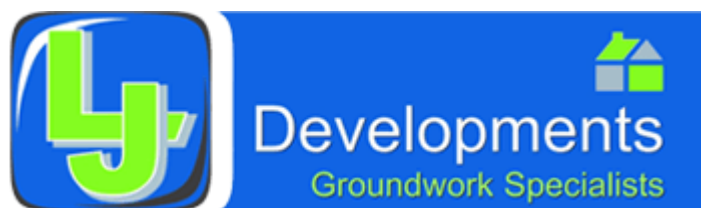




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Environmental Management System

**Bespoke Environmental Permit Application for the Deposit of Inert Waste
for Recovery**

Beam Quarry, Torrington, Devon, EX38 8JF

Report Reference: CE-BQ-1936-RP04-EMS-Final

Report Date: 7 December 2021

Produced by Crestwood Environmental Ltd.

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VISUALISATION

Crestwood Report Reference: CE-BQ-1936-RP04-EMS-Final :

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Final	12/10/2021	Louise Parsons Environmental Consultant	Andrew Abbott Senior Environmental Consultant

This report has been prepared in good faith, with all reasonable skill, care and diligence, based on information provided or known available at the time of its preparation and within the scope of work agreement with the client.

We disclaim any responsibility to the client and others in respect of any matters outside the scope of the above.

The report is provided for the sole use of the named client and is confidential to them and their professional advisors. No responsibility is accepted to others.

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ENVIRONMENT

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1 INTRODUCTION

1.1 Background

- 1.1.1 Crestwood Environmental Ltd has been commissioned by L J Developments Limited (**the Client**) to prepare an Environment Management System (**EMS**) for a waste recovery operation to use inert materials, i.e. predominantly arisings from groundworks and construction in addition to soils and subsoils, to partially infill the quarry void at Beam Quarry, Torrington, Devon, EX38 8JF (**the Site**).
- 1.1.2 Since the 1930s, the Site has been an established quarry extracting mineral comprising of sandstones, shales and sedimentary gritstone pertaining to the Bude Formation for the use in construction aggregates and building stone. Additionally, the Site benefits from planning permission, the most recent of which was consolidated and granted in 2021 (application number: 1/0140/2021/CPZ; ref: DCC/4223/2021) to permit infilling operations with imported inert materials, recycling and for the operation of a waste transfer facility until 2055.
- 1.1.3 The Client seeks to vary the approved working plans in order to extract the remaining 32,520 m³ (87,804 tonnes) of mineral and extend the inert materials infill area to create an access track at the western side of the Site in order to enable safe access to geological exposures. The Site is classified as a Devon County Geological Site as well as being defined as a Regionally Important Geological and Geomorphological Site (RIGS) due to the presence of interesting strata such as sharp anticlines and synclines, turbidite sandstones and pencil shales.
- 1.1.4 This EMS supports the Bespoke Waste Recovery Permit Application for the Site and includes details of how the Site will be managed to minimise the risks of pollution from operations, maintenance, accidents, incidents and any non-conformances.
- 1.1.5 The proposed Environmental Permit boundary is shown on Drawing No. CE-BQ-1936-DW01, see Appendix 1.
- 1.1.6 A Waste Recovery Plan has also been prepared as part of the Bespoke Waste Recovery Permit application (copies of the Planning Permission and the approved scheme are included as part of the Waste Recovery Plan).

1.2 Proposed Scheme

- 1.2.1 Devon County Council provided details on matters to be included in the application to vary the restoration proposals when responding to a Pre-Application Request. As such, a Phasing Scheme, prepared by QuarryDesign Geotechnical Engineers, sets out the rate of extraction and inert materials importation in two-yearly increments and provides cross-sections through the restoration profile.
- 1.2.2 The restored profile will complement the natural undulating land with a north to south facing exposure. At the existing quarry face to the west of the Site, it is anticipated that the elevation of the infilled profile will be c. 42 mAOD which will slope down to c. 22 mAOD in the east. Ground levels will dip towards the south and the east to an elevation of c. 28 mAOD in the west and 21 mAOD in the east.
- 1.2.3 Extraction of the mineral reserves would take place on a phased basis over a period of six years to a depth of 20.5 mAOD to enable a stable platform on which to construct the access track and to provide a sufficient gradient for surface water run-off to drain to a surface water attenuation pond.
- 1.2.4 In order to achieve the proposed restoration profile, it is anticipated that completion would take ten years with final restoration of the Site within eleven years from commencement. Infilling would commence from the north-eastern corner of the Site's void and continue towards the west along the backwall with a view to cover the northern portion of the void by the end of the sixth year of operations.
- 1.2.5 By the end of year ten, infilling will have progressed southwards to cover the western half of the southern portion leaving the south-eastern area unfilled. The access track will be constructed on the unfilled area and gradate towards the western edge of the first bench.
- 1.2.6 Landscape modelling indicates that, in order to achieve the final contours using the least amount of



material possible, 96,996 m³ (145,494 tonnes) of infill material is required. This includes the subsoils and soils which will cover sloped areas and the unfilled quarry floor. Of particular importance is that the restoration proposal is to create an access track from the quarry floor to the first bench as opposed to infilling the entire void. This amount of infill is substantially less than the initial proposal of 200,000 m³ (300,000 tonnes) as outlined in the Pre-Application Advice Request.

1.2.7 The proposal scheme aims to achieve the following objectives:

- Enable safe access to a variety of geological features of interest;
- Provide rock traps and access for face drainage works therefore improve the overall safety at the Site;
- Adhere to the requirements of the planning permission to provide a detailed restoration and aftercare scheme;
- Enhance biodiversity and improve the landscape and visual aspects of the area; and
- Provide an alternative inert waste facility in North Devon that would allow a significant reduction in the distance that waste is transported.

1.2.8 A Landscape Management and Aftercare Scheme, prepared by Landscape Architects David Jarvis Associates Ltd., supports the proposal. It details the landscape and ecological objectives of the restoration project to ensure the restored landform will assimilate with the environmental setting in terms of enhancing habitats and visual aspects.

1.2.9 An up-to-date topographic survey is available for the Site which was prepared in July 2020 and is set within Ordnance Survey topographical data and Historic Survey data of the local environs.

1.3 The Site

1.3.1 Located in a rural area, the Site, centred on SS 46988 20374 (easting 246988, northing 120374), is c. 1.70 km north-west of the outskirts of Great Torrington in Devon. There are clusters of villages in the area with the closest being Frithelstock at c. 800m to the south-west, Monkleigh c. 1.10 km to the north-west, Weare Giffard c. 1.30 km to the north-east, Saltrens 2.10 km to the north-west and Frithelstock Stone at c. 2.1 km to the south-west of the Site. Since the 1930s, the Site has been an established quarry and, since May 1953, the Site has been licenced to operate as a working mineral quarry extracting sandstone and aggregate.

1.3.2 Land use immediately adjacent to the Site comprises of arable fields and pastures with a belt of trees and hedgerows contiguous to the boundary. The A368 is located to the east of the Site beyond which is the River Torridge, at approximately 40 m at the closest point which has a northerly flow regime. One of the river's tributaries, the Mill Leat, is aligned with the southern perimeter of the Site and flows in an easterly direction into the River Torridge. Further to the east at approximately 345 m is the Tarka Trail, a former railway line running roughly parallel to the River Torridge.

1.3.3 Access to the Site is gained via a lane branching from the A368 which connects the town of Bideford c. 5.65 km to the north with Torrington c. 3.40 km to the south-east of the Site.

1.3.4 Woodland directly on-Site and adjacent to the west, Monkleigh Wood, is classified as Ancient Woodland (Ancient Replanted Woodland and Ancient & Semi-Natural Woodland) and, under the Priority habitat Inventory it is denoted as Deciduous Woodland. This woodland branches out further to the west and also stretches from the north-eastern edge of the site to follow the River Torridge in a northerly direction until it terminates approximately 900 m north-east of the Site boundary.

1.3.5 In total and inclusive of the woodland described on-Site in paragraph 1.3.4 above, there are nineteen areas of Designated Ancient Woodland within 2 km. The Site is not located within 2km of any designated 'European Sites' or Sites of Special Scientific Interest (SSSI).

1.3.6 In the wider landscape, pastures and agricultural land occupy the majority of the land which are punctuated with farms and associated buildings and businesses. There are occasional individual isolated residencies in between the nearby villages.



- 1.3.7 The Environment Agency designates the underlying aquifer as a Secondary A which comprises of permeable layers that can support local water supplies as opposed to a strategic scale and may form an important source of base flow to rivers. Despite the groundwater defined as having a high vulnerability, the Site is not underlain by a Source Protection Zone (SPZ).
- 1.3.8 Refuelling of mobile plant at the Site, i.e. that used to level and compact the waste, will be used in accordance with the refuelling and emergency spillage procedures included in this EMS, refer to Appendix 2.

1.4 Site Drainage and Water Management

- 1.4.1 The existing water management in the eastern half of the quarry involves the drainage of surface runoff towards a central sump from which excess water is discharged to the stream via buried pipes. In the western half of the quarry water is allowed to accumulate on the quarry floor until it reaches a height that permits overflow to the stream via a gap in the stream bank.
- 1.4.2 During infilling, ground profiles within the quarry void will be constantly changing. Until year seven, water management will be largely similar to the existing system, whereby runoff gravitates to the southern boundary of the quarry and is prevented from entering the stream by the remnant stream bank.
- 1.4.3 An exception is at the small gap in the stream bank towards the western end of the quarry where runoff can enter the stream. The existing surface water collection sumps/ponds at the gap in the stream bank and within the quarry floor towards the east will be augmented by construction of a new attenuation lagoon in the southeast corner of the quarry void.
- 1.4.4 This will have a base level of 18.5 m AOD and capacity 3,000 m³. In year 7, infilled ground profiles will close the gap in the stream bank and direct all runoff from the quarry void to the new attenuation lagoon. The existing surface water collection ponds will be removed.
- 1.4.5 Discharges from the new attenuation lagoon into the stream will be constrained to greenfield rates by an overflow pipe or weir. Following completion of infilling, surface runoff from the restored quarry will continue to be attenuated by the new lagoon.

1.5 Gas Monitoring

- 1.5.1 The area of the Site is circa 5 hectares. It is proposed to install one gas monitoring borehole in each phase once restoration material levels have reached the restoration contours shown on the proposed scheme. The boreholes will be monitored every month for methane, carbon dioxide, oxygen and atmospheric pressure.
- 1.5.2 The gas monitoring is not anticipated to record elevated levels of methane or carbon dioxide as waste types will be strictly inert. It is purely an additional quality control measure to ensure only suitably inert materials have been deposited.
- 1.5.3 The gas monitoring boreholes will be installed from the base of the Site to the restoration contours shown on the proposed scheme once final levels have been reached. These boreholes will be fitted with a gas tight removable cap fitted with a sampling valve and will be protected by a steel, lockable cover. The boreholes will be installed by a suitably experienced and qualified contractor / drilling company.
- 1.5.4 Gas monitoring boreholes will be inspected during monitoring for any indications of damage. If any damage has been identified repairs and replacements will be carried out as soon as reasonably possible in accordance with the Management System.
- 1.5.5 A copy of the gas monitoring results will be kept by the Operator and will be made available for inspection to authorised Environment Agency officers.



2 SPECIFIED SITE AND WASTE MANAGEMENT OPERATING PROCEDURES

2.1 Waste Acceptance

- 2.1.1 The maximum tonnage to be deposited to restore the Site will be 145,494 tonnes in total. Of this, 15,000 tonnes will be soils sourced from the incoming inert materials streams and retained to cover the quarry floor and the landform as the final levels are achieved in a phased approach.
- 2.1.2 All incoming materials will comprise of surplus inert arisings from major construction projects in the North Devon area undertaken by L J Developments Ltd.
- 2.1.3 The Environmental Permit application takes full cognisance of 'Guidance on Waste Recovery Plans and Permits' which is available at <https://www.gov.uk/guidance/waste-recovery-plans-and-permits#specific-obligations>.
- 2.1.4 Permitted materials and their use on site are shown in **Table 1**.

Table 1 Permitted recovery materials and their use on Site

EWC Code	Description
01 01	Wastes from mineral excavation
01 01 02	Wastes from mineral excavation
01 04	Wastes from physical and chemical processing of non-metalliferous minerals
01 04 08	Waste gravel and crushed rock other than those containing dangerous substances
01 04 09	Waste sand and clays
10 12	Wastes from manufacture of ceramic goods, bricks, tiles and construction products
10 12 08	Waste ceramics, bricks, tiles and construction products (after thermal processing)
10 13	Waste from the manufacture of cement, lime and plaster and articles and products made from them
10 13 14	Waste concrete
17 01	Concrete, bricks, tiles and ceramics
17 01 01	Concrete
17 01 02	Bricks
17 01 07	Mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06
17 05	Soil, stones and dredging spoil
17 05 04	Soils and stones
19 12	Wastes from waste water treatment plants not otherwise specified
19 12 09	Minerals (for example sand and stones)
19 12 12	Soil substitutes other than that containing dangerous substances
20 02	Garden and parks wastes (including cemetery wastes)
20 02 02	Soil and stones

- 2.1.5 Of the permitted waste types that are listed in Table 1 above, under European Council Decision 2003/33/EC, certain waste codes do not require Waste Acceptance Criteria (WAC) testing, provided that they are inert and from a single source only (mixed loads from more than one site cannot be accepted without testing). Wastes may be accepted at the site without testing provided they comply with the restrictions in Council Decision 2003/33/EC are shown in **Table 2**.

Table 2 Inert materials which can be accepted without testing

EWC Code	Description	Restrictions
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17 01 01	Concrete	C & D waste only (*)
17 01 02	Bricks	C & D waste only (*)
17 01 07	Mixtures of concrete, bricks, tiles and ceramics	Selected C&D waste only (*)
17 05 04	Soils and stones	Excluding topsoil, peat; excluding soil and stones from contaminated sites
20 02 02	Soil and stones	Only from garden and parks waste; excluding topsoil, peat
<p>(*) Selected construction and demolition waste (C & D waste): with low contents of other types of materials (like metals, plastic, organics, wood, rubber, etc). The origin of the waste must be known. No C & D waste from constructions, polluted with inorganic or organic dangerous substances, e.g. because of production processes in the construction, soil pollution, storage and usage of pesticides or other dangerous substances, etc., unless it is made clear that the demolished construction was not significantly polluted. No C & D waste from constructions, treated, covered or painted with materials, containing dangerous substances in significant amounts.</p>		

2.1.6 Recovery materials which fall under **Table 2** above that are inert and received from a single source only may be accepted at the Site without inert WAC testing. However, the permitted materials that are listed in **Table 1** but not in **Table 2** will be subject to WAC testing in accordance with European Council Decision (2003/33/EC), the requirements of which are incorporated into Schedule 10 of the Environmental Permitting (England and Wales) Regulations 2010.

2.1.7 The leaching limit values, calculated at a liquid to solid ratio of 10 l/kg, shown in **Table 3** will be applied to those materials received at the Site that are subject to the requirements of WAC testing.

Table 3 WAC thresholds: inert wastes requiring testing

Component	Symbol	L/S = 10l/kg mg/kg dry substance
Arsenic	As	0.5
Barium	Ba	20
Cadmium	Cd	0.04
Total Chromium	Cr total	0.5
Copper	Cu	2
Mercury	Hg	0.01
Molybdenum	Mo	0.5
Nickel	Ni	0.4
Lead	Pb	0.5
Antimony	Sb	0.06
Selenium	Se	0.1
Zinc	Zn	4
Chloride	Cl-	800
Fluoride	F-	10
Sulphate(a)	SO42-	1,000



Component	Symbol	L/S = 10l/kg mg/kg dry substance
Phenol index	PI	1
Dissolved Organic Carbon(b)	DO	500
Total Dissolved Solids(c)	TDS	4,000

(a) This limit value for sulphate may be increased to 6,000 mg/kg, provided that the value of CO (the first eluate of a percolation test at L/S = 0.1 l/kg) does not exceed 1,500 mg/l. It will be necessary to use a percolation test to determine the limit value at L/S = 0.1 l/kg under initial equilibrium conditions.

(b) If the waste does not meet this value for Dissolved Organic Carbon (DOC) at its own pH value, it may alternatively be tested at L/S = 10 l/kg and a pH between 7.5 and 8.0. The waste may be considered as complying with the acceptance criteria for DOC, if the result of this determination does not exceed 500 mg/kg.

(c) The value for Total Dissolved Solids can be used alternatively to the values for Sulphate and Chloride.

2.1.8 In addition, the leaching limit values for organic parameters specified in **Table 4** will be applied to materials received at the Site that requires WAC testing.

Table 4 Additional WAC thresholds (organic parameters): inert wastes requiring testing

Parameter	Value (mg/kg)
Total Organic Carbon (TOC)	30,000
BTEX compounds (benzene, toluene, ethyl benzene & xylenes)	6
Polychlorinated biphenyls (PCBs) (7 congeners)	1
Mineral oil (C10 to C40)	500
PAHs (polycyclic aromatic hydrocarbons)	100

2.1.9 The waste producer will be required to undertake WAC testing, as part of the basic characterisation procedures, on wastes that cannot be accepted without analysis. Such wastes will only be accepted at the Site where a copy of the analysis is submitted to the Operator for checking and the results are within the relevant limit values detailed in **Table 3** and **Table 4**.

2.1.10 Compliance testing of the key variables established during the Basic Characterisation will be carried out on each waste stream at regular intervals.

2.1.11 In addition to the requirement for WAC testing to demonstrate that permitted materials are strictly inert, additional pre-acceptance procedures will be used to ensure that only suitable materials types are accepted. Customers delivering waste will be required to provide the Operator, in advance, with all necessary information/documentation to satisfy the requirements of the Waste (England and Wales) Regulations 2011 and the Duty of Care. Information required will include specific details of the type of process producing the waste (source), the type of waste (according to the EWC), the quantity of waste, the form the waste takes (e.g. solid) and any special handling requirements needed. An assessment will be made to ensure that the waste is suitable for deposit at the Site and use in the waste recovery operations.

2.1.12 Only materials subjected to the pre-acceptance procedures detailed above will be accepted at the Site.

2.1.13 A visual inspection of the contents of waste loads will be made by Site staff on deposit of the waste load.

2.1.14 Any discrepancies found, i.e. suspect, non-conforming and/or random loads, as a result of the checks detailed above will result in the vehicle being detained whilst some, or all, of the following supplementary management decisions are taken:



- Referral to the Site Manager;
- Referral to the waste producer to confirm the nature of the waste load;
- Referral to the Environment Agency;
- Redirection of delivery vehicle off site, to a suitably authorised facility; and
- If the waste has been discharged, removal of the waste to a secure quarantine area, prior to off-site removal either to the waste producer or suitably authorised facility.

2.1.15 Any waste materials dispatched off site to an authorised facility, will be removed in accordance with the Duty of Care. A registered waste carrier will be used. A 'Record of Non-Conformance' will be made in accordance with Appendix 3.

2.1.16 Any instances of rejection of loads will be recorded in a Site log, which will be made available for inspection by authorised officers of the Environment Agency at any reasonable time.

2.1.17 Copies of Waste Transfer Notes, Season Tickets and all records required in accordance with the Environmental Permit will be kept either on Site or at a secure location off-Site. Where at all possible, records will be electronic.

2.2 Site Records

2.2.1 The Site records will be maintained and kept secure from loss, damage and deterioration either on Site or at a secure location off-Site.

2.2.2 Records including dates, material types, quantities, sources / facility and Registered Waste Carrier details of all waste entering and leaving the Site will be recorded on the 'General Waste Management', Appendix 4 and Waste Returns will be produced in a timely manner.

2.2.3 A copy of the Environmental Permit will be easily accessible by staff members or contractors. Contractors will be briefed on the sensitivity of the Site.

2.2.4 Any complaints received at the Site will be recorded on the 'Complaints Record' form, Appendix 5.

2.3 Maintenance

2.3.1 All equipment and infrastructure on Site will be inspected, serviced and maintained as per manufacturer guidance and 'Preventative Maintenance Checklist', refer to Appendix 6.

2.3.2 The Environment Agency will be informed without delay if there is any malfunction, breakdown or failure of equipment or techniques, accident, or fugitive emission which has caused, is causing or may cause significant pollution and cause any significant adverse environmental and health effects.

2.3.3 Any required maintenance will be carried out as soon as is practicable to ensure continued running of the Site and be recorded on the 'Maintenance Record', refer to Appendix 7.

2.3.4 Daily visual inspections for litter and mud accumulating on Site or beyond the Site boundary will be undertaken. More thorough weekly inspections will be carried out and recorded, 'Inspection Record', Appendix 8. The weekly inspections include a review of:

- Site haul road;
- Working area;
- Litter;
- Mud / dirt;
- Vermin and insects;
- Fire (inspection of fire-fighting equipment etc.); and



- Security.

2.3.5 Any maintenance works required will be recorded on the 'Maintenance Record', Appendix 7.

2.4 Environmental Accident and Incidents

2.4.1 In the event of an environmental accident on Site the 'Environmental Accident and Incident Record', refer to Appendix 9, will be completed.

2.5 Training

2.5.1 Site staff will be trained and instructed in the procedures required to operate the Site and will be aware of the permitted waste types accepted at the Site as well as the requirements of the Environmental Permit and Management System.

2.5.2 A record of all training will be kept on the 'Training Record' in accordance with the 'Training Needs Checklist', see Appendix 10 and Appendix 11 respectively.

2.6 Site Diary

2.6.1 A Site diary consisting of accurate and complete reporting and record keeping will be maintained at all times and will be made available for inspection by the Environment Agency when requested.

2.7 Audits

2.7.1 It is noted that this Management System is required to be:

- continually improving;
- assessing prevention of pollution incidents;
- in accordance with the latest regulatory guidance;
- assessing environmental objectives independent of the Environmental Permit.

2.7.2 To monitor the points in 2.7.1 the Operator will undertake internal annual audits of the Management System, environmental performance, objective and targets and future planned improvements.

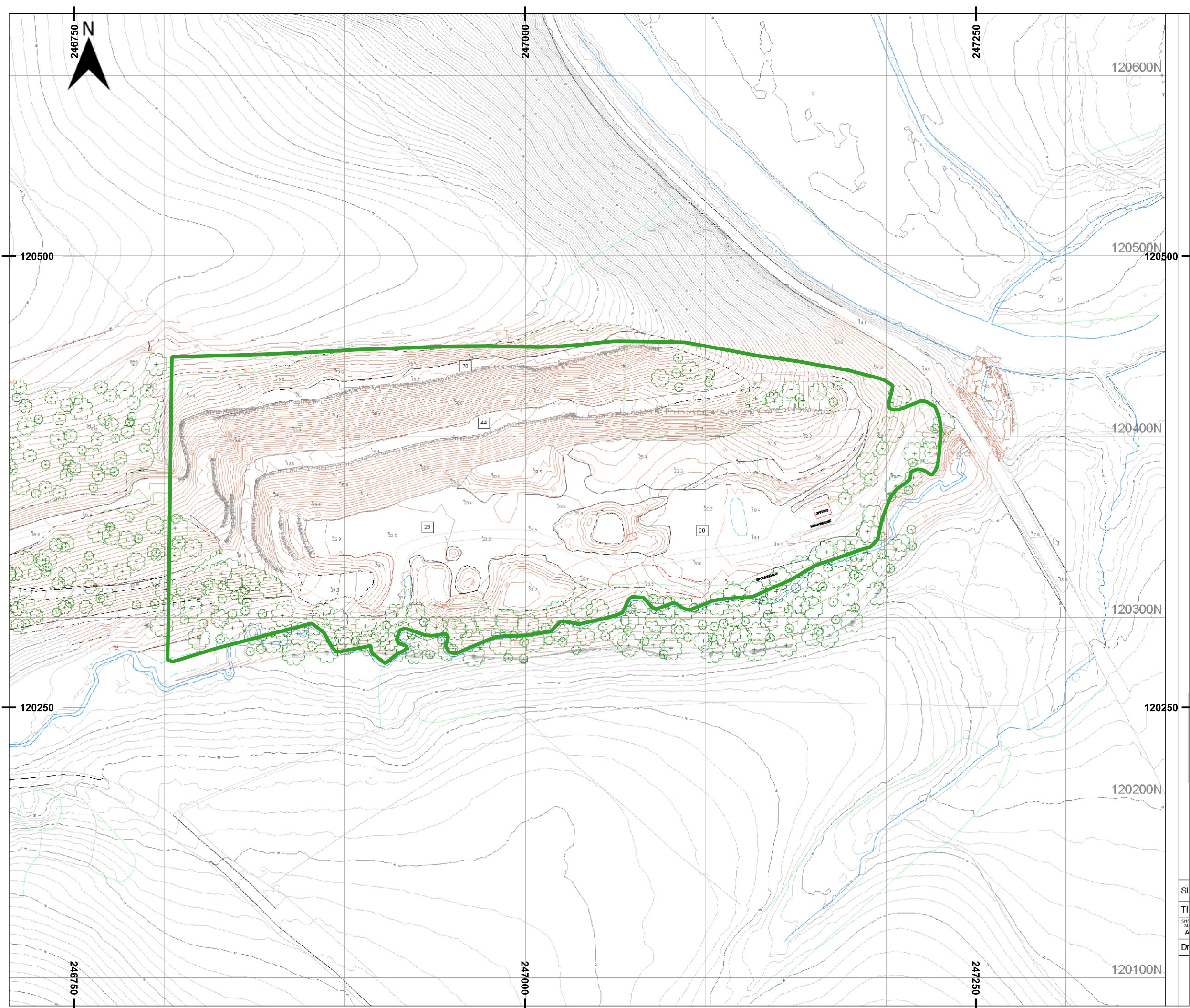



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APPENDIX 1 DRAWING NO. CE-BQ-1936-DW01



Legend:
 Permit boundary

Final Revision:	Date:	Description:	By:	Chk:
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Client:

QuarryPlan

Site: Beam Quarry

Drawing Title: Proposed permit boundary

Date: 25 / 10 / 2021	Scale: 1:2,000	Paper Size: A3 (420x297mm)	
Drawn By: AA	Checked By: ST	Status: FINAL	Final Revision: -
Drawing Ref: CE-BQ-1936-DW01		Drawing No: Figure 1	

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Dr



APPENDIX 2 REFUELLING AND EMERGENCY SPILLAGE PROCEDURE

Ap 2.1 Introduction - Environmental Risk

- Ap 2.1.1 Risk of environmental pollution incidents from the restoration works to the quarry are considered to be suspended solids from the deposit and spreading of inert wastes, soils and subsoils, and fuel in the event of a spillage from either a mobile fuel bowser or diesel container. No fuels or oils are stored within the Site.
- Ap 2.1.2 Mobile plant will be operated in accordance with manufacturers' guidelines and will be routinely inspected and maintained.
- Ap 2.1.3 To reduce the risk of environmental pollution with regards to potential spillages of fuels the following Refuelling Procedure will be adhered to at all times. In the unlikely event that a fuel spillage does occur then the Emergency Spillage Procedure will be implemented.

Ap 2.2 Refuelling Procedure

- Ap 2.2.1 **Aim:** To effectively control the risk of pollution that has the potential to arise from the delivery of fuel to mobile plant on Site.
- Ap 2.2.2 Steps to be followed:
- The person carrying out re-fuelling must remain with the item of plant at all times observing the operation.
 - The fuel tank on the item of plant must be checked in order to determine the amount of fuel required.
 - The fuel nozzle is secured by lock. Before use the fuel nozzle, the hose must be checked for leaks or damage. If any are located the Site Supervisor must be informed and they will arrange for remedial action.
 - The fuel nozzle must be kept upright between the fuel tank and mobile bowser to avoid any splashes / leaks.
 - Although an automatic cut-off is fitted to the fuel nozzle, do not rely on it totally to prevent any splashes.
 - Any spillages must be cleared up using absorbent material, following the Emergency Fuel Spillage Procedure below.

Ap 2.3 Emergency Spillage Procedure

- Ap 2.3.1 **Aim:** To ensure that any fuel spillages are contained within an area and cause minimal environmental impact.

STEPS TO BE FOLLOWED (SMALL SCALE FUEL SPILL):

- A small fuel spill is one caused by things such as a splash or spill of fuel whilst filling an item of plant or machinery. The volumes involved are small and are confined to a small area.
- If a small spill does occur the spill needs to be covered with absorbent granules from a spill kit.
- The absorbent material should be allowed to cover the spill for a sufficient amount of time to allow it to soak up the fuel contamination.
- Once the absorbent material has soaked up the spill it should be removed to a quarantine area for non-conforming waste. From there the waste should be exported off Site to a facility permitted to accept the waste types and all relevant documentation should be maintained by the Operator.



- Report to the Site Manager any materials that have been used and need replacing.

STEPS TO BE FOLLOWED (LARGE SCALE FUEL SPILL):

- Ap 2.3.2 In the event of a major spillage of diesel, oil or lubricants, the essential action to be taken is to prevent the spillage migrating to a position / sensitive receptor where it could cause contamination. This can be done by:
- Diverting the spillage away from such an area;
 - Bunding the spill using pollution socks / sand / soil; and
 - Placing absorbent materials on the spillage.
- Ap 2.3.3 If the spillage is major, it is essential that instant action is taken, using the emergency spill-kits.
- Ap 2.3.4 If possible you should try to prevent any further spillage from the source, e.g. by turning off the diesel pump, turning off a valve or blocking a hole in the fuel tank.
- Ap 2.3.5 Protect any nearby drains by placing pollution socks or booms around them, using enough to totally enclose the entrances.
- Ap 2.3.6 The spill should be reported as soon as reasonably possible to the Site Manager and Environment Agency.
- Ap 2.3.7 Use the absorbent mats to clear up the spillage and seek specialist advice from appropriate contractors.
- Ap 2.3.8 Once the absorbent material has soaked up the spill it should be removed to the area of non-conforming waste. From there the waste should be exported off Site to a facility permitted to accept the waste types and all relevant documentation should be held on site.
- Ap 2.3.9 Report to the Site Manager any materials that have been used and need replacing.
- Ap 2.3.10 **Consequences of not following procedures:** If a spill occurs and the following procedures are not followed then the Site runs the risk of causing pollution to the surrounding land and water courses. This may result in action being taken against the Site Operator/Permit Holder.



Table Ap 2 Record of Spillage Incident

Trade name	State	UN number	Location	Type of containment	Relevant health and environmental properties
Diesel	Liquid	1202	Transported via a mobile bowser, purpose designed container/drum	Mobile bowser / container / drum	H226 - Flammable liquid and vapour. H304 - May be fatal if swallowed and enters airways. H315 - Causes skin irritation. H332 - Harmful if inhaled. H351 - Suspected of causing cancer. H373 - May cause damage to organs through prolonged or repeated exposure. H411 - Toxic to aquatic life with long lasting effects. R20 - Harmful by inhalation. R38 - Irritating to skin. R40 - Limited evidence of a carcinogenic effect. R51 - Toxic to aquatic organisms. R53 - May cause long-term adverse effects in the aquatic environment. R65 - Harmful: may cause lung damage if swallowed. (EU, 1967)



APPENDIX 3 RECORD OF NON-CONFORMANCE FORM



Record of non-conformance	
Date and time non-conformance identified:	
What happened?	
What caused it?	
What have you done to make sure that it does not happen again?	
Was there any significant pollution – for example oil entering a surface water drain?	
If there was then you must notify the Environment Agency on 03708 506 506 (open 24hours / day) Have you done so?	Yes / No / not applicable Time: Date: EA Incident number:
Please print name and sign:	



APPENDIX 4 GENERAL WASTE MANAGEMENT – WASTE RECORD FORMS



General Waste Management – Waste Received on Site							
Date	Origin (e.g. Telford)	EWC Code	Disposal or Recovery Code	State (solid, liquid)	From another waste facility?	Amount (tonnes)	Comments



General Waste Management – Waste Removed off Site							
Date	Destination (e.g. Telford)	EWC Code	Municipal Source? (Y/N)	State (solid, liquid)	Disposal or Recovery Code	Amount of waste (tonnes)	Comments



APPENDIX 5 COMPLAINTS RECORD FORM



Complaints Record	
Who made the complaint?	
Name:	
Address:	
Phone No:	
Date and time they made the complaint:	
What was the reason / nature of the complaint?	
Was anyone else aware of this? If so, who?	
What was the source of the problem, what went wrong? If source is unknown contact a suitably qualified person to investigate.	
What have you done to make sure it won't happen again?	
Was there any significant pollution (e.g. oil entering a surface water drain)?	
If there was then you must notify the Environment Agency on 03708 506 506 (open 24hours/day) Have you done so? You must also notify the Environment Agency via email or letter.	Yes / No / not applicable Time: Date: EA Incident number:
Please print name and sign:	



APPENDIX 6 PREVENTATIVE MAINTENANCE CHECKLIST



APPENDIX 7 MAINTENANCE RECORDS FORM



APPENDIX 8 SITE INSPECTION RECORD



Site Inspection Record			
Date	Item	Inspected (Yes / No)	Comments
	Site haul road		
	Working areas		
	Drainage		
	Litter		
	Mud/dirt		
	Vermin and insects		
	Fire (fire-fighting equipment)		
	Security		



APPENDIX 9 ENVIRONMENTAL ACCIDENT AND INCIDENT RECORD FORM



Environmental Accident and Incident Record	
Date and time of the incident:	
What happened?	
Was anyone else aware of this – other witnesses? If so, who?	
What caused it?	
What action did you take to fix the problem? Were external agencies involved?	
What have you done to make sure that it does not happen again?	
If there was then you must notify the Environment Agency on 03708 506 506 (open 24hours / day) Have you done so?	Yes / No / not applicable Time: Date: EA Incident number:
Please print name and sign:	



APPENDIX 10 TRAINING RECORD



Training Record			
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Employee Name		Job Title	
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Training Required	Date Due	Date Complete	Passed as competent? (Yes / No)	Reviewer's signature	Date of refresher	Comments



APPENDIX 11 TRAINING NEEDS CHECKLIST



Training Needs Checklist														
Employee	Training Required (add as required)													Comments
	Environmental Awareness					Maintenance / Operations					Accidents / Emergency		Other	
	Permit role & responsibility	Waste Receipt incl. Duty of Care	Waste deposit, storage & spreading	Awareness of local sensitive receptors	Permit conditions and non-conformances	Maint. of mobile plant	Bunds, tanks, pipework	Fire	Spill response	Failure of Services	Dust emissions	Mud on public highway		

