EM 03-001
INCIDENT & CORRECTIVE ACTION FORM**

Version No:	3
Issue Date:	04.04.22
Page 1 of 2	

Location on Site:		Date & time of Incident:	
Team / Staff involved:			
Incident / Non-Conformance / Complaint <i>(Delete as appropriate)</i>			
1. What happened?		2. What caused it?	
Member of Site Management (SM) informed:		[Tick] <input type="checkbox"/>	
Name:			
3. Immediate Correction required / taken			
Designated SM / staff member to deal with incident resolution			
Corrective Action Required	Yes/No	Implemented by:	
4. Is an EA notification required to be sent to the Environment Agency?		Yes* / No	
		*EA Notification Form ref:	
Incident report signed by Director or SM:		Date:	
5. Corrective action			
Target date corrective action to be completed:			
Corrective action agreed & signed by Site Management:		Date:	
Corrective action confirmed as completed by:		Date:	

EM03-001 Incident & Corrective Action Form - Guidance

AS SOON AS YOU HAVE COMPLETED THE FORM, HAND IT IMMEDIATELY TO A MEMBER OF SITE MANAGEMENT

Related Procedures

For further clarification, definitions or details please refer as necessary to:

- EM 01-002 –Environmental Accident Management Plan
- EM 02-002 – Emergency & Incident Procedure
- EM 02-003 – Spill Procedure
- EM 02-007 – Communications and Complaints Procedure

Form - Page 1 guidance notes

Note, where necessary, when completing the form overleaf, continue on separate sheet & add Incident Date, Time and your Name to each page. Attach any further sheets to this one.

Section of form		Guidelines
1	Incident (includes permit beaches, spills and leaks)	Description of the environmental emergency, incident or near miss. Refer to EM 02-002 if required for definition. Please detail what happened including, <u>as appropriate</u> , what & how much material was involved, where did the material go, who was involved, equipment/machinery involved, materials lost, detail emissions that went off site, who was contacted and any other information you consider relevant.
	Non-conformance	If the issue relates to a non conformance with the EMS – detail the errors in “what happened” (could include: not following procedures, incorrect completion for forms, errors on schedules, issues identified by audits)
	Complaint	Upon on receipt of a complaint relating to environmental issues (e.g. noise/dust/odour/litter) – provide the following details in “what happened”:- name of complainant; date and time of complaint; contact details for complainant; location of complaint; description of complaint. Also add weather conditions at time of complaint (temp, wind speed and direction, cloudy/raining), activities on site that might relate to complaint (eg delivery of waste materials to field storage tank). Where appropriate, include actions required and record of feedback to complainant.
2	What caused it	This should attempt to identify what is the root cause of the issue that has been listed in the “what happened” section
3	Immediate correction	Detail what action was taken, what procedures were followed
4	EA Notification requirements	EA to be informed without delay following the detection of any malfunction, breakdown or failure of equipment or techniques, accident or emission of a substance not controlled by an emission limit which has caused, is causing or may cause significant pollution. Written confirmation to be provided to the EA using EM 04-001 within 24 hours of the issue being identified.
5	Corrective Action	Provide a description of corrective actions to be undertaken, resources required, desired outcomes following implementation of actions

	Environmental Management System		
	EM 03 002	Version No:	2
		Issue Date:	04.04.22
DOCUMENT CONTROL UPDATE RECORD			Page 1 of 1

Document			Revision Date	All Obsolete Controlled Documents Returned ¹	Nature of / Reason for Revision (including page number / section)	New Version Number Issued	Signed	Date of Re Issue
Ref.	Name	Version						

Note:

1. Controlled Copies of EMS documents are held in the following locations:
 - a. Site Office

	Environmental Management System		
	EM 03-003		Version No: 3
	COMPLAINT HANDLING FORM		Issue Date: 26.05.22
	Page 1 of 1		

Admin Details	
Staff Member Completing the Form	Today's Date
Complaint References / Identifiers¹	Time and Date of Alleged Environmental Issues
Type of Complaint/s - Odour / Noise / Dust / Flies / Other	
Complainants Descriptions²	
Detail Weather Data at Time Closest to Compliant (Wind Direction / Wind Speed / Temperature)	
Initial Evaluation / Response to Complaint/s	
Further Action Details	
Action Taken - One of 1, 2 or 3	Reasoning / Document Reference
1 No Further Action Required	<i>Ensure sufficient written justification is provided above or cross referenced to –</i>
2 EM 03-001 Incident and Corrective Action Form ³	
Feedback	
If requested – details of correspondence sent to provide feedback to the Regulator / Complainant if requested?	Copy of this form emailed to EA.
Notes – 1 - Use the Environment Agency's National Incident Report Number for all Complaints received from the EA 2 – Take detail from written correspondence / add notes from telecon 3 – The EM 03-001 will detail if a Schedule 5 Notification is required to be provided to the Environment Agency. 4 - All complaints to be logged onto our central record & this completed Complaint Handling Form will be stored electronically or in hard copy with copies of all written correspondence associated to the complaint/s.	



Environmental Management System

**EM 03-005
ODOUR MONITORING FORM**

Version No:	3
Issue Date:	26.05.22

Staff Name:		Date	
Site Operational (Y / N)		Reason for Assessment	Routine / Complaint / Incident
Start & Finish Time of Test			
Location of Test			
Receptor Sensitivity			
Weather conditions (dry, rain, fog, snow, etc):			
Temperature (very warm, warm, mild, cold, or degrees if known)			
Wind strength (none, light, steady, strong, gusting) Use Beaufort scale if known			
Wind direction (e.g. from NE)			
Odour Intensity / Detectability			
Constant or Intermittent in this period or Persistence			
What does it smell like?			
Offensiveness			
State odour source if evident			
Any other comments or observations			
Cross Reference to any additional monitoring / corrective action forms / notes.			

	Environmental Management System		
	EM 03-005		Version No: 3
	ODOUR MONITORING FORM		Issue Date: 26.05.22
	Page 2 of 2		

Key / Monitoring Guide

<p>General / Location</p> <ul style="list-style-type: none"> • Site Operations - Normal / Abnormal - Note any specific activity being undertaken that could give rise to odour. • Record date, time commenced odour assessment, length of time the odour remained, time odour ceased and returned. • Location (street name, house number or place). • Comments / Observations - Note If properties are occupied, if residents are at home, windows open on the property, washing out in the garden, reaction of members of the public as they walk through any odorous and potentially offensive plume, if caravans/ tents present, etc • Description of the odour and how it makes you feel • Are odorous activities or permitted sites visible, what can you see, e.g. collection of odorous materials • Can you detect any other off-site odour sources. 	
<p>Location, sensitivity where odour detected</p> <ol style="list-style-type: none"> 1. Low sensitivity (e.g. footpath, road) 2. Medium sensitivity (e.g. industrial or commercial workplaces) 3. High sensitivity (housing, pub/ hotel etc) <p>(Consider the proximity to seasonal tourism caravan/ camping sites and other places where human activity may be concentrated, nature reserve footpaths / fishing lakes, schools etc)</p>	
<p>Weather Conditions</p> <p>Temperature (In car thermometer reading), warm, mild, cold, hot, dry, rain, fog or snow.</p> <p>Data can be taken from local online weather reports. Check to ensure consistent with on ground conditions.</p> <p>Wind strength, The Beaufort Scale</p> <p>0 = Calm (Smoke rises vertically)</p> <p>1 = Light air (Direction of wind shown by smoke drift)</p> <p>2 = Light breeze (Wind felt on face, leaves rustle)</p> <p>3 = Gentle breeze (Leaves & small twigs in constant motion)</p> <p>4 = Moderate breeze (Raises dust & loose paper, small branches moved)</p> <p>5 = Fresh breeze (Small trees in leaf begin to sway)</p> <p>6 = Strong breeze (Umbrellas used with difficulty)</p> <p>7 = Inconvenience felt when walking against wind)</p>	
<p>Intensity (Detectability) Rating</p> <ol style="list-style-type: none"> 0. No odour 1. Very faint odour 2. Faint odour 3. Distinct odour 4. Strong odour 5. Very strong odour 6. Extremely strong odour 	<p>Extent & Persistence</p> <ol style="list-style-type: none"> 1. Local & transient (only detected on installation or at boundary when wind drops or blows) 2. Transient (as above but away from installation) 3. Persistent but fairly localised 4. Persistent & pervasive up to 50m from boundary 5. Persistent & widespread (50m+ from boundary)
<p>Offensiveness</p> <ol style="list-style-type: none"> 1. Less/ potentially offensive 2. Moderately offensive 3. Most/ highly offensive <p>(Depends on intensity, frequency of exposure and persistence. Although you may only be exposed for a few minutes take into account the long-term effect on receptors exposed on a regular basis)</p>	

	Environmental Management System		
	EM 03 006 AUDIT & DOCUMENT REVIEW RECORD FORM	Version No:	2
		Issue Date:	04.04.22
Page 1 of 1			

Note: When completed this form becomes a record stored in EM 008-004

Internal audit/review report

Date of Audit /
Review:

Auditor(s) / Reviewers:

Site Management member(s) present:

Description of areas covered by
audit / review:

Audit / Review findings

Item no.	Item Description	Current Status	Findings (Errors / Weaknesses / Best Practice Examples)	Improvements / Actions Required	Timeframes & Responsibility for Improvements	Date Actions / Improvements Completed

Date Audit / Review Issued to Site:



Environmental Management System

**EM 03-016
WEEKLY SITE INSPECTION FORM**

Version No: 1

Issue Date: Draft

Page 1 of 1

W / c:	Monday				Tuesday				Wednesday				Thursday				Friday			
Question	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Permitted Area																				
Covered Tanks																				
Yard Area																				
Skip Area																				
Answer Q's Yes / No (Y / N) based on the questions set out below for each site area.																				
Q 1 -Area free from waste spillages any other noticeable causes for concern?																				
Q 2 - Area free of mud / debris / litter and clean and tidy?																				
Q 3 – Area free of spills and Spill kits present where applicable?																				
Q 4 – Fill level below Max Fill Point detailed on the level gauge?																				
Notes:																				
1. The member of staff undertaking the inspections is responsible for instigating corrective actions immediately where practicable as part of their job duties and noting these in the comments section below. Where unable to instigate corrective actions, complete the EM 03-001 Incident and Corrective Action Report Form.																				
Comments:																				

	Environmental Management System	
	EM 03-017 CUSTOMER AUDIT FORM	Version No: 1
		Issue Date: draft
	Page 1 of 1	

The Form below is to be completed by Site Management for all new wastes to be delivered under the Land Spread and / or Permitted Stores Permit.

Copies of the completed Form are to be held for the lifetime of the Environmental Permits.

Waste Pre-Acceptance Form	
Form Completed By:	
Date:	
Company Name of Waste Producer:	
Waste Producing Site Address:	
EWC Code of the Waste (to be provided by Waste Producer):	
EWC Description of the Waste:	
Is the Waste Stream Listed within the Accepted List of Wastes within our Land Spread Environmental Permit?	
Is the Waste Stream Listed within the Accepted List of Wastes within our Permitted Stores Environmental Permit?	
Date representative sample sent for analysis in line with EM 02-005 Land Spread Procedure?	
Analysis Results Report Reference:	
Waste to be added to EM 03-011 Waste Schedule / EM 05—008 Approved Supply Schedule ?	
Any further comments: e.g. detail where analysis results are unfavourable / confirmatory sample sent for analysis.	



Environmental Management System

EM 03-018 DRAGER TUBE RESULT FORM

Version No:	1
Issue Date:	draft
Page 1 of 1	

Member of Staff Undertaking the Monitoring:	Date:

Description of on Site Operations During Testing and Confirm Air Passing Through Filters (look to feel air flow after the final filter discharge point on the back of your hand)

Sample Point			
Ammonia Result PPM			
H2S Result PPM			
Site Management to Complete			
Result Logged onto Spread Sheet			
Trends in Results Determined			

Comments:

	Environmental Management System		
	EM 05-001 EMERGENCY CONTACT LIST	Version No:	8
		Issue Date:	17.01.24
		Page 1 of 1	

Emergency Contact Listing

Name (of Service)	Contact	Telephone No.
Ambulance	Switch Board	999
Fire Brigade	Switch Board	999
Police	Switch Board	999
Environment Agency	24-7 Pollution Hotline	0800 807060 (24 Hours)
Director / TCM	Adam Metcalfe	07967 655205
Environmental Manager / TCM	Edward Bennett	07946 038550
Transport Manager	Andrew Gibson	07885 481936
HSE	Helpline	0845 300 99 23

	Environmental Management System		
	EM 05-008 APPROVED SUPPLY SCHEDULE	Version No:	1
		Issue Date:	Draft
Page 1 of 1			

Updated: xx-xx-xx

Waste Producer	Waste Producer Address	Waste Producer Standard Industry Classification	Waste Stream	List of Wastes Code	Waste Description	Nature of odours – fresh material	Nature of odours – degraded material	Odour Intensity
<i>Hartlepool - BioConstruct NewEnergy Ltd</i>	<i>Hartlepool BioPower Anaerobic Digestion Plant, Brenda Road, Hartlepool, Teesside, TS25 2BW</i>	<i>38120</i>	<i>Anaerobic Digestate</i>	<i>19 06 06</i>	<i>Digestate from Anaerobic Digestion</i>	<i>Slurry/ Waste waters from food processing</i>	<i>Slurry</i>	<i>1</i>

Notes:

- The table details the waste streams that can be delivered to site-based stores, in order to provide a source material inventory as required by the Environment Agency’s Odour Management Plan guidance. This table will be reviewed on an annual basis or when new wastes pass pre-acceptance checks.
- Odour Intensity – Score based on the following Key taken from the Environment Agency’s H4 Odour Management, How to comply with your environmental permit.
0 No odour, 1 Very faint odour. 2 Faint odour. 3 Distinct odour, 4 Strong odour, 5 Very strong odour, 6 Extremely strong odour.

	Environmental Management System		
	EM 05-009		Version No: 1
	SENSITIVE RECEPTOR SCHEDULE		Issue Date: Draft
	Page 1 of 2		

Table 1 below details sensitive receptors identified within a 2 kilometre radius (unless otherwise specified), of the proposed site boundaries. For clarity only the closest receptor in each direction is listed.

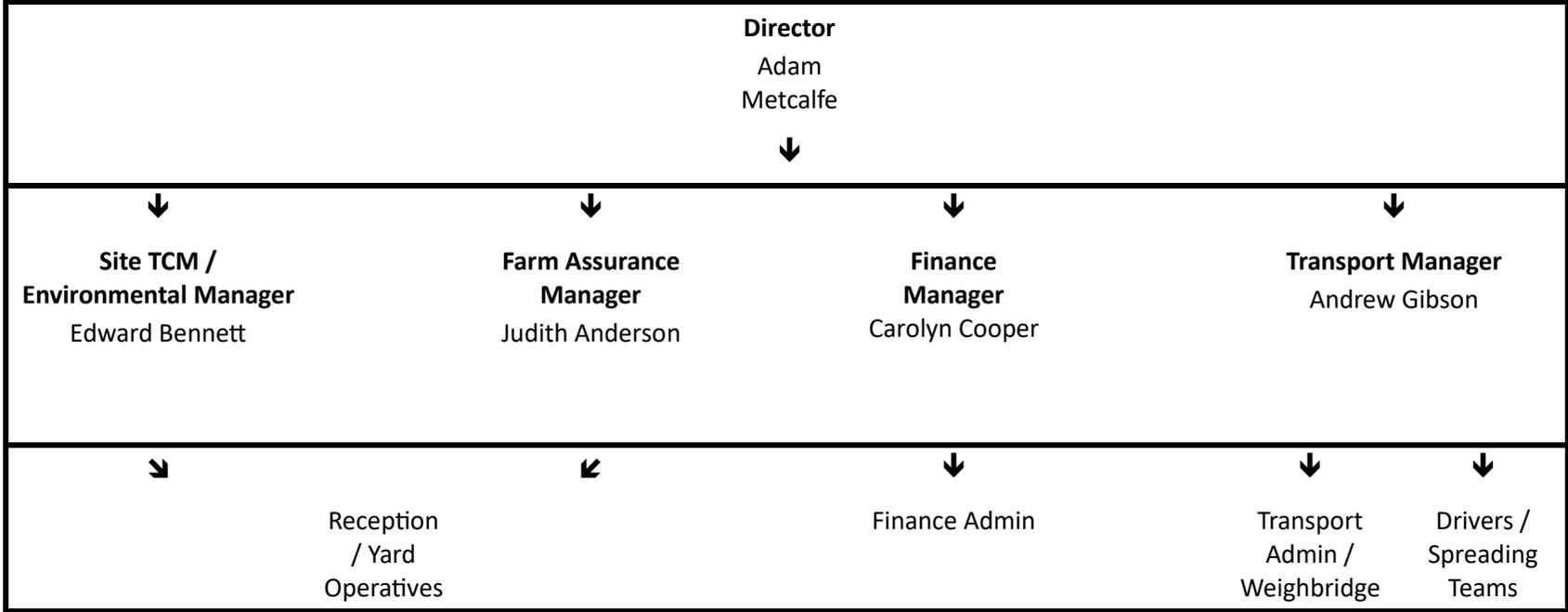
Table 1 - Sensitive Receptors			
Receptor Classification	Compass Direction	Approx Distance from the Proposed Installation ¹	Plan Reference²
Human Occupied Receptors (within 1 km)			
Residential.	NW	c. 0.56 km	R1
	SE	c. 0.24 km	R2
	SW	c. 0.72 km	R3
Industrial / Commercial / Offices.	None identified within 1 km closer than the above receptors.		
Habitat Receptors³			
Ramsar (England) (within 5km).	None identified within 5 km.		
Brignall Banks SSSI (England) (within 5km).	NW	c. 3.75 km	Not shown on plan due to distance from the site.
Special Areas of Conservation (England) (within 5km).	None identified within 5 km.		
Special Protection Areas (England) (within 5km).			
Local Nature Reserve (England).	None identified within 2 km.		
National Nature Reserve (England)	None identified within 2 km.		
Ancient Woodland.	None identified within 2 km.		
Water Resource Receptors (within 1 km)			
Land Drain.	W	c. 0.32 km	W1
Hutton Beck.	N	c. 0.76 km	W2
Land Drain.	E	c.0.84 km	W3
Land Drain.	SE	c.0.75 km	W4
Ground Water ³ .	The site is located on a Secondary Aquifer.		
	The site is not within a Source Protection Zone or a Drinking Water Safeguard Zone.		

	Environmental Management System		
	EM 05-009		Version No: 1
	SENSITIVE RECEPTOR SCHEDULE		Issue Date: Draft
	Page 2 of 2		

Table 1 - Sensitive Receptors			
Receptor Classification	Compass Direction	Approx Distance from the Proposed Installation ¹	Plan Reference²
Flood Risk.	Flood zone 1 = Locations in flood zone 1 have a low probability of flooding. This means in any year land has a less than 0.1% chance of flooding from rivers or the sea		
Other Receptors			
Highways and Transportation ⁴ .	S	c. 0.17 km	T1
Air Quality Management Areas ⁵ .	Site is not located within an Air Quality Management Area.		
Scheduled Monuments (within 1km).	None identified within 1 km.		
Table Notes: *: Closest receptor identified from the proposed Permit Boundary. 1: Distance shown measured using Ordnance Survey data provided by Promap. 2: Locations shown on the EM 06-001 Sensitive Receptor Plan. 3: Habitat / Groundwater Source Protection Zones areas identified using the MAGIC Website, February 2024. 4: Closest local road network only. 5: AQMA locations reviewed through DEFRA's website – February 2024.			

	Environmental Management System		
	EM 01-010 ORGANOGRAM	Version No:	1
		Issue Date:	Draft
Page 1 of 1			

AWSM Recycling Limited – Organogram





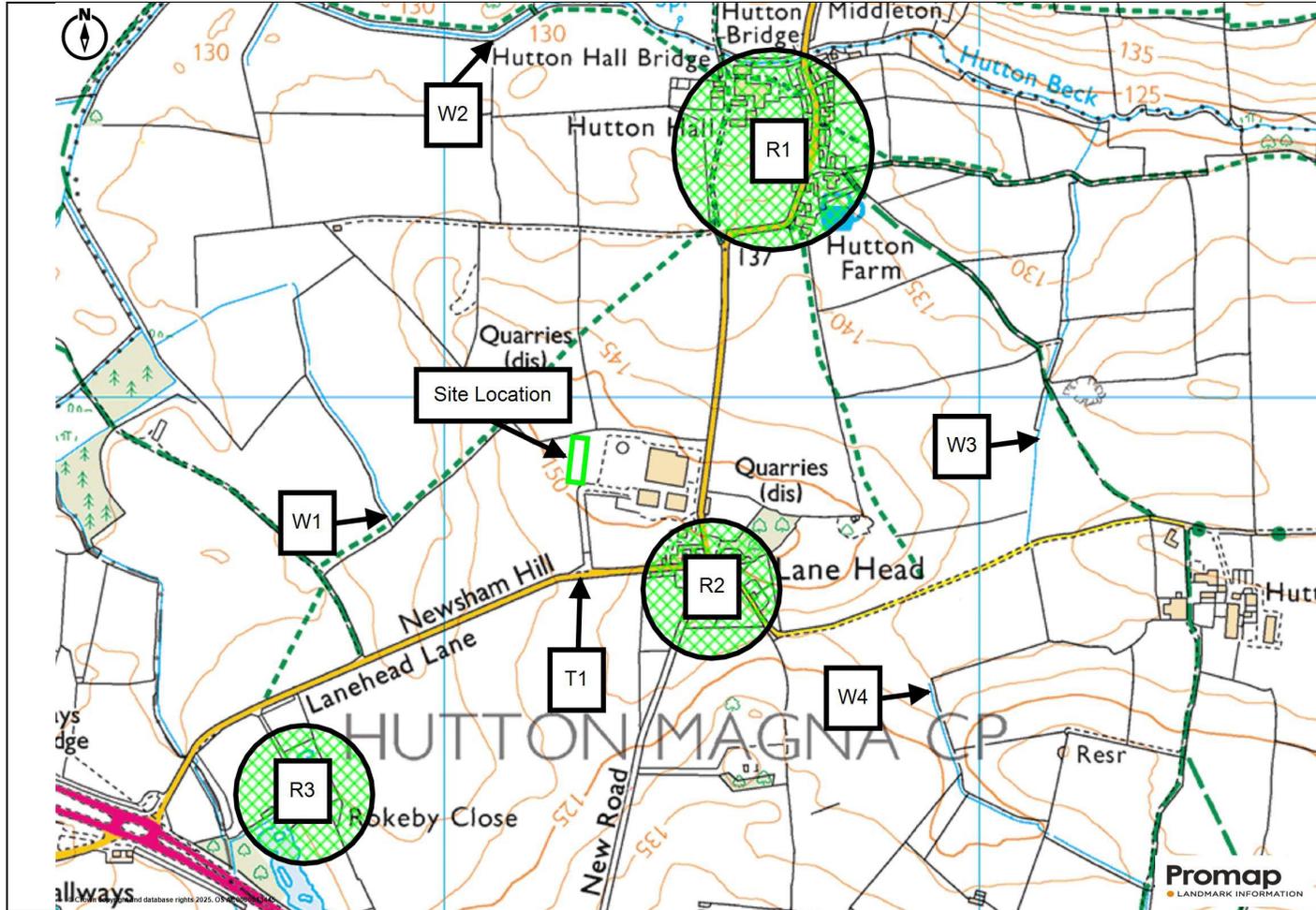
Environmental Management System

EM 06-001
SENSITIVE RECEPTOR PLAN

Version No: 1

Issue Date: draft

Page 1 of 1



Drawing Title
Sensitive Receptor Plan

Scale
1:12,500

Version
1

Date Drawn
02-02-2025

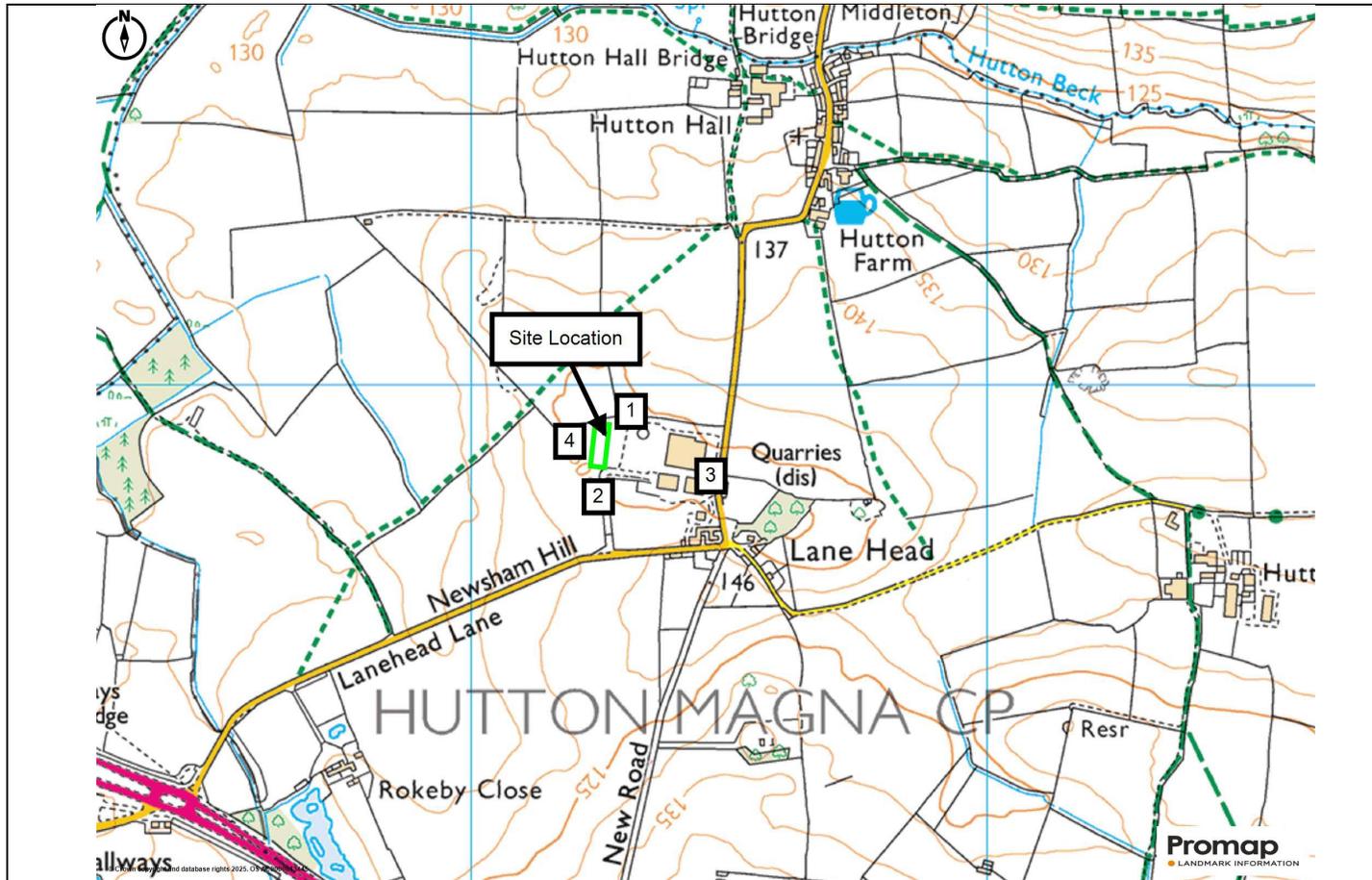
Notes:



Environmental Management System

EM 06-004
ODOUR MONITORING LOCATION PLAN

Version No: 1
Issue Date: draft



Drawing Title
<i>Odour Monitoring Location Plan</i>
Scale
1:12,500
Version
1
Date Drawn
07-02-2025
Notes:

	Environmental Management System		
	EM 07-001 TRAINING MATRIX	Version No:	7
		Issue Date:	draft
		Page 1 of 4	

Introduction - The Training Matrix below outlines the Environmental Management System (EMS) documents that staff will be trained in. Training Records will be held either in hard copy in the individuals Personnel File or electronically on 'Atlas' which is the Company's online training platform.

Number	Title	Director	Environmental Manager / TCMs	Transport Manager / Transport Admin	Farm Assurance Manager	Spreading Teams	Wagon Drivers	Operatives	Reception
EM 00	System Index	✓	✓	-	-	-	-	-	-
EM 01-001	Environmental Policy	✓	✓	✓	✓	-	-	-	-
EM 01-002	Environmental Accident Management Plan	✓	✓	-	-	-	-	-	-
EM 01-003	Odour Management Plan	✓	✓	-	-	-	-	-	-
EM 01-004	Organisation Structure and Responsibilities	✓	✓	-	-	-	-	-	-
EM 01-005	Fugitive Emissions Monitoring Programme	✓	✓	-	-	-	-	-	-
EM 01-006	Site Closure Plan	✓	✓	-	-	-	-	-	-
EM 01-007	Permitted Store Odour Management Plan	✓	✓	✓	✓	-	-	-	-
EM 01-008	Fire Prevention Plan	✓	✓	✓	✓	-	✓	✓	✓
EM 01-009	Planned Preventative Maintenance System	✓	✓	-	-	-	-	-	-
EM 02-001	Overarching Procedure Requirements	✓	✓	✓	✓	✓	✓	✓	✓
EM 02-002	Emergency and Incident Procedure	✓	✓	✓	✓	✓	✓	-	-
EM 02-003	Spill Procedure	✓	✓	✓	✓	✓	✓	-	-
EM 02-004	Waste Acceptance Procedure	✓	✓	✓	-	-	-	-	-
EM 02-005	Land Spread Procedure	✓	✓	-	-	-	-	-	-
EM 02-006	Drivers Field Manual	✓	✓	-	-	✓	-	-	-
EM 02-007	Communication and Complaints Procedure	✓	✓	-	-	-	-	-	✓



Environmental Management System

EM 07-001 TRAINING MATRIX

Version No: 7
Issue Date: draft

Number	Title	Director	Environmental Manager / TCMs	Transport Manager / Transport Admin	Farm Assurance Manager	Spreading Teams	Wagon Drivers	Operatives	Reception
EM 02-008	Document Control Procedure	✓	✓	-	-	-	-	-	-
EM 02-009	Waste Procedure	✓	✓	-	-	-	-	-	-
EM 02-010	Odour Assessment Procedure	✓	✓	-	✓	-	-	-	✓
EM 02-011	Land Application Procedure	✓	✓	-	-	✓	-	-	-
EM 02-012	Store Delivery Procedure	✓	✓	✓	-	✓	✓	-	-
EM 02-013	Non-Waste Drivers Field Manual	✓	✓	-	-	✓	-	-	-
EM 02-014	Contractor Spreading Procedure	✓	✓	-	-	✓ (sub contractors only)	-	-	-
EM 02-015	Store Inspection Procedure	✓	✓	-	-	-	-	✓	-
EM 02-016	Biosolid Soil Sample Procedure	✓	✓	-	-	-	-	-	-
EM 02-017	Biosolid Application Procedure	✓	✓	-	-	-	-	-	-
EM 02-018	Suspected Field Contamination Investigation Procedure	✓	✓	-	-	-	-	-	-
EM 02-019	Store Stirring Procedure	✓	✓	-	-	✓	-	✓	-
EM 02-020	New Projects Procedure	✓	✓	-	-	-	-	-	-
EM 02-021	Waste Pre-Acceptance Procedure	✓	✓	✓	-	-	✓	-	-
EM 02-022	Waste Storage Procedure	✓	✓	✓	-	-	✓	✓	-
EM 03-001	Incident and Corrective Action Report Form	✓	✓	-	-	-	-	-	-
EM 03-002	Document Control Update Form	✓	✓	-	-	-	-	-	-
EM 03-003	Complaint Handling Form	✓	✓	-	-	-	-	-	✓
EM 03-004	Drivers Record Sheet	✓	✓	-	-	✓	-	-	✓
EM 03-005	Odour Monitoring Form	✓	✓	-	✓	-	-	-	✓



Environmental Management System

EM 07-001 TRAINING MATRIX

Version No:	7
Issue Date:	draft

Number	Title	Director	Environmental Manager / TCMs	Transport Manager / Transport Admin	Farm Assurance Manager	Spreading Teams	Wagon Drivers	Operatives	Reception
EM 03-006	Audit and Document Review Form	✓	✓	-	-	-	-	-	-
EM 03-007	Field Assessment Form	✓	✓	-	-	-	-	-	-
EM 03-008	Land Spread Inventory	✓	✓	-	-	-	-	-	-
EM 03-009	Waste Written Information Record	✓	✓	-	-	-	-	-	-
EM 03-010	Storage Vessel Inspection Form	✓	✓	-	-	-	-	✓	-
EM 03-011	Deployment Schedule	✓	✓	-	-	-	-	-	-
EM 03-012	Farm Management Form	✓	✓	-	-	-	-	-	-
EM 03-013	Farm Field Assessment Form	✓	✓	-	-	-	-	-	-
EM 03-014	WTN Season Ticket	✓	✓	✓	-	-	-	-	✓
EM 03-015	Environmental Improvement Record	✓	✓	-	-	-	-	-	-
EM 04-001	Environment Agency Notification Form	✓	✓	-	-	-	-	-	-
EM 05-001	Emergency Contact List	✓	✓	✓	✓	✓	✓	✓	✓
EM 05-002	PAS110 Schedule	✓	✓	✓	-	-	-	-	-
EM 05-003	Waste Written Information Schedule	✓	✓	-	-	-	-	-	-
EM 05-004	Fugitive Emissions Monitoring Programme Schedule	✓	✓	-	-	-	-	-	-
EM 05-005	Tanker Wash Out Schedule	✓	✓	✓	✓	-	✓	-	-
EM 05-007	Combustible Waste Schedule	✓	✓	✓	✓	-	-	-	-
EM 05-008	Approved Supply Schedule	✓	✓	✓	-	-	-	-	-
EM 05-009	Sensitive Receptor Schedule	✓	✓	-	✓	-	-	-	-
EM 06-001	Sensitive Receptor Plan	✓	✓	-	✓	-	-	-	-



Environmental Management System

EM 07-001 TRAINING MATRIX

Version No:	7
Issue Date:	draft

Number	Title	Director	Environmental Manager / TCMs	Transport Manager / Transport Admin	Farm Assurance Manager	Spreading Teams	Wagon Drivers	Operatives	Reception
EM 06-002	Site Layout and Boundary Plan	✓	✓	✓	✓	-	-	-	-
EM 06-003	Site Fire Prevention Plan	✓	✓	✓	✓	-	-	✓	-
EM 07-001	Training Matrix	✓	✓	-	✓	-	-	-	-
EM 07-002	Training Records	✓	✓	-	✓	-	-	-	-
EM 07-003	TCM-NCP Training Requirements	✓	✓	-	-	-	-	-	-
EM 07-004	Waste Reception and Storage Controls Techniques	✓	✓	-	-	-	-	-	-
EM 07-005	Environmental Impact Management of Landspread Activities	✓	✓	-	-	-	-	-	-
EM 07-006	AWSM App Training - Drivers	✓	✓	✓	-	-	✓	-	✓
EM 07-007	AWSM App Training – Spreading Records	✓	✓	✓	-	✓	-	-	✓
EM 07-008	Environmental Fines Training Aid	✓	✓	✓	✓	✓	✓	-	-
EM 07-009	Trailer Wash Out Briefing Note	✓	✓	✓	✓	-	✓	-	-



Environmental Management System

**EM 07-002
TRAINING RECORD**

Version No: 2

Issue Date: 03.05.22

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Name						
Position						
EMS Document Reference	EMS Document Title	Issue Number	Issue Date	Date of Training	Signature to confirm understanding and implications of the documentation / completion of training.	
					Trainee	Management

	Environmental Management System		
	EM 01-007 PERMITTED STORE ODOUR MANAGEMENT PLAN	Version No:	1
		Issue Date:	draft
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Appendix C: Carbon Filter Data Sheet

PV300/PV600/PV900 - Passive Activated Carbon Filters For Sewage Odours

Introduction

The **PV** range of passive activated carbon filters are suitable for a wide range of applications including the control of odour in sludge/sewerage holding tanks. Available in both granular and pelletised forms they feature a disposable/refillable filter cell containing impregnated activated carbon suitable for Hydrogen Sulphide and sewage odour removal. They have a capacity up to 430m³/h. Fan assisted versions are available where operating on a forced ventilation basis is required.

Typical Applications

- Sludge/sewerage holding tanks
- Pump sumps - under positive pressure

Features & Benefits

- Beige Polypropylene construction
- Disposable or refillable filter
- Powered vent option available

Designed for adsorbing vent gases from sewerage process and digestion tanks on a passive basis

	PV300 70m ³ /h	PV600 280m ³ /h	PV900 430m ³ /h
A	100mm ^Ø	315mm ^Ø	315mm ^Ø
B	310mm X 310mm	610mm X 610mm	920mm X 610mm
C	500mm X 500mm	900mm X 900mm	1210mm X 900mm
D	450mm	650mm	650mm
E	350mm	550mm	550mm

Flange	PV300	PV600	PV900
I.D.	100mm ^Ø	315mm ^Ø	315mm ^Ø
O.D.	180mm ^Ø	395mm ^Ø	395mm ^Ø
P.C.D	135mm ^Ø	350mm ^Ø	350mm ^Ø

