

ODOUR MANAGEMENT PLAN

Morson Road, Enfield, EN3 4NQ

A&P Skips Limited

Version:	1.1	Date:	07 November 2022		
Doc. Ref:	3101-003-I	Author(s):	IA	Checked:	AMI
Client No:	3101	Job No:	003		



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Document History:

Version	Issue date	Author	Checked	Description
1.0	01/09/2022	IA	--	Internal draft
1.1	07/11/2022	IA	--	Application copy

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1 Introduction

1.1 General

1.1.1 Oaktree Environmental Ltd has been instructed by A&P Skips Limited to prepare an Odour Management Plan (“OMP”) for their waste transfer and treatment facility at Morson Road, Enfield, EN3 4NQ.

1.1.2 The registered address and contact details for A&P Skips Limited (i.e. the ‘site operator’) is:

Morson Road, Enfield, EN3 4NQ.

Contact: Andrew Marinos Ioannou

Operator Director

1.1.3 The site is operated in accordance with an Environmental Management System (EMS) and Fire Prevention Plan (FPP) along with other documents targeted to specific environmental considerations including this OMP.

1.1.4 This OMP will allow A&P Skips Limited to implement an action plan should the site operatives detect an odour presence, receive complaints from local business or residents and if the EA suspects odour emissions from the site during an inspection.

1.2 Site location

1.2.1 The site is located on Land at Morson Road, Enfield, EN3 4NQ.

1.2.2 The site is predominantly located in a mixed industrial/commercial/residential area. Immediately north and east of the site are industrial and commercial premises.

1.3 Waste facility overview

1.3.1 The site will be operated as a bespoke permit and will accept various waste streams i.e. HCl and CDE wastes. The waste accepted will undergo treatment to further define the waste.

1.3.2 The recycling centre will comprise of an impermeably concrete surfaced and sealed building for the recycling of waste. There will be further external areas used for waste storage, processing, plant/equipment storage, vehicle parking and manoeuvring.

1.3.3 The building will be used as the tipping, storage and treatment area for incoming waste. The location of the operational areas and storage areas are shown on Drawing No. 3101-003-03.

1.4 Site Infrastructure

1.4.1 The building is not operated under negative pressure and has potential odour release points via the building entrances/access; however, the site has alternative measures in place to ensure odours do not escape beyond the building or boundary.

Alternative Measures:

- **Monitoring** – The site carries out Olfactory/Sniff assessments which have been outlined further in Section 5 of this OMP.
- **Stock rotation** – All potentially odourous waste will either be stored within the building or be contained within 3-sided bays that undergo continuous monitoring. Waste stored in bays will have already been sorted and separated and less likely to contain any putrescible wastes which may result in odour. The site also follows the first in, first out principle which ensures that the oldest wastes are removed from the site first and aren't left to stand for a long period of time.
- **Housekeeping** – The site will carry out regular cleaning (minimum once daily) of all operational areas at the site paying special attention to storage areas for odorous wastes. The site has a housekeeping schedule shown in section 4.6.

1.4.2 Site management will visually monitor the building on a daily basis and will carry out quarterly monitoring of the building integrity. In the event that there are any issues the building maintenance/repair works will be carried out within 48 hours.

1.5 Waste types

- 1.5.1 The waste types handled on site will be household, commercial and industrial wastes as defined in the Controlled Waste (England and Wales) Regulations 2012 and Section 75 of the Environmental Protection Act 1990.
- 1.5.2 If the maximum storage capacity is reached, no further waste will be accepted until such time waste can be removed from the site and taken to a suitably permitted or exempt site.
- 1.5.3 The table overleaf details a summary of the main wastes types which will be accepted and stored at the site, the rows highlighted in in red are considered to cause odour:

Table 1.1 - Waste storage table

Description	Containment / type	Height of fire wall (m)	Max. storage height (m)	Approx volume (m ³)	Max storage time	Odour risk level
Waste reception area	Free standing / within building	N/A	3	25	<72 hours	Low - Medium
Lights cage	In cage	N/A	N/A	17	<1 month	Low
4 bay Picking line comprising separated recyclables	Free standing / 3-sided concrete storage bay	4.0	3.5	32 (per bay)	<1 month	Low
Segregated storage bays	Free standing / 3-sided concrete storage bay	4.0	3.5	40 (per bay)	<1 month	Low

1.6 Site management

- 1.6.1 The site will be assigned a Technically Competent Manager (TCM) who will be responsible for the general management of the site including the acceptance and handling of any potentially odourous wastes.
- 1.6.2 The company, through the TCM, will ensure that a nominated deputy is sufficiently trained and familiar with all site management documentation (which includes this OMP) in addition to all relevant company procedures who, in the absence of the TCM, will act the competent person.

2 Odour risk assessment

2.1 Methodology

2.1.1 This OMP has been completed to identify where the likely risks are in relation to surrounding land uses. This assessment has been used to inform Section 5.0 of this OMP with regard to specific odour monitoring procedures.

2.2 Odour intensity

2.2.1 Table 2.1 below highlights the intensity of the odour and provides a description by which to measure the intensity using the hedonic tone:

Table 2.1 - Odour Intensity Scale & Description

Odour Intensity	Criteria
Negligible	No detectable odour
Low	Faint odour (barely detectable)
Moderate	Moderate odour easily detected while walking, possible interference)
High	Strong odour (bearable, but offensive)
Severe	Very strong odour (this is when you really wish you were somewhere else)

2.3 Receptor sensitivity

2.3.1 The table below outlines the receptor sensitivity to odour which will be used when determining nearby odour sensitive receptors:

Table 2.2 - Receptor Sensitivity Criteria for odour

Sensitivity of Receptor	Criteria
Low	Industrial workplaces
Medium	Industrial workplaces / Residential >250 m
High	Residential areas <200m

2.4 Sensitive receptor locations

2.4.1 The main potential sensitive odour receptors within 300m are listed in Table 2.3 below:

Table 2.3 - Potential Sensitive Odour Receptors within 300m of the site

Receptor name	Type	Distance and direction from nearest site boundary (approx. in m)	Receptor sensitivity to odour
Commercial/industrial units within industrial estate	Commercial/Retail	Surrounding	Medium
Lee Valley Golf Course	Leisure	Adjacent	Medium
Residential area off Sandhurst Road and beyond	Residential	120 / West	Medium

2.4.2 Total distances are from the boundary of the waste facility closest to the nearest receptor point. In reality distances to the waste storage/treatment areas may be greater.

2.5 Risk matrix

2.5.1 The odour risk in any particular event can be established using the risk assessment matrix given in Table 4 below.

Table 2.4 - Resultant Risk Matrix (Colour-Coded)

		<i>Sensitivity</i>		
		Low	Medium	High
INTENSITY	Negligible	NEGLIGIBLE	LOW	LOW
	Low	LOW	LOW	MEDIUM
	Moderate	LOW	MEDIUM	MEDIUM
	High	MEDIUM	MEDIUM	HIGH
	Severe	MEDIUM	HIGH	VERY HIGH

3 Potential sources of on-site odour

3.1 Waste storage areas

3.1.1 These areas are clearly shown on Drawing No. 3101-003-03.

3.1.2 Whilst these wastes are not commonly associated with odorous emissions, they could contain some fine organic materials (particularly wood sawdust and shavings) which can, in some cases, be attributed to a general “musty” odour. This smell is exacerbated following ingress of rainwater which occurs predominantly whilst the wastes are resident in skips/containers at the sites of production and prior to receipt at the site.

3.1.3 Whilst not common, these wastes have the potential to contain materials of a putrescible nature which are not identifiable until the load has been tipped at the site.

3.2 General waste - residual wastes for landfill

3.2.1 These wastes are essentially the lighter, non-recyclable fraction of the “general waste” input which is residual following treatment of wastes on site which could be stored in dedicated areas or piles prior to removal from the site. Some of the finer organic materials are still likely to be present in the material, however, any putrescible materials (such as ‘black bag’ wastes) will have been identified, isolated and rejected during the sorting process. Therefore, these residual wastes for landfill have less potential to cause odour than the original mixed waste input described above.

3.3 Foul surface water

3.3.1 The drainage system will be monitored regularly to ensure it is functioning correctly.

3.4 Green waste

3.4.1 Separated green wastes also have the potential to give rise to odorous emissions. It is important to note that the site is not a dedicated green waste handling facility and it is highly

unlikely that green waste will be accepted at the site – the green wastes produced at the site comprises almost entirely of branches (with/without leaves) and tree trunks separated from skips of other mixed wastes. Therefore, the propensity for odour is much less than that of a dedicated green waste handling facility which accepts green waste consignments consisting of branches, tree trunks, leaves, tree clippings and grass cuttings.

3.5 Background odour sources in the area

3.5.1 Potential local off-site sources of odour exist in close proximity to the regulated facility and include the following:

- Thames Water Sewage Treatment Works
- Chingford Reservoirs (SSSI) i.e. William Girling Reservoir & King George's Reservoir
- River Lee Navigation
- Agricultural spreading

3.5.2 This means that there are other potential sources of odour in the immediate surrounding area which have the potential to generate complaints. Furthermore, potential odours that may arise from the facility are considered to be less offensive than potential odours arising from the sewage treatment works, based on the criteria in H4.

3.5.3 Odour release could also be the result of abnormal weather conditions, machinery breakdowns and human error.

3.5.4 In order to determine whether complaints are the result of activities from the site or from other nearby sites an odour complaints form will need to be completed in line with the company's complaints procedure which is attached in Appendix II.

4 Odour control

4.1 Waste acceptance procedure

4.1.1 Strict waste acceptance procedures are in place at the site as shown below and the following details will be recorded for every load deposited at the site:

- a) The date and time of delivery.
- b) The name and address of the waste producer.
- c) The detailed and accurate description of the waste including type, quantity (in tonnes and/or cubic metres) and EWC codes.
- d) How the waste is contained e.g. loose, container type.
- e) The carrier's name and address.
- f) Driver's name, signature and vehicle registration No.
- g) Signature or initials of person(s) producing/ accepting/ inspecting/ carrying the waste.
- h) Additional handling details/notes made by the driver after inspection of the load.
- i) SIC code of the premises which produced the waste (where relevant).
- j) Waste hierarchy declaration.
- k) Information on previous treatment of the waste e.g. manual or mechanical.

4.1.2 Any wastes identified during the incoming waste inspections which do not conform to site acceptance criteria will not be accepted. If the non-conforming waste is discovered following deposit, the waste will be loaded back onto the tipper vehicle and removed off site or and quarantined immediately in a sealed/covered skip or container to await safe removal.

4.2 Site operations

4.2.1 Limiting odour from the waste recycling facility can best be achieved through employing effective site management and good general practice. It is much easier to minimise odours in the first instance rather than dealing with problems when they occur.

4.2.2 This section addresses the general site management guidelines and identifies specific procedures to mitigate against odourous emissions.

4.3 Receiving wastes

4.3.1 Rigorous control of wastes delivered to the site is required, with contaminated or odorous wastes (stored too long) rejected in line with the procedures in the EMS and EP. Trained competent staff are in place to recognize odorous material and to inspect incoming wastes as it is deposited at the site. Malodorous waste will be returned to the producer or sent to another authorised facility for treatment. Waste suppliers and HGV skip vehicle drivers are required to ensure that only acceptable material is brought to site to minimise the incidence of rejection. If staff continually bring odorous waste to the site, the operator will initiate their three-strike rule:

- a) Additional waste type recognition training (see EMS)
- b) A verbal and written warning
- c) Refused entry into the site or potentially disciplinary.

4.3.2 The site may accept was from other transfer stations so it is difficult to provide an average age of waste but upon reception of waste after visual checks, any loads which contain significant amounts of odourous waste will be rejected as above.

4.3.3 All deliveries of general waste are directed to reception areas within the buildings to await processing therefore receiving wastes will not present an odour nuisance due to their storage inside the transfer building.

4.3.4 **Age of wastes** - A&P Skips Limited typically hire out skips to customers for a maximum of 2 - 3 weeks meaning that the waste received is unlikely to generate significant odorous emissions unless upon tipping; substantial odorous material is found and then actions shown in sections 6 will be followed.

- 4.3.5 Incoming mixed waste will be processed as soon as practicably possible to ensure that any other malodorous (or potentially malodorous) wastes contained within the incoming mixed waste which were not identified during deposit

4.4 Storage of wastes

- 4.4.1 Low storage volumes and strict turnaround of biodegradable wastes on site in accordance with the table on Drawing No. 3101-003-03 will be observed. Stock rotation procedures as detailed in the site's FPP will be observed to ensure the maximum duration of storage times are not exceeded. Uncontained waste is stored for no longer than 1 week prior to processing. Odorous waste will predominantly be contained within bays inside a building to reduce the impact of odorous emissions.

- 4.4.2 Any odorous waste stored externally will be sorted and stored within bays.

- 4.4.3 The remaining waste and materials which will be stored are considered to be of low risk in respect of odour emissions, nevertheless, storage times are suitably short to ensure the risk is further mitigated.

- 4.4.4 Waste will be stored to ensure compliance with the EP and as detailed within the EMS, FPP and this OMP document.

4.5 Loading and transport of general wastes

- 4.5.1 All waste vehicles leaving the site containing light and/or potentially malodorous wastes will be securely sheeted or enclosed at all times.

4.6 Housekeeping

- 4.6.1 Regular cleaning of operational areas (i.e. minimum once daily) such as roads, drainage channels and holding tank will be carried out using mobile plant and water supplies to discourage odour generation from old degrading materials. The odorous materials will then be placed in a sealed rejected waste skip.

- 4.6.2 In addition to daily visual monitoring of the site; site management will monitor the integrity of the building on a quarterly basis. In the event that there are any issues resulting in odour escaping from the building then maintenance works will be carried out within 48 hours.
- 4.6.3 The operator will avoid fugitive odorous emissions by committing to the following housekeeping:

1. Maintain a clean, well-organised site
2. Jet spray and disinfect storage bays when emptied
3. Clean equipment that has been in contact with odorous materials
4. Carry out a deep clean of the reception / processing building once a quarter and record this in the site diary
5. Concrete floors designed in a way that allows easy cleaning.
6. Floors sealed to prevent absorption and adsorption of odour producing residues.
7. Solid waste storage containers will be robust, easily cleanable, designed for safe handling, and constructed to prevent loss of wastes from the equipment during storage. If such equipment is used to store other wet or liquid producing wastes, or wastes composed of fine particles, such equipment shall in all cases be non-absorbent and leak-resistant.
8. Periodically treat any drainage systems with bacteria-inhibiting solution.

4.7 Liaison with neighbours

- 4.7.1 In the extreme event of significant but temporary odour releases outside of normal operations, neighbours will be contacted to advise them of what is occurring, and the action being taken. The Agency will also be notified.
- 4.7.2 An open-door policy will be encouraged by the operator to enable any complaints from neighbouring premises (if received) to be dealt with immediately. The complainant will then be supplied with remedial actions taken and any procedures or measures put in place by the operator to reduce or ideally eradicate the likelihood of a subsequent complaint.
- 4.7.3 If any odour complaints are received, the complaint will be assigned to an operative familiar with the sites operation who will complete a 'complaints and events log' and detailed individually on the complaints form (in Appendix II), both of which will be kept for inspection on request by the EA. Details of information to be completed are dates, nature of the complaint, weather conditions at the time of complaint, investigation details, action taken

and a signature (as a minimum). Odour complaints will be investigated and responded to within 24 hours and suitable reviewed by the site manager who is ultimately responsible.

- 4.7.4 The operator would also be required to make a note of any unavoidable events plant/equipment malfunctions in the site diary, rather than just actual complaints received. This will ensure that if complaints are received retrospectively from either the Council/EA or directly, any circumstances which led to that complaint as a result of elements outside of the operator's control would be able to be attributed to the cause of the complaint. If there are significant odour releases outside normal operations, the operator will cease operation, investigate and resolve the issue before continuing.

4.8 Training

- 4.8.1 All employees and sub-contractors of A&P Skips Limited involved with potentially odorous materials and their handling will receive training in Sniff testing (including office/admin workers allocated to undertake the Sniff test) and complaint reporting (management and operations staff).
- 4.8.2 Training will be given to all relevant persons to make sure they are competent in completing olfactory assessment survey forms, odour complaint report forms and the odour diary to ensure sufficient monitoring of odours can be carried out. All training records will be kept within the site office.

5 Monitoring (if required)

5.1 Monitoring odorous releases

5.1.1 A&P Skips Limited will use the following techniques to monitor odorous releases:

- a) Olfactory Monitoring
- b) Complaints Monitoring
- c) Odour Diaries (when necessary)

5.2 Olfactory monitoring

5.2.1 Odour will be monitored daily during normal weather conditions and 3 hourly intervals during periods of dry, warm, windy weather conditions at the points shown on Drawing No. 3101-003-03 and an Odour Diary will be completed (Appendix II). Meteorological conditions such as the wind speed and direction at time of monitoring and external monitoring locations will be taken into account.

5.3 Odour monitoring procedure

5.3.1 Sniff testing will be carried out by trained; competent staff weekly or as necessary (please see Section 4.7 for information on training). Assessments will be carried out both routinely and in response to specific complaints.

5.3.2 The assessor should not:

- a) Smoke or consume strongly flavoured food or drink for at least 30 minutes before the assessment.
- b) Consume confectionary or soft drinks immediately before the assessment.
- c) Apply scented toiletries, such as perfumes or aftershave immediately before an assessment.

5.3.3 Starting points of assessments should be downwind of the site, progressing towards the site boundary and then away from the site in an upwind direction. The person carrying out the assessment should walk slowly and breathe as normal.

5.3.4 To ensure odour adaptation / blindness does not affect the results of the outcome, an additional employee who is not exposed to odour throughout the day will take an additional assessment. In addition to this and prior to carrying out a routine odour check, the relevant member of staff will vacate the site for a period of 30 minutes (in addition to 5.3.2 below) and then carry out the assessment on their return to ensure they are not desensitised to the odour.

5.4 Complaints monitoring

5.4.1 All odour complaints will be investigated promptly and appropriate remedial action will be taken if the complaint is validated e.g. remove odorous materials off site as soon as reasonably possible. Complaints will be recorded on the form found in Appendix II.

5.4.2 Complaints to the Local Authority / Environment Agency will also be recorded and taken into account. An olfactory assessment survey will be carried out from where the complaint was made and from any convenient locations between the complainant/receptor and the site so that the complaint can be validated or rejected.

5.5 Odour diaries

5.5.1 If members of the local community are frequently reporting odour issues in the vicinity, then they will be asked (if agreeable) to keep an odour diary. This will help to build up an account of when the odour occurs, their location and the site operations that were being carried out at the time, as well as the duration of the activities taking place. Any obvious problems can then be addressed.

6 Contingency plans

6.1 Contingencies and emergency plans

6.1.1 In accordance with the Environment Agency's guidance on OMPs contingency plans have been prepared to react to situations 'where monitoring indicates that a potential odour source is not completely under control, meteorological conditions are unfavourable or that adverse impact has occurred'.

6.1.2 If excessive odours are detected at the site boundary, other monitoring point or a complaint is received, the following remedial procedures will be taken and the contingency measures shown in sections 6.3 – 6.7 will be implemented:

- a) Firstly identify the odour source; is it from:
 - i) Site operations; or,
 - ii) An off-site source (e.g. agricultural spreading operation)

- b) If on site:
 - i) Report incidence to the site or technically competent manager;
 - ii) Identify the point of release of the odour;
 - iii) Identify the cause if the release i.e. machine breakdown, leakage, etc.;
 - iv) Identify a solution;
 - v) Implement a solution;
 - vi) Carry out olfactory tests to check if fix is working;
 - vii) Record actions taken on relevant forms and site diary as required by this plan

6.1.3 Then actions taken if odour is being produced on site will be:

- a) Normal Operations: The offending odour will be traced and the reason for the cause of the problem will be investigated. Once solutions are in place, olfactory monitoring will be carried out to ensure the solutions put in place are having the desired effect.

- b) Abnormal Conditions: Adverse weather conditions can promote generation of odour and inhibit its effective dispersion e.g. hot weather with little wind, resulting in increased risk of odour to receptor locations. If this happens odour causing operations will be minimized until more favourable meteorological conditions return.

6.2 Corrective actions for various situations

- 6.2.1 Table 6.1 below summarises the various problems likely at the site and the standard responses available, which will assist in reducing odour potential.

Table 6.1 - Corrective Actions

Process	Problem	Corrective Action
Waste Delivery (Tipping)	Deposit of odorous load	Isolate material. Reject material giving rise to odour.
Stored wastes (general)	Odorous emissions detected	Olfactory/SNIFF test required to pinpoint source. Ensure procedures outlined in Section 5 are adhered to in full. Implement liaison programme if risk deemed HIGH or VERY HIGH.
Abnormal weather conditions	Hot weather conditions accelerating the degradation of organic material	See section 6.4
Machinery Breakdown	Lack of appropriate machinery to handle waste/remove waste/process waste resulting in build up of odorous waste	Should one of the sites loading shovel/waste handlers break down there are numerous other loading shovels/waste handlers onsite available. Should site management deem it appropriate, additional loading shovels/waste handlers may be hired in. Should the MRF breakdown resulting in a build up of feed material, site management will endeavour to repair the issue as soon as possible, if necessary odorous wastes which may have generated will be removed to a suitably licensed facility. It may be necessary for the site to cease receiving these wastes, dependent on the repair timescales.
Human error	Pre-acceptance checks not carried out properly resulting in acceptance of odorous wastes	Should human error result in an odorous load of wastes being deposited at the site, this will be quarantined and removed from site as soon as possible.

6.3 Staff shortages/Industrial action/Human error

- 6.3.1 In the event of unforeseen staff shortages arising from industrial action, illness, suspension or no shows, the operator will make a judgement whether to reduce the number of incoming loads, thus reducing processing frequency and storage of potentially odorous

wastes. The operator will then seek further employment within a timely manner to ensure the site can continue to operate at its required capacity.

6.3.2 All staff are trained and undergo toolbox talks every 6 months (or sooner if operations change) to reduce the impact of human error. In instances where a human error has caused to an odour issue, the site may suspend operations until the issue has been rectified and the member of staff will be warned and re-trained accordingly.

6.4 Weather conditions / emergency situations

6.4.1 The site will set up a notification alert system with the Met Office to receive updated weather information for the following weather conditions which could cause a potential on or off-site odour issue:

- High winds >30mph which could exaggerate an odour
- Droughts or periods of hot weather exceeding 3 major dry days which could lead to water shortages, hosepipe bans and excessive odour
- Flooding

6.4.2 The site would install the following preventative/contingency measures (in addition to control measures in Section 4) to avoid serious odour issues as a result of the above weather conditions or fire incident:

- Stockpiles containing any odourous waste may be covered with tarpaulin in the event ongoing procedures are not considered effective.
- Contact an additional haulier to help remove the waste on site.
- Suspend any further waste deliveries to the site.
- Contact the Environment Agency to agree a suitable course of action
- Contact members of the public or any other persons who could be affected by the odour and advise of the contingency measures the site has employed and timescales when the odour is likely to be reduced.

6.4.3 In the event that the site receives any dangerous or unexpected loads; they will be rejected as part of the waste acceptance procedures discussed in Sections 4.1 and 4.3. In the unlikely event that the site deposits the load, it will be immediately transferred to the rejected waste skip and removed from site within <48 hours.

6.5 Operational failure

6.5.1 The manager will be contacted by staff in the event of any operational failure such as the breakdown of plant, systems or equipment and will decide whether operations are to continue or be suspended prior to corrective action being taken. Serious operational failures, which result in the closure of the site, will be recorded in the site diary.

6.5.2 All repairs to site security will be made within on the discovery of the damage if possible and the site will be made secure until the repair has been carried out.

6.5.3 Any major defects found during the daily site inspection which are likely to lead to a breach of permit conditions will be repaired by the end of the working day in which they are found, where possible. If a repair is not possible by the end of the working day and a potential breach of permit conditions may occur, the EA will be contacted to agree a suitable timescale for repair.

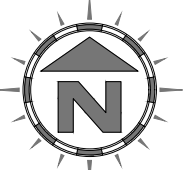
6.5.4 All defects and problems likely to give rise to odour will be recorded on the form AMI/RF/4 or the operators own recording procedures with repairs/solutions being carried out immediately; neighbours will be alerted if the problem cannot be rectified immediately and provided a timescale when the problem will cease.

6.6 OMP management

6.6.1 This OMP will be reviewed at least annually unless it becomes apparent that the activities are giving rise to pollution outside the site due to odour, in which case it will be revised within 7 days and a copy forwarded to the Environment Agency for approval before implementation.

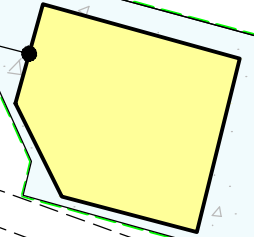
Appendix I

Drawings



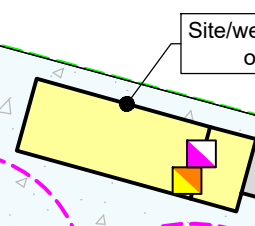
MERIDIAN WAY

Workshop

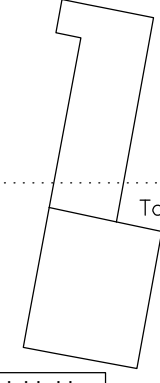


CW

Site/weighbridge office



Tanks



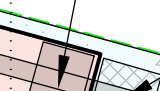
Tipping/ loading area 1A



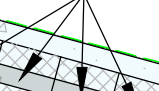
Feed hopper



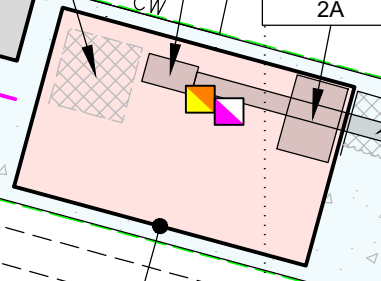
Blower unit / lights cage 2A



4 bay picking line 2B - E



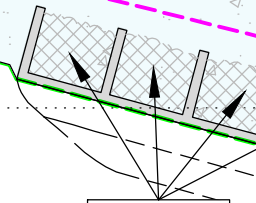
Waste building



Morson Road

Waste building

Segregated storage bays 3A - D



Quarantine bay



NOTES
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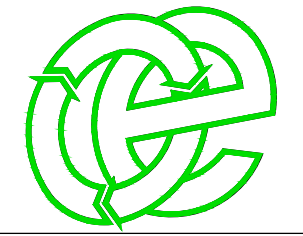
Rev:	Date:	Init:	Description:
-	24.10.22	IA	Initial drawing

- KEY:**
- Permit boundary
 - Sealed buildings
 - Concreted areas
 - Other buildings (offices, etc.)
 - Quarantine areas (with 6m buffer zone)
 - Spill kit
 - Firefighting equipment
 - Access routes for emergency vehicles



KALEX
environmental consultants

Oaktree Environmental Ltd
Waste, Planning and Environmental Consultants



DRAWING TITLE
SITE LAYOUT & FIRE PLAN

CLIENT
A&P Skips Limited

PROJECT/SITE
Morson Road, Enfield, EN3 4NQ

SCALE @ A3 1:500	CLIENT NO 3101	JOB NO 003
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DRAWING NUMBER 3101-003-03	REV -	STATUS Issued
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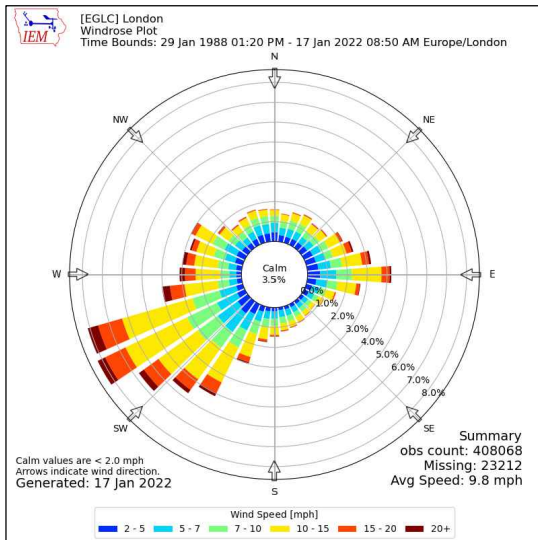
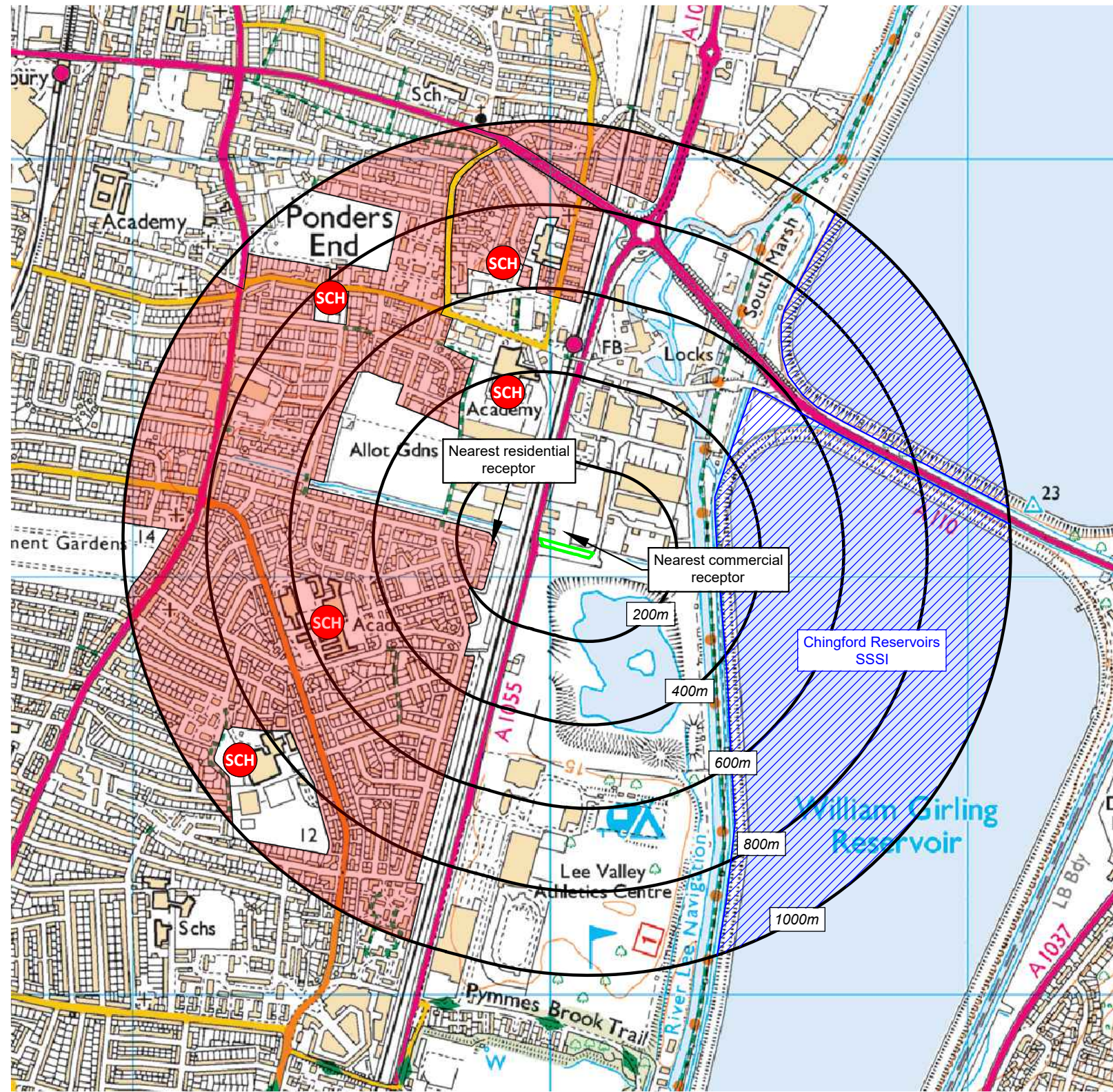
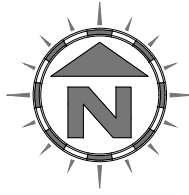
DRAWN BY IA	CHECKED -	DATE 24.10.22
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Lime House, Road Two, Winsford, Cheshire, CW7 3QZ
t: 01606 558833 | e: sales@oaktree-environmental.co.uk

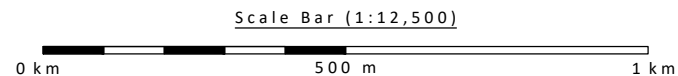


KEY:

- Permit boundary
- Main River
- Surface water body (river / stream / pond / pool / lake)
- Workplaces (includes agriculture industry, commerce and retail)
- Areas with mix of residential, retail and commercial properties
- Residential blocks
- Class A roads
- Class B roads
- Class C roads
- H Nearest fire hydrant
- Railway line
- SCH School
- Woodland areas
- Protected sites (Ramsar, SSSI, SPA, SAC)
- Nature reserves



Compass Wind Rose for London City Airport (EGLC) Period 1988-2022
- source: Iowa State University



NOTES

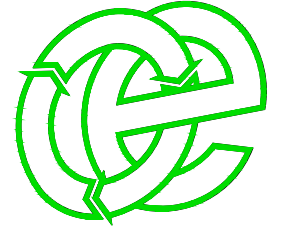
1. Boundaries are shown indicatively.
2. Wind rose data shows the prevailing wind direction to be Southerly.

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REVISION HISTORY

Rev:	Date:	Init:	Description:
-	08.09.22	IA	Initial drawing

Oaktree Environmental Ltd
Waste, Planning and Environmental Consultants



DRAWING TITLE
RECEPTOR PLAN

CLIENT
Tuglord Enterprises Limited t/a AMI Recycling

PROJECT/SITE
Morson Road, Enfield, EN3 4NQ

SCALE @ A3 1:12,500	CLIENT NO 3101	JOB NO 003
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DRAWING NUMBER 3101-003-04	REV -	STATUS Issued
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DRAWN BY IA	CHECKED IA	DATE 08.09.22
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Appendix II

Record Forms

Odour Diary			Sheet No	
Name:		Address:		
Telephone Number:				
Date of odour:				
Time of odour:				
Location of odour, if not at above address:				
Weather conditions (dry, rain, fog, snow etc):				
Temperature (very warm, warm, mild, cold or degrees if known):				
Wind strength (none, light, steady, strong, gusting):				
Wind direction (e.g. from NE):				
What does it smell like? How unpleasant is it? Do you consider this smell offensive?				
Intensity – How strong was it? (see below 1-5):				
How long did go on for? (time):				
Was it constant or intermittent in this period:				
What do believe the source/cause to be?				
Any actions taken or other comments:				

Intensity (Detectability)

- 1 No detectable odour
- 2 Faint odour (barely detectable, need to stand still and inhale facing into the wind)
- 3 Moderate odour (odour easily detected while walking & breathing normally)
- 4 Strong odour
- 5 Very strong odour (possibly causing nausea depending on the type of odour)

A&P SKIPS LIMITED
COMPLAINTS REPORT FORM (AMI/RF/7)

Date Recorded:	Reference Number:
Name and address of caller	
Telephone number of caller	
Time and Date of call	
Nature of complaint (noise, odour, dust, other) (date, time, duration)	
Weather at the time of complaint (rain, snow, fog, etc.)	
Wind (strength, direction)	
Any other complaints relating to this report	
Any other relevant information	
Potential reasons for complaint	
The operations being carried out on site at the time of the complaint	
Follow Up	
Actions taken	
Date of call back to complainant	
Summary of call back conversation	
Recommendations	
Change in procedures	
Changes to Environmental Management System (EMS)	
Date changes implemented	
Form completed by	
Signed	
Date completed	

COMPLAINT RECORDING PROCEDURE:

Any complaints received will be recorded on form AMI/RF/7. This form will normally be completed, signed and dated by the Site Manager; if they are not available the Office Manager will complete the form.

- 1) The name, address and telephone number of the caller will be requested.
- 2) Each complaint will be given a reference number.
- 3) The caller will be asked to give details of:
 - a) the nature of the complaint;
 - b) the time;
 - c) how long it lasted;
 - d) how often it occurs;
 - e) Is this the first time the problem has been noticed; and
 - f) what prompted them to complain.
- 4) The person completing the form will then, if possible, make a note of:
 - a) the weather conditions at the time of the problem (rain, snow, fog etc.);
 - b) strength and direction of the wind; and
 - c) the activity or activities taken place on the site at the time the noise was detected, particularly anything unusual.
- 5) The reason for the complaint will be investigated and a note of the findings added to the report.
- 6) The caller will then be contacted with an explanation of the source of the complaint if identified and the action taken to prevent a recurrence of the problem in future.
- 7) If the caller is unhappy about the outcome or unwilling to identify themselves the caller will be invited to contact the Environment Agency and or the Local Authority.

Note: Following any complaint the relevant management plan(s) will be reviewed to ensure appropriate actions are in place to counter any problems.