Index of requested documentation

Item	Details	Document
1	Site Condition Report	Document Reference 1 'Site Condition Report'
2	Emissions to Air Risk Assessment	Document Reference 2 'Emissions to Air Risk Assessment'
3	Trade Effluent Details	Document Reference 3 'Trade Effluent Pit'
4	Trade Effluent Consent	Document Reference 4 'Trade Effluent Consent'
5	Site Capacity	Document Reference 5 'Capacity'
6	Abatement	Document Reference 6 'Site Abatement Systems'
7	Storage Details	Document Reference 7 'Site Storage Details'
8	Waste Handling	Document Reference EP003 'Waste Control and Disposal Procedure'

DOCUMENT REFERENCE 1

SITE CONDITION REPORT TEMPLATE

For full details, see H5 *SCR guide for applicants* v2.0 4 August 2008

COMPLETE SECTIONS 1-3 AND SUBMIT WITH APPLICATION

DURING THE LIFE OF THE PERMIT: MAINTAIN SECTIONS 4-7

AT SURRENDER: ADD NEW DOC REFERENCE IN 1.0; COMPLETE SECTIONS 8-10; & SUBMIT WITH YOUR SURRENDER APPLICATION.

1.0 SITE DETAILS	
Name of the applicant	Birds Eye Limited
Activity address	Freightliner Road, Kingston Upon Hull, Hull, East Yorkshire, HU3 4UW
National grid reference	506830 427130.

Document reference and dates for Site Condition Report at permit application and surrender	

Document references for site plans (including location and boundaries)	

Note:

In Part A of the application form you must give us details of the site's location and provide us with a site plan. We need a detailed site plan (or plans) showing:

- Site location, the area covered by the site condition report, and the location and nature of the activities and/or waste facilities on the site.
- Locations of receptors, sources of emissions/releases, and monitoring points.
- Site drainage.
- Site surfacing.

If this information is not shown on the site plan required by Part A of the application form then you should submit the additional plan or plans with this site condition report.

2.0 Condition of the land at permit issue	
Environmental setting including: • geology • hydrogeology • surface waters	All information within this site condition reports has been gathered from previous site condition reports pulled together as part of the original permit application and prior to the construction of the turbine on site. No changes to ground condition are expected to have happened since the writing of those reports. It is likely

	that areas of made ground are present immediately beneath the site, associated with the foundations, and buried services. This can be up to a few metres in thickness and typically comprises variable proportions of clay, silt, sand gravel and ash with brick and concrete rubble. Based on the geology plans the site is underlain by drift deposits of estuarine alluvium, lacustrine and glacial deposits. The bedrock beneath the site comprises of cretaceous upper chalk measures; welton chalk; 40 – 50 m and ferriby chalk with reduced basal beds; 40–50 m. This in turn is underlain by upper jurassic measures; ancholme clay groups; 20–30 m and brantingham formations; 5–10 m. These in turn are underlain by middle and lower jurassic measures. The layer of made ground is likely to be highly varied in its permeability due to its variable composition. Thus depending on the nature of materials, it is likely that any infiltratrating water will percolate through to remain perched on the lower permeability lenses or any boulder clay present in the

	underlying veneer of quaternary age drift deposits. The site is all covered in an impermeable layer of hardstanding that is subject to regular inspections as detailed in the appended risk assessment table so any infiltrating water is extremely unlikely. As a unit the overlying drift measures are classified by the environment agency as a Non Aquifer (Negligibly permeable) – formations which are generally regarded as containing insignificant quantities of groundwater. However, groundwater flow through such rocks, although imperceptible, does take place and needs to be considered in assessing the risk associated with persistent pollutants. The site does not fall within an inner, outer or total source protection zone. The closest groundwater abstraction Smith & Nephew Medical Ltd is 1.8 km east of site. The environmental sensitivity of the surface water is low to medium due to underlying strata and distance of surface water features.
Pollution history including: • pollution incidents that may have affected land	**There have been no major spillages or leaks from the activities on site during the life of the permit. The**

• historical land-uses and associated contaminants • any visual/olfactory evidence of existing contamination • evidence of damage to pollution prevention measures	**only documented spillages are small scale routine spill and leaks, for example from vehicles or knocking over containers. Spill kits are located in strategic locations internally and externally around the site. Staff have been trained in the use of spill kits and there is documented spill control procedure implemented and maintained as part of the organisations ISO 14001 environmental management system. As detailed previously and in the risk assessment tables all production areas and outside areas where materials would be stored or handled are impermeable hardstanding so there is minimal risk of any spillages reaching ground.** Land pollution records were provided by the Landmark information group for incidents within 1 km of the site boundary as part of the original land condition repot. Contaminated land entries/local authority recorded landfill sites have been identified by Kingston Upon Hull City Council. There are 10 entries within 1 km of site.

	Site operational layout plans, including the location and nature of underground services and pipelines are shown on DRNP01 (submitted with original application). The majority of underground structures located on site are limited to utility services. There are no sumps located on site. The effluent treatment works contains a below ground storage tank. The location of bulk storage tanks and raw materials/product storage areas are shown on Appendix 2. Those storage areas with the potential to pollute have been individually considered in a risk assessment appended to this document The locations of waste storage areas are shown on Appendix 2, these are also considered in the appended risk assessment. Site foul and surface water drainage plans are included as DRNP01. An assessment of the site history and use was conducted in the original site condition reports to indicate the nature of possible ground and groundwater contamination. The relevant information is summarised in the following paragraphs. A historical land use report identifying

	potentially contaminative industry, land use, tanks was consulted and submitted as part of the original application but is summarised below. An assessment of the site history and use was conducted to determine the likelihood and nature of possible contaminants. The earliest map available is dated 1856. The site existed as Greenfield land adjacent to the 'electric telegraph' railway line. Surrounding land use is limited to 'Dairy Coates.' By 1890/1893 part of the site has been split by railway lines. A gas works is also recorded 2.5 km southeast of site. An area recorded as dockland is located 6.8 km southeast of site. There are three sites recorded as brickworks, 7.3 km, 9.5 km and 11.3 km north of site respectively. By 1910 the majority of the site is covered by railway lines/sidings. The land use of the site and the surrounding site remains largely unaltered until 1980. By 1938 an asphalt works is recorded on the former brickworks site 7.5 km north of Tryton.

	By the late 1970s/early 1980s the majority of the railway lines/sidings have been removed from the site and surrounding area.
Evidence of historic contamination, for example, historical site investigation, assessment, remediation and verification reports (where available)	Historical site data is not in place but site condition reports were produced in 2004 and during the construction of the turbine in 2017. There is no quantitative data available.
Baseline soil and groundwater reference data	
Supporting information	• Source information identifying environmental setting and pollution incidents • Historical Ordnance Survey plans • Site reconnaissance • Historical investigation / assessment / remediation / verification reports • Baseline soil and groundwater reference data

3.0 Permitted activities	
Permitted activities	From permit
Non-permitted activities undertaken	From permit
Document references for: • plan showing activity layout; and • environmental risk assessment.	References from original permit application: • Plan: Part B2 (5a) (Doc. B202) • Environmental risk assessment: Application Supporting Documents Part B2 (6)

Note:

In Part B of the application form you must tell us about the activities that you will undertake at the site. You must also give us an environmental risk assessment. This risk assessment must be based on our guidance (*Environmental Risk Assessment - EPR H1*) or use an equivalent approach.

It is essential that you identify in your environmental risk assessment all the substances used and produced that could pollute the soil or groundwater if there were an accident, or if measures to protect land fail.

These include substances that would be classified as ‘dangerous’ under the Control of Major Accident Hazards (COMAH) regulations and also raw materials, fuels, intermediates, products, wastes and effluents.

If your submitted environmental risk assessment does not adequately address the risks to soil and groundwater we may need to request further information from you or even refuse your permit application.

4.0 Changes to the activity	
Have there been any changes to the activity boundary?	**If yes, provide a plan showing the changes to the activity boundary.**
Have there been any changes to the permitted activities?	**If yes, provide a description of the changes to the permitted activities**
Have any 'dangerous substances' not identified in the Application Site Condition Report been used or produced as a result of the permitted activities?	**If yes, list of them**
Checklist of supporting information	• **Plan showing any changes to the boundary (where relevant)** • **Description of the changes to the permitted activities (where relevant)** • **List of 'dangerous substances' used/produced by the permitted activities that were not identified in the Application Site Condition Report (where relevant)**

5.0 Measures taken to protect land	
Use records that you collected during the life of the permit to summarise whether pollution prevention measures worked. If you can't, you need to collect land and/or groundwater data to assess whether the land has deteriorated.	
Checklist of supporting information	• **Inspection records and summary of findings of inspections for all pollution prevention measures** • **Records of maintenance, repair and replacement of pollution prevention measures**

6.0 Pollution incidents that may have had an impact on land, and their remediation	
Summarise any pollution incidents that may have damaged the land. Describe how you investigated and remedied each one. If you can't, you need to collect land and /or groundwater reference data to assess whether the land has deteriorated while you've been there.	
Checklist of supporting information	• **Records of pollution incidents that may have impacted on land** • **Records of their investigation and remediation**

7.0 Soil gas and water quality monitoring (where undertaken)	
Provide details of any soil gas and/or water monitoring you did. Include a summary of the findings. Say whether it shows that the land deteriorated as a result of the permitted activities. If it did, outline how you investigated and remedied this.	
Checklist of supporting information	• **Description of soil gas and/or water monitoring undertaken** • **Monitoring results (including graphs)**

8.0 Decommissioning and removal of pollution risk	
Describe how the site was decommissioned. Demonstrate that all sources of pollution risk have been removed. Describe whether the decommissioning had any impact on the land. Outline how you investigated and remedied this.	
Checklist of supporting information	• **Site closure plan** • **List of potential sources of pollution risk** • **Investigation and remediation reports (where relevant)**

9.0 Reference data and remediation (where relevant)	
Say whether you had to collect land and/or groundwater data. Or say that you didn't need to because the information from sections 3, 4, 5 and 6 of the Surrender Site Condition Report shows that the land has not deteriorated. **If you did collect land and/or groundwater reference data, summarise what this entailed, and what your data found. Say whether the data shows that the condition of the land has deteriorated, or whether the land at the site is in a "satisfactory state". If it isn't, summarise what you did to remedy this. Confirm that the land is now in a "satisfactory state" at surrender.**	
Checklist of supporting information	• **Land and/or groundwater data collected at application (if collected)** • **Land and/or groundwater data collected at surrender (where needed)** • **Assessment of satisfactory state** • **Remediation and verification reports (where undertaken)**

10.0 Statement of site condition
Using the information from sections 3 to 7, give a statement about the condition of the land at the site. This should confirm that: • **the permitted activities have stopped** • **decommissioning is complete, and the pollution risk has been removed** • **the land is in a satisfactory condition.**

Appendix 1A - Assessment of the Likelihood of Land Pollution

Site Operation or Site Zone	Substance	Relevant Activity	Potential for Pollution from the Relevant Activity	1. Records of Pollution	2. Existence of Pollution Measures	Nature of Primary Containment	Testing and Inspection of Primary Containment	Nature of Secondary Containment	Columns continue on to Table B
Batter production	1. Mineral Oil	A. Delivery by road tanker to installation	Spillage from road tanker on installation roads entering road surface water drainage system	Localised staining observed. No records of spills or leaks	Yes	Road Tanker	Compliant to British Standard and DOT Regulations	N/A	→
		B. Road tanker offloading	Spillage from road tanker or delivery pipework to land	Localised staining observed. No records of spills or leaks	Yes	Road Tanker	Compliant to British Standard and DOT Regulations	N/A	→

		C. Storage	Failure of containment leading to spillage to land	No evidence/records of spills or leaks	Yes	Two 15 tonne stainless steel aboveground storage tanks.	IPPC Accident Management Plan (Revision 6) Site Spillage Procedure (EP001, Rev. 3) PPMs in place	Bunding – Fabric of the building.	→
	2. Eggs	A. Delivery by road tanker to installation	Spillage from road tanker on installation roads entering road surface water drainage system	Localised staining observed. No records of spills or leaks	Yes	Road Tanker	Compliant to British Standard and DOT Regulations	N/A	→
		B. Road tanker offloading	Spillage from road tanker or delivery pipework to land	Localised staining observed. No records of spills or leaks	Yes	Road Tanker	Compliant to British Standard and DOT Regulations	N/A	→

		C. Storage	Failure of containment leading to spillage to land	No evidence/records of spills or leaks	Yes	Stainless Steel above ground storage tank (4 tonne)	IPPC Accident Management Plan (Revision 6) Site Spillage Procedure (EP001, Rev. 3) PPMs in place	Bunding – Fabric of the building.	→
Waste storage	3. General waste storage	A. Waste storage	Failure of containment leading to spillage to land	Localised staining observed. No records of spills or leaks	Yes	Skip	Maintained by external, appropriately licensed waste contractor Incident Management Plan, Response & Procedure (IMP-01)	None	→
		B. Skip removal	Spillage from skip removal and / or spillage on installation roads entering road surface water drainage system	Localised staining observed. No records of spills or leaks	Yes	Skip	Maintained by external, appropriately licensed waste contractor Incident Management Plan, Response & Procedure (IMP-01)	None	→

Site Operation or Site Zone	Substance	Relevant Activity	Potential for Pollution from the Relevant Activity	1. Records of Pollution	2. Existence of Pollution Measures	Nature of Primary Containment	Testing and Inspection of Primary Containment	Nature of Secondary Containment	Columns continue on to Table B
	4. Waste Engineering Oil Drums	A. Waste storage	Failure of containment leading to spillage to land	No records of spills or leaks	Yes	Drums	Bund, Secondary Containment and Hard-standing System Audit Procedure (EP034, rev. 3) IPPC Accident Management Plan (Revision 6) Incident Management Plan, Response & Procedure (IMP-01) Site Spillage Procedure (EP001, Rev. 3)	Covered and bunded	→

		B. Removal	Spillage during removal process	No evidence/records of spills or leaks	Yes	Drums	Sealed drums removed by external, appropriately licensed waste contractor IPPC Accident Management Plan (Revision 6) Incident Management Plan, Response & Procedure (IMP-01) Site Spillage Procedure (EP001, Rev. 3)	N/A	

Site Operation or Site Zone	Substance	Relevant Activity	Potential for Pollution from the Relevant Activity	1. Records of Pollution	2. Existence of Pollution Measures	Nature of Primary Containment	Testing and Inspection of Primary Containment	Nature of Secondary Containment	Columns continue on to Table B
	5. Waste Batter Storage	A. Waste storage	Failure of containment leading to spillage to land	No evidence/records of spills or leaks	Yes	Waste Skip	Maintained by external, appropriately licensed waste contractor Incident Management Plan, Response & Procedure (IMP-01)	None	→
		B. Skip Removal	Spillage from skip removal and / or spillage on installation roads entering road surface water drainage system	Localised staining observed. No records of spills or leaks	Yes	IBC	Maintained by external, appropriately licensed waste contractor Incident Management Plan, Response & Procedure (IMP-01)	None	→

Effluent Settlement Pit	6. Effluent Sludge	A. Effluent Settlement Tank below ground	Failure of containment leading to seepage into the land or overflow leading to spillage to land	No evidence/records of spills or leaks	Yes	Stainless steel tank	Last full CCTV integrity inspection of tank carried out May 2018 Inspections of effluent pit area carried out by recycle operatives on a shift-by-shift basis (3x per 24-hour period)	None	
	7. Waste oil	A. Removal of waste oil via oil skimmer	Failure of containment leading to spillage to land	No evidence/records of spills or leaks	Yes	3x IBC's	Inspections of effluent pit area carried out by recycle operatives on a shift-by-shift basis (3x per 24-hour period)	None	

		B. Removal of waste oil IBC's	Failure of containment leading to spillage to land	No evidence/records of spills or leaks	Yes	IBC's	IBC's removed by external, appropriately licensed waste contractor IPPC Accident Management Plan (Revision 6) Incident Management Plan, Response & Procedure (IMP-01) Site Spillage Procedure (EP001, Rev. 3)		

Continued from table A →	Testing and Inspection of Secondary Containment	Nature of Tertiary Containment	Testing and Inspection of Tertiary Containment	3. Adequacy of pollution prevention measures Yes/No	4. Are the proposed Integrity testing of pollution prevention measures Adequate Yes/No	5. Is there an adequate documented management system to demonstrate operator management and competence with the relevant activity?	Little Likelihood of pollution?	Reasonable Possibility of pollution?

1. A, B, C →	None	Concrete hard-standing	Monthly Waste Accumulation and Storage Audit Form (EP011, rev. 2) Bund, Secondary Containment and Hard-standing System Audit Procedure (EP034, rev. 3) Hazard Reporting process	Yes	Yes	Yes – site EMS is 14001:2015 certified	✓	-

2. A, B, C, →	None	Concrete hard-standing	Monthly Waste Accumulation and Storage Audit Form (EP011, rev. 2) Bund, Secondary Containment and Hard-standing System Audit Procedure (EP034, rev. 3) Hazard Reporting process	Yes	Yes	Yes – site EMS is 14001:2015 certified	✓	-

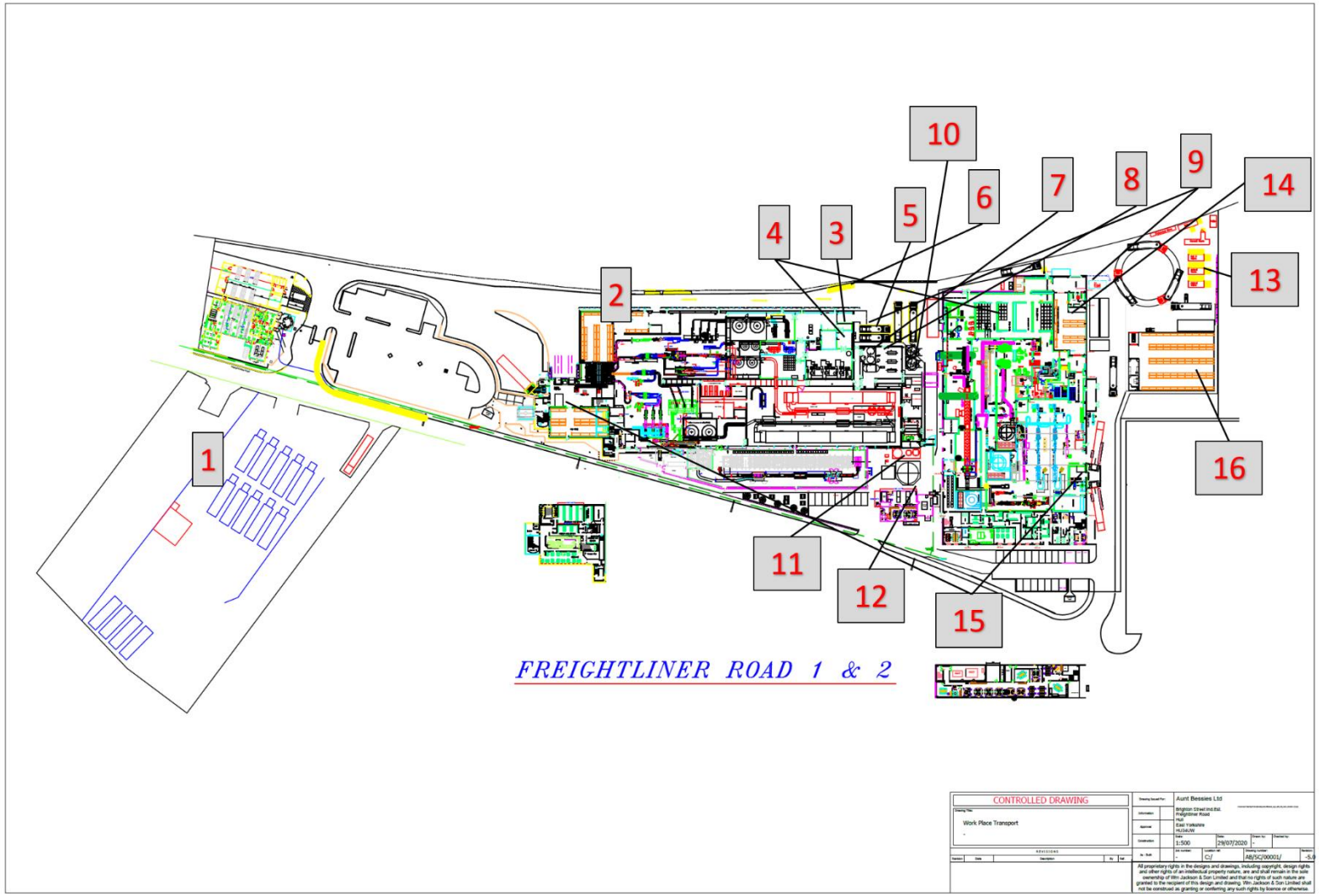
3. A, B →	N/A	Concrete hard-standing	Monthly Waste Accumulation and Storage Audit Form (EP011, rev. 2) Bund, Secondary Containment and Hard-standing System Audit Procedure (EP034, rev. 3) Hazard Reporting process	Yes	Yes	Yes – site EMS is 14001:2015 certified	✓	-

4. A, B →	N/A	Concrete hard-standing	Monthly Waste Accumulation and Storage Audit Form (EP011, rev. 2) Bund, Secondary Containment and Hard-standing System Audit Procedure (EP034, rev. 3) Hazard Reporting process	Yes	Yes	Yes – site EMS is 14001:2015 certified	✓	-

5. A, B →	N/A	Concrete hard-standing	Monthly Waste Accumulation and Storage Audit Form (EP011, rev. 2) Bund, Secondary Containment and Hard-standing System Audit Procedure (EP034, rev. 3) Hazard Reporting process	Yes	Yes	Yes – site EMS is 14001:2015 certified	✓	-

6. A →	N/A	Concrete hard-standing	Monthly Waste Accumulation and Storage Audit Form (EP011, rev. 2) Bund, Secondary Containment and Hard-standing System Audit Procedure (EP034, rev. 3) Hazard Reporting process	Yes	Yes	Yes – site EMS is 14001:2015 certified	✓	-

Appendix 1B – Site Bulk and Waste Storage Areas



Reference Point	Location
1	Compound
2	Factory 1 Packaging Stores
3	Factory 1 Debox Area
4	Factory 1 and 2 Cold Stores
5	External Egg Tankers
6	External Chemical Storage
7	Factory 1 Oil Room
8	Factory 1 Internal Egg Holding Tank
9	Factory 1 and 2 External Portable Cold Stores
10	External Flour Silos
11	Effluent Pit – Waste Oil
12	External Engineering Waste Oil
13	Cat 3 and food waste skips
14	Factory 2 Ambient Store
15	Factory 1 and 2 Outloading Freezers
16	Ambient Store *Under Construction*

DOCUMENT REFERENCE 2

Emissions to air are released through points A 1 – A12 as shown in plan **AEP001** submitted with the original application information.

Points A4 – A12 are emissions from the oven vents – in discussion with the Environment Agency, these emissions points have been described as indirect heating and emissions from them have been deemed to be insignificant.

The remaining points A1 – A3 are all from combustion plant for steam generation and have been assessed using the environment agency H1 tool. The completed H1 database has been sent in electronic format.

No actual data for the emissions point is available as the stacks were not required to be monitored under the previous permit. H1 has therefore been run using the following assumptions.

Effective height of zero for all stacks given the proximity of other buildings.

Total flow has been estimated by Certass (the manufacturer of two of the units) at 2670 m3/hr.

It has also been assumed that the combustion plant is working for 33% of the time, this is based on estimates from the operatives as to how long the boilers are typically running for.

Emissions data are inputted

at the ELV as set out within the Medium combustion plant directive i.e, 250 mg/m3 for stack a1 and 100mg/m3 for stacks a2 and a3. The thermal oil unit released through A1 is existing plant and the two Certass steam boilers at A2 and A3 classified as new.

Certass manufacturing data for the two new boilers A2 and A3 states that with the low NOx boilers at installation the emissions should be 25 mg/m3. T this is very significantly lower than the ELVs used in the calculation.

H1 screening for Nitrogen Dioxide (given the assumptions above) is shown below.

Long term PC	% PC of EAL	>1% of EAL	Short term PC	%PC of EAL	>10% of EAL
16.4	40.8	YES	1302	651	YES

When adding in a background air concentration, taken from the council's data, the emissions still come out not insignificant.

Data inputted into the H1 tool at this stage is not thought to be representative of actual emissions data. Further monitoring and analysis of this data should be undertaken to allow for representative data to be inputted into the tool and allow for proper scrutiny of the impact.

DOCUMENT REFERENCE 3

Details of the Site Trade Effluent Pit

The effluent treatment tank is constructed of a 35 cubic meter underground stainless-steel settlement tank which has two clay inlet pipes that feed into it. Appendix 3A shows an aerial view diagram of the effluent pit. The two inlet pipes (marked as '1' in Appendix 3A) feed from drains from production areas and external sinks. One of the two clay pipes firstly feeds into a junction chamber before feeding into the main tank. The junction chamber collects some of the solid particles which prevents them from entering the main tank.

Within the main tank there is a v-notch weir which stands on steel legs (see Appendix 3B). Due to the nature of the wastewater, the solids follow a gravity settlement process wherein heavy particles settle (mainly flour from batter waste) at the bottom of the tank and the lighter waste (oil) float to the top. The weir is constructed with a 'letterbox' type design and is situated to accurately measure the real time flow of water. Water flows through the weir then onto the stainless-steel outlet pipe (marked as '2' in Appendix 3A) which feeds to the combined sewer system. The v-notch weir and outlet pipe are situated so that minimal settleable solids from the bottom and lighter solids from the top of the tank are released to the combined sewer system. This process removes the majority of the settleable solids (mainly flour), which settles out as a sludge. This sludge is then removed by a third party and sent for treatment to be used in a composting process. The water is subject to treatment at Yorkshire Water WTW prior to final discharge. There are no direct releases to controlled waters from Aunt Bessie's premises.

There is a system for removing excess food oil which is a simple design of an oil skimmer (see Appendix 3C) that has a pipe that circulates the tank and collects oil from the large chamber. This is then fed up to the skimmer which transfers oil into a system of 3 IBC containers. This allows capacity for 24/7 functionality of the oil removal system.

There is a steel outlet drain that feeds wastewater out to the combined sewer system. As a food manufacturer the vast majority of the wastewater is produced during cleaning activities. There is also rainwater. Cleaning chemicals are used to manufacturer's recommendations and are carefully dosed using automated dosing systems with regular titration checks. There are no cleaning chemicals used in any external areas.

The site complies with consented discharge set out by Yorkshire Water who carry out regular spot sampling. We also carry out our own internal monitoring by a third-party laboratory when required. This sampling monitors levels of COD settled solids, non-settleable solids, oil and grease, pH, settleable solids and suspended solids to ensure that all levels are consistently within the agreed consent limit.

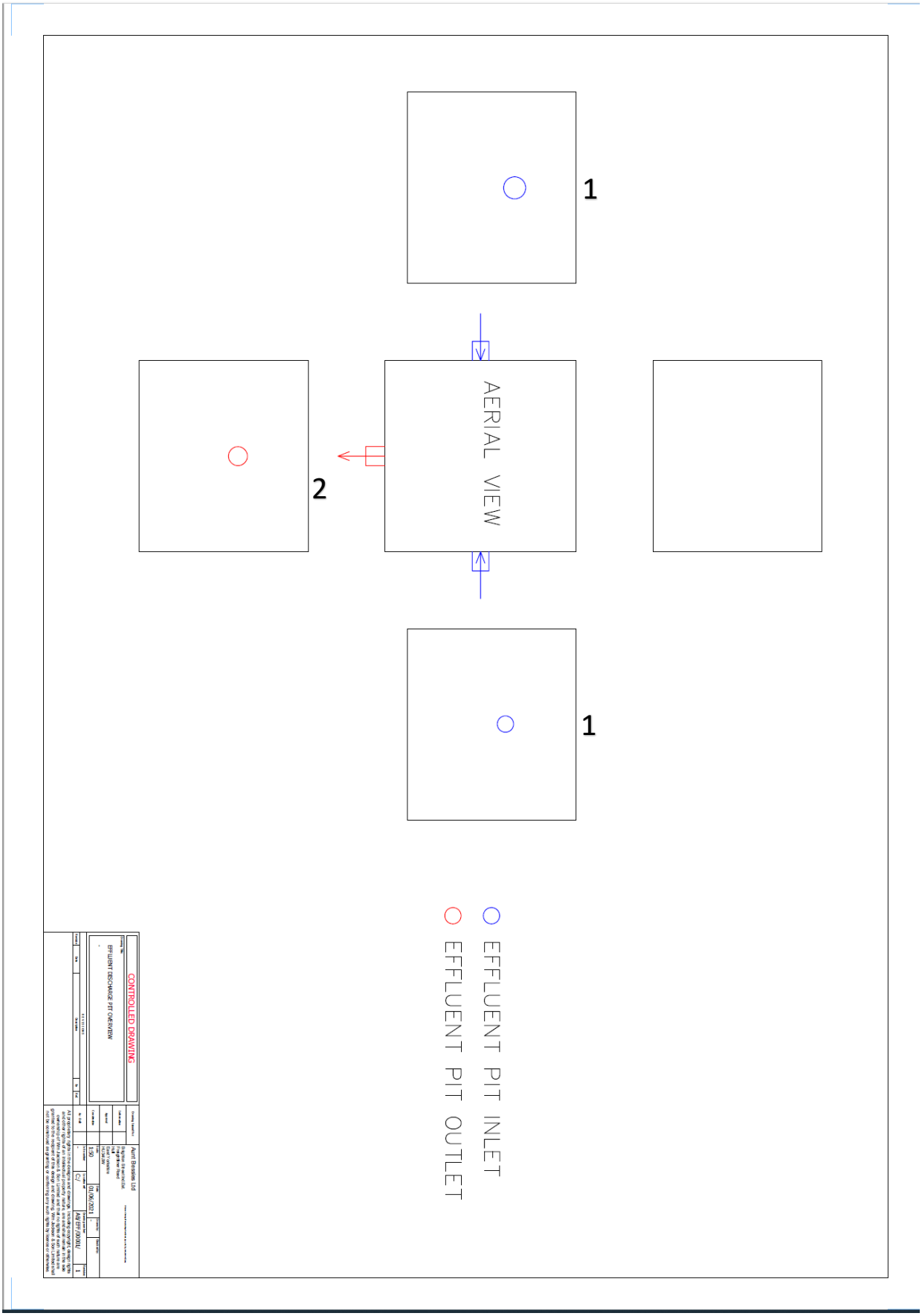
Stringent manufacturing processes are in place with the aim of preventing product batter from entering the drains and subsequently entering the effluent tank. For example, all discarded batter mixes are discarded by transferring waste into shrouded dolavs and then transferred into large waste skips. Also there are spill kits in various locations around the internal and external areas and relevant members of staff are trained to act accordingly in the event of a spillage on site, again with the aim of preventing any process by-product from entering drains. This is documented by a controlled Site Spillage Procedure (EP001, Rev. 3) which is part of the EMS. Visual checks are carried out by recycling operatives on a shift-by-shift basis (3x per day, 5 days per week). These checks

comprise of inspecting the colour and appearance of the wastewater in the tank, ensuring the oil skimmer is functioning and the checking the condition of the v-notch weir.

The mean flow rate for discharge volume for January 2022 was 1.464 litres per second.

Appendix 3A

Aerial view diagram of Trade Effluent Pit



Appendix 3B

Image of V-notch weir

Appendix 3C

Effluent treatment tank with oil skimmer in operation

DOCUMENT REFERENCE 4

YORKSHIRE WATER SERVICES LTD

The Water Industry Act 1991 (here called "the Act")

NOTICE OF A DIRECTION

varying the Conditions attached to a Consent
to discharge trade effluent into a public sewer

To: Aunt Bessie's Ltd
FreightLiner Road
Hull
HU3 4UW

By a Consent No. N&E/89/678C, Dated 21st April 1989 Yorkshire Water Services Ltd (here called 'YWS ') consented, subject to certain Conditions, to the discharge of trade effluent (here called "the effluent") into the public sewer from the premises (here called "the premises") now known as

Aunt Bessie's Ltd
FreightLiner Road
Hull
HU3 4UW

That Consent was subject to subsequent Direction. YWS, gives notice of its Direction pursuant to Section 124 of the Act, which shall take effect on 8th April 2016 that the Conditions attached to the said Consent and any Directions previously issued in respect of the said Consent shall be varied:-

i) by revoking the Conditions attached thereto, and

ii) by replacing the same with the following Conditions set out in the attached Direction Registration Number: Y/4367/15D

The owner or occupier of the premises may appeal against the attached Direction to the Water Services Regulatory Authority at the Office of Water Services Centre City Tower 7 Hill Street Birmingham B5 4UA. Any such appeal must be made within two months of YWS giving notice of the Direction, or at any time if the Water Services Regulatory Authority gives written permission.

DATED this 29th day of January 2016

Signed: .....

YWS Authorised Signatory

I/We: Aunt Bessies Limited

have received the Notice and Direction, of which this is a copy and we hereby give our consent to the giving of the Direction in accordance with Section 124(3) of the Act

Dated: 29th January 2016

Signed: MWilson

Print Name: MARK WILSON

Registration Number : Y/4367/15D

DIRECTION

YWS in the exercise of its powers under the Act, hereby GIVES ITS CONSENT to the discharge of trade effluent from the premises into the YWS public sewers, SUBJECT TO THE FOLLOWING CONDITIONS AND NOT OTHERWISE.

1. Communication with the Sewer

(1) The public sewer into which the effluent may be discharged is marked 'Z' on the attached plan.

(2) The effluent shall be discharged to enter only into the public sewer shown on the attached plan, at the point so shown marked 'X'. No connection for the discharge of effluent shall be made to the connecting pipe between such point and any measurement facilities referred to in the following Condition without the prior approval in writing of YWS.

2. Inspection and Measurement

(1) There shall be provided and maintained at all times at your expense at the point shown or otherwise indicated and marked as 'Y' on the said plan an inspection chamber or manhole or sample tap such as will enable a person readily and safely to take at any time samples of what is passing into the said sewer from the premises, and that chamber or manhole shall be a minimum size of 1,200 millimetres internal diameter for pre-cast concrete sections or 1,200 millimetres x 800 millimetres for engineering brickwork construction or such other suitable sampling facility to be constructed and maintained to the satisfaction of YWS,

(2) There shall be provided, operated and maintained in good accurate working order and in a manner consistent with good operating practice, at all times, at your expense;

(a) a meter in such a position and of such specification as shall be approved by YWS such as will measure and provide a continuous record of the quantity and rate of discharge of any trade effluent being discharged from the premises into the said sewer and following the written request of YWS to have the accuracy of the meter independently tested by an agreed body,

(b) Equipment in such position and of such specification as shall be approved by YWS as will provide for a flow proportional sample as will enable the nature and composition of constituents as set out in these conditions of any trade effluent being discharged from the premises into the said sewer to be ascertained and to provide as may be from time to time required by YWS such samples from such equipment as will enable the nature and composition of constituents as set out in these conditions of any trade effluent being discharged from the premises into the said sewer to be ascertained,

(3) You shall allow YWS a right of access without notice for the purpose of inspecting, testing and reading any such meter and equipment and any other equipment required under Condition 5(3) below and for obtaining any sample of the effluent.

3. Information to be Given

(1) You shall supply to YWS all information reasonably requested for the control of the effluent and for the assessing of the charges in accordance with Condition 8.

(2) You shall keep a continuous record of the volume and rate of discharge of any effluent discharged from the premises into the said sewer and a record of the nature and quantity of any chemicals used to ensure compliance with the terms of this consent and copies of such records shall be submitted to YWS within fourteen days of a written demand from YWS. The originals of all such records shall be retained by you for a period of six years.

(3) You shall provide written documentation within 12 months from the date of this consent and every 12 months thereafter that the flow measurement and any other equipment have been independently tested and where appropriate calibrated to ensure that they are in good working order and operating to all relevant specifications.

4. Discharge Quantity and Rate

The quantity of the effluent discharged shall not exceed 450 cubic metres in any period of twenty-four hours.

The rate of discharge of the effluent shall not exceed 20 litres per second.

5. Nature of the Effluent

(1) Subject to the provisions of Conditions 5(2), 5(3) and 6 below, the effluent shall not contain any substance or be of a character other than as listed in the attached Schedule of Conditions and any such substance or character shall not be in a proportion greater than that there stated.

(2) No sample of the effluent taken from the point specified in 2.(1) shall contain prescribed substances in concentrations above background.

(3) There shall be provided, operated and maintained at all times at your expense, such equipment and/or systems including but not limited to chemical dosing as shall be approved by YWS, as will prevent the effluent, either alone or in combination with any matter in any sewer or receiving sewage treatment works vested in and/or under the control of YWS from giving rise to any obnoxious, poisonous or inflammable gases or otherwise a statutory nuisance as defined by the Environmental Protection Act 1990 in such sewer or sewage treatment works which would be deleterious to such sewer or to the processes in use at such sewage treatment works or to the disposal of sludges produced by such sewage treatment works.

6. Matter to be Excluded

Save as permitted by this Direction the effluent shall not contain:

(1) Any matter likely to injure any public sewer or any sewer or drain communicating with a public sewer, or to interfere with the free flow of its contents, or to affect prejudicially the treatment and disposal of its contents; or

(2) Any matter which, either alone or in combination with the contents of any public sewer or any sewer or drain communicating with a public sewer, is dangerous, or the cause of a nuisance, or prejudicial to health; or

(3) Any petroleum spirit. For this purpose 'petroleum spirit' means any such:-

(a) crude petroleum; or

(b) oil made from petroleum, or from coal, shale, peat or other bituminous substances; or

(c) product of petroleum or mixture containing petroleum,

as when tested in the manner prescribed by or under the Petroleum (Consolidation) Act 1928 gives off an inflammable vapour at a temperature of less than 22.7 degrees Celsius.

7. Notification of Changed Effluent

You shall give to YWS prior written notice of any change in the process or the process materials or any other circumstances likely to alter the constituents of the effluent as set out in Condition 5 and the Schedule of Conditions. In such circumstances, no substance of which YWS has not had previous notice of may be discharged unless and until YWS has agreed to accept the substance at a limit imposed by YWS which shall then deemed to be incorporated in the said Schedule by agreement and shall not prejudice the right of YWS to serve a Direction earlier than two years from the date of such incorporation.

8. Charges

(1) Payment for the treatment and disposal of the effluent and the costs of sampling and analysis of the same for control purposes shall be made to YWS by way of charges determined separately as stated below for the effluent discharged.

(2) The charge under (1) above shall be calculated in accordance with the Yorkshire Water Services Limited Charges Schemes as from time to time amended.

(3) The charge shall be payable by any person who is or was the occupier of the premises during the period of discharge of the effluent or at the date payment is due.

SCHEDULE OF CONDITIONS

1 The temperature of the effluent shall not exceed 43.3 degrees Celsius at the time of discharge.

2 The pH value of the effluent shall not be less than 6 nor more than 10 at the approved measuring point.

3 Settled Chemical Oxygen Demand shall not exceed 10000 milligrammes per litre.

4 Total load of Settled Chemical Oxygen Demand discharged in twenty-four hours shall not exceed 600 kilogrammes.

5 Total Oil and Grease shall not exceed 500 milligrammes per litre.

6 Settleable Solids shall not exceed 4000 milligrammes per litre.

7 Total load of Settleable Solids discharged in twenty-four hours shall not exceed 525 kilogrammes.

NOTES

1. Any person aggrieved by any condition contained in this Consent may appeal to the Water Services Regulatory Authority.

2. Compliance with these Conditions shall be ascertained by reference to the approved methods of analyses used, applied or adopted by YWS as from time to time amended.

3. For purposes of Condition 5 prescribed substances shall be taken as being those substances that are included in Schedule 1 of 'The Trade Effluents (Prescribed Processes and Substances) Regulations 1989' Statutory Instrument Number 1156 or any amendment or addition to the same.

4. For purposes of Condition 5 background shall assume the same meaning as defined in 'The Trade Effluent (Prescribed Processes and Substances) Regulations 1989' Statutory Instrument Number 1156 or any amendment or addition to the same.

5. Occupiers are reminded of their duty under the Health and Safety at Work etc Act 1974 to ensure that inspection and sampling of the effluent can be undertaken without risk to health or safety.

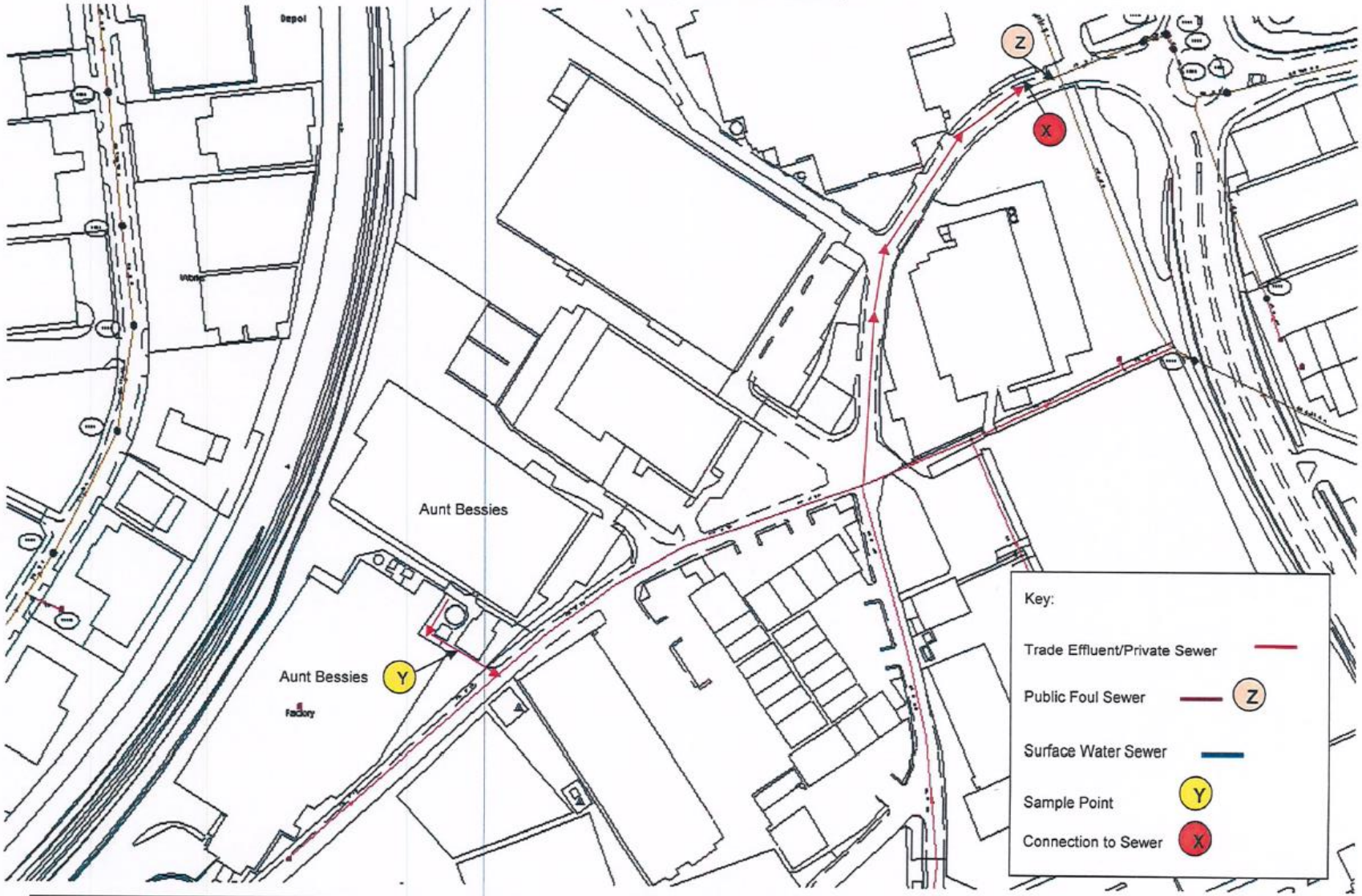
6. Entry to the premises by Officers of YWS for the purpose of inspecting and sampling the effluent is authorised under the Water Industry Act 1991.

7. If any condition of the Direction is contravened the occupier of the premises may be guilty of an offence and liable to conviction by a Magistrates' Court to a fine not exceeding the statutory maximum or on conviction by a Crown Court to an unlimited fine.

Sample point

Aunt Bessie's Limited - URN 2392253

Freightliner Road, Hull, East Yorkshire, HU3 4UW



DOCUMENT REFERENCE 5

Site Capacity

The ‘total treatment capacity (tonnes each day)’: is 320 tonnes

The maximum amount of raw materials on the site at any one time: See supporting documents question 3c Table 5 columns 3 and 4.

DOCUMENT REFERENCE 6

Site Abatement Systems

Emissions to air abatement

Item	Details
Quarterly Inspections	Quarterly inspections are carried out by external specialists on all combustion units
Regular maintenance (external)	Each combustion unit has maintenance schedules carried out by external specialists
PPMs	Periodic maintenance on all associated air abatement equipment are completed to support the third-party inspections. These are completed on frequencies determined by FMEA/ OEM recommendations

Emissions to sewer abatement

Item	Details
Effluent settlement system	All drains from production and external areas pass through the effluent settlement system prior to release to sewer. This includes an oil skimmer to reduce the amount of food oil from factory clean down processes
Spot sample report carried out by external independent company and Yorkshire Water	Spot sampling carried out to monitor compliance with Consent Limit set by Yorkshire Water. Further information in Supporting Documents (Part B3, 4A)
Effluent pit visual inspections	Inspections of effluent pit area carried out by recycle operatives on a shift-by-shift basis (3x per 24-hour period, 5x per week)
Cleaning procedures	Cleaning processes are devised to reduce as much as practicable the amount of excess process by-product from entering the drainage system. For example, any waste batter is transferred into a dolav then put into the Cat 3 waste skip. Also during any cleaning activity, operatives must ensure

	drain baskets are in place to prevent any solids entering the drainage system
Site Spill Procedure	Site Spillage Procedure (EMS doc ref: EP001, Rev. 3) outlines steps to follow in the event of a spillage which could enter the drain system
EMS audits	The site EMS contains an audit program which includes walkaround audits (EMS doc ref: EP004, Rev. 3) and the Bund, Secondary Containment and Hard-standing System Audit (EP034, rev. 3) in which the auditor assesses if hazardous liquids are appropriately stored (e.g. bunded)
Training	The site has a training system in place in which training documents 'Standard Training Operating Procedures' (STOPs) and other relevant procedures are trained out to relevant personnel. The system is maintained and reviewed, and a 'refresher' program is in place. Included in this system are STOP documents relating to waste handling and site spillage with the aim of waste prevention. Within the EMS there is educational training programs such as Effluent Pit training in which the importance of stringent monitoring of our releases to sewer is explained and the consequences of not abiding by our consent limit are outlined to operatives

DOCUMENT REFERENCE 7

Aunt Bessie's Site Storage Areas

Map references: Please see Appendix 7A for corresponding map reference points

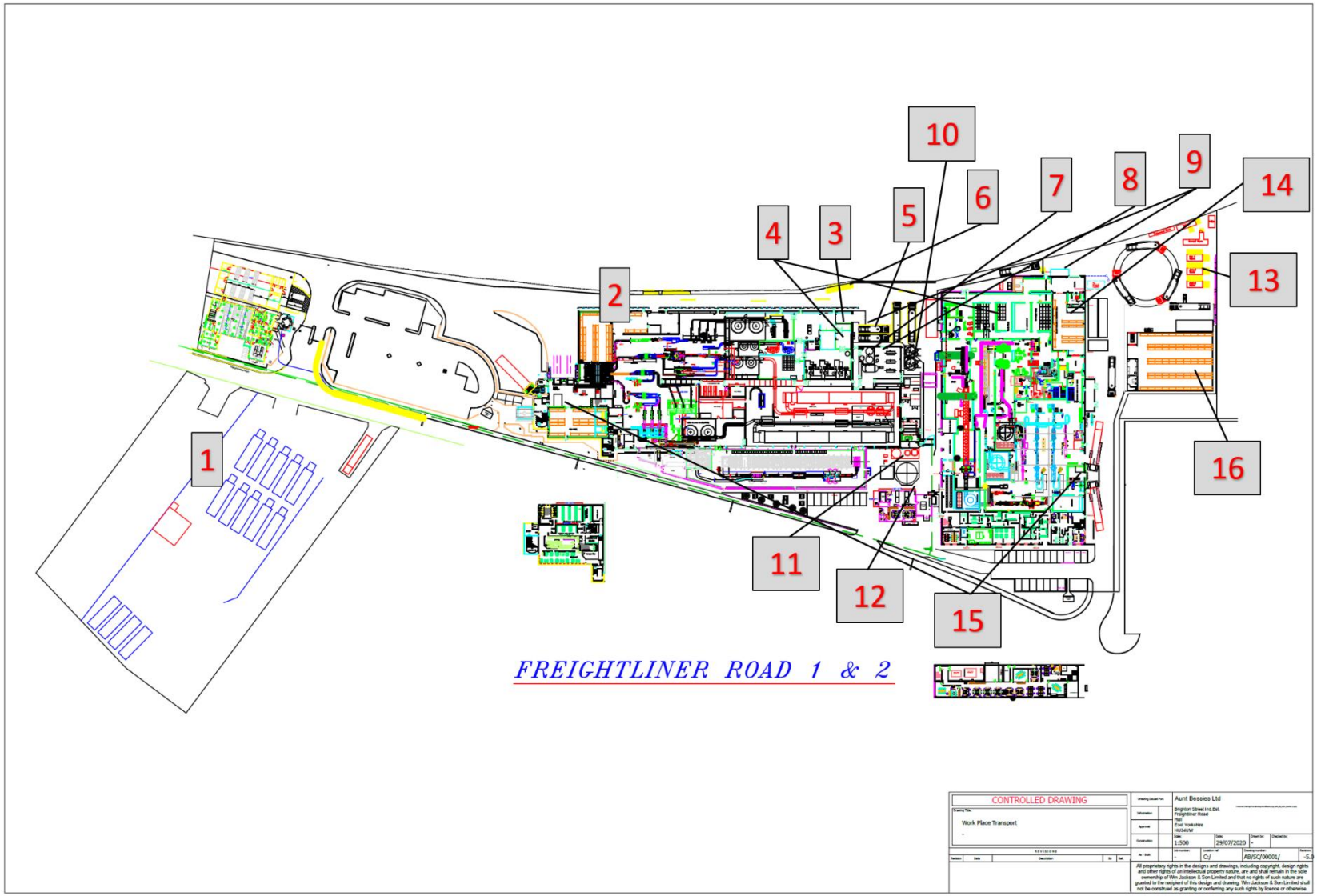
Map Ref	Storage Location	Description (Primary and secondary containment, size and specific container type, accident preventative measures)
1	Compound	- Primary containment: 2x waste skips for disposal of wood and metal material only - Secondary Containment: Situated on concrete hard-standing - Waste skips are provided, maintained and removed by external, licensed waste carriers
2	Factory 1 Packaging Stores	- Area for storing various packaging materials including carboard outer cases and packaging films in racking units - Primary containment: packaging materials are stored on wooden pallets, shrink wrapped and strapped - Secondary containment: Concrete hard-standing - The area holds approximately 800 pallets
3	Factory 1 Debox Area	- Area for storing dried goods materials - Primary containment: all products are bagged (in some cases double-bagged), shrink wrapped and stored on wooden or plastic pallets - Secondary containment: Concrete hard-standing - Site Spillage Procedure (EP001, Rev. 3) - Clean as you go policy, cleaning equipment in the area - This area has the potential to hold up to 30 pallets of dried goods
4	Factory 1 and 2 Cold Stores	- Cold store area (both freeze and chill capability) for storage of pallecons of liquid food materials and pallets of frozen solid food materials (solids only stored when in freezer setting) - Pallecons hold 1000 litres of liquid products - Primary containment: all liquids are contained in a valved shroud and stored in either plastic pallecons or metal pallecons, solids are bagged and contained in boxes on pallets which are shrink wrapped - Secondary containment: Concrete hard-standing - There is no floor drainage within the cold store.

		- Clean as you go policy, Site Spillage Procedure (EP001, Rev. 3), IPPC Accident Management Plan (Revision 6), Incident Management Plan, Response & Procedure (IMP-01) - The average held in the area at any one time is around 19 pallecons when in chill mode and 15 pallets when in freezer mode
5	External Egg Tankers	- Stainless steel road tanker, supplied by third party company - Tankers are connected up to pump egg into our internal holding tank - There is capacity for 2x tankers to be held on site at a time - Tankers are stored until their contents have been exhausted, then they are removed and replaced - Primary containment: 27 tonne stainless steel road tanker - Secondary containment: Spill kits, clay mats, isolation valves, external drains feed into effluent pit, concrete hard-standing - Control measures: trained personnel, Standard Operating Procedures, Site Spillage Procedure (EP001, Rev. 3), IPPC Accident Management Plan (Revision 6), Incident Management Plan, Response & Procedure (IMP-01)
6	External Chemical Storage	- External area for storage of cleaning products - Primary containment: cleaning products are supplied in either IBCs (Intermediate Bulk Containers) or smaller screw-cap plastic containers - IBCs hold 1000 litres, smaller containers hold 25 litres - Secondary containment: Bunded chemical storage unit - Control measures: storage unit is locked, walkaround audits, Site Spillage Procedure (EP001, Rev. 3), trained personnel, COSHH training, IPPC Accident Management Plan (Revision 6), Incident Management Plan, Response & Procedure (IMP-01)
7	Factory 1 Oil Room	- Area for storing Rapeseed oil used in products - Primary containment: stainless steel storage tanks (x2), 15 tonne capacity (per tank) - Secondary containment: Bunded room - Control measures: Site Emergency procedure (Incident Management Plan), Site spill procedure, spill kit, PPMs
8	Factory 1 Internal Egg Holding Tank	- Primary containment: stainless steel tank, 4 tonne capacity - Secondary containment: concrete hard-standing - Control measures: PPMs, Site Spillage Procedure (EP001, Rev. 3), Incident Management Plan

9	Factory 1 and 2 External Portable Cold Stores	- External portable cold store used for storage of pallecons of materials such as egg white, egg, milk, frozen meat as well as pallets of milk powder - Hired unit supplied by a third party - Pallecons hold 1000 litres of liquid products - Primary containment: all liquids are contained in a valved shroud and stored in either plastic pallecons (egg) or metal pallecons (egg white and milk), milk powder is double-bagged and stored on pallets which are shrink wrapped, meat is bagged and stored in palletainers - Secondary containment: Sealed storage unit (no drainage) - Control measures: Site Spillage Procedure (EP001, Rev. 3), IPPC Accident Management Plan (Revision 6), Incident Management Plan, Response & Procedure (IMP-01), spill kits - At any one time this unit is used to store up to 37 pallets
10	External Flour Silos	- Primary Containment: Stainless steel silos (x2), each silo can hold up to 30 tonnes of flour - Secondary Containment: Internal concrete bunding around the base - Control Measures: DSEAR, earthed, security/ fencing, Site Emergency procedure, Site Spillage Procedure (EP001, Rev. 3), spill kit
11	Effluent Pit – Waste Oil	- Waste oil collected from effluent pit via oil skimming process - Primary containment: 3x IBC Containers (1000 litres) - Secondary containment: IBC containers sit on individual bunds - Control measures: visual inspections 3x per day by recycling operatives, Site Spillage Procedure (EP001, Rev. 3)
12	External Engineering Waste Oil Storage	- Primary containment: Sealed drums, each with a capacity of 205 litres, a maximum of 4 drums may be stored in the area at any one time - Secondary containment: shrouded and bunded unit - Control measures: IPPC Accident Management Plan (Revision 6), Incident Management Plan, Response & Procedure (IMP-01), Site Spillage Procedure (EP001, Rev. 3), spill kit
13	Cat 3 and food waste skips	- Primary containment: 2x Metal waste skips with covers (35 tonne capacity per skip) - Secondary containment: concrete hard-standing - Skips are maintained and removed by an external, licensed waste carrier - Control measures: IPPC Accident Management Plan (Revision 6), Incident Management Plan, Response & Procedure (IMP-01), Site Spillage Procedure (EP001, Rev. 3), spill kit
14	Factory 2 Ambient Store	- Area for storing various packaging materials (carboard outer cases, packaging cartons and packaging films) and dried and liquid goods in racking units

		- Primary containment: all dried goods are bagged (in some cases double-bagged), shrink wrapped and stored on wooden or plastic pallets, packaging materials are stored on wooden pallets, shrink wrapped and strapped, liquid goods are stored in bags within tamper-proof sealed buckets and stored on pallets - Secondary containment: Concrete hard-standing - Clean as you go policy, cleaning equipment in the area - The floor area can hold up to 100 pallets
15	Factory 1 and 2 Outloading Freezers	- Storage area for frozen finished products before further distribution - Primary containment: products are contained in primary packaging within outer cases and stored on wooden pallets - Secondary containment: concrete hard-standing - Clean as you go policy, cleaning equipment in the area - At any one time these freezers can hold up to 150 pallets of finished goods
16	*Ambient Store* (Under Construction)	- Purpose built ambient storage unit (which is currently under construction) to store up to 1000 pallets of materials - Primary containment: materials will be appropriately packaged and stored on pallets in racking units - Secondary containment: concrete hard standing - Clean as you go

Appendix 7A – Aunt Bessie's site map with labelled storage locations



DOCUMENT REFERENCE 8

WASTE CONTROL AND DISPOSAL PROCEDURE

1. SCOPE

1.1 Applicability

This procedure applies to all waste produced.

1.2 Purpose

The purpose of this procedure is to ensure that waste is disposed of as required by legislative requirements and in such a way as to prevent harm to the environment, employees and disposal contractors and to ensure the duty of care is complied with.

2. RESPONSIBILITY

The HSE Manager will ensure that waste contractors are licensed to carry and dispose of waste and keep the sites waste matrix up to date, by way of monthly reviews.

The Hygiene Manager and the Recycling Operatives will ensure this procedure is followed and that waste is stored, handled and disposed of correctly.

All employees must follow this procedure and ensure that waste is managed in such a way as to prevent harm to the environment, waste contractors, themselves and all other employees.

3. CLASSIFICATION OF WASTE AND DESCRIPTION

3.1 Description

In order that waste can be properly and safely disposed of in a manner which prevents harm to the environment it is essential that it is correctly described and classified in order that the contractor has sufficient information to deal with the waste correctly. The following information must be supplied to the waste contractor in the form of a description before waste can be taken away: -

- Quantity of waste.
- How the waste is packed (loose/container) and the type of container (skip, drum, sack).
- What the material is.
- Special problems or knowledge should also be detailed which can be a combination of the type of premises or business from which the waste comes, the name of the substance or substances, the process that produced the waste, and a chemical and physical analysis if required (consultation can be made with the waste management company to identify whether they require detailed analysis

of the waste).

Any other considerations that should be taken into account such as whether the waste can be mixed with other waste, whether it can be incinerated or crushed and whether it is likely to change its physical state during storage or transport.

The description of the waste can be detailed on the transfer note or provided separately as necessary.

3.2 **Classification**

Waste that is hazardous in some way may be classified as hazardous waste. Waste that is described as hazardous is classified as such because it can cause environmental damage or can be harmful to human health and includes materials such as oils, acids, alkaline solutions, batteries and pesticides.

4. SELECTION OF WASTE DISPOSAL CONTRACTORS

Waste must only be transported by a registered waste carrier and only disposed of by a waste disposal company holding a waste management licence that is authorised to do so. Contractors will be reviewed annually by the Hygiene Manager.

5. MANAGEMENT OF WASTE CONTRACTORS ON SITE

Waste contractors are required to report to the Security/reception lodge prior to entry to site. Once registered, they will be permitted onto site via gate 2, where they will proceed to the waste yard area. A recycling team member will meet them and supervise their activities whilst on site to ensure the safe loading of the skip. This will be done in such a way as to minimise the risk of spillage.

5. STORAGE AND HANDLING OF WASTE

Waste must be stored in a secure and safe manner with consideration to prevention of pollution to the environment and harm to employees. Waste will be stored in metal containers (skips) or baled as appropriate. Waste containers must keep the waste safe against corrosion or wear of the containers, accidental spillage or leaking or inadvertent leaching from waste unprotected from rainfall, accident or weather breaking contained waste open and allowing it to escape, waste being blown away or falling while stored or transported, scavenging of waste by vandals, thieves, children, trespassers or animals. Particular care should be taken with the storage of harmful or hazardous waste. Containers must be suitable for the waste stored. Hazardous waste must be stored in secure locations. All waste must be identifiable and preferably labelled with the waste description.

6. WASTE MINIMISATION

Waste produced is minimised as far as possible, following the waste hierarchy i.e.

Reduce, Re-use, Recycling & Disposal.

7. SEGREGATION OF WASTE & LENGTH OF STORAGE

It is the responsibility of the process operatives to ensure all waste streams are kept segregated e.g. cardboard, plastics, food waste, animal feed, general waste etc. This is done by sorting into different dolav's or waste bins. It is then the duty of the Recycling Operatives to ensure the correct bins are emptied into the relevant waste skip or baler.

7.1 For reasons of labour, it may not always be practical for larger volumes of packaged finished products to be stripped down and in these cases the products should be sent to a disposal site capable of removing the packaging and processing the food waste through an AD plant or other renewable process.

7.2 Food waste will be collected at least weekly. General municipal waste will be collected as and when required.

8. RECORDS AND DOCUMENTATION

No collection of waste must be allowed to leave the site without the correct documentation having been completed and left on site. In the case of hazardous waste, a consignment note and in the case of non-hazardous waste a controlled waste transfer note. It is the responsibility of the Recycling team to ensure waste transfer/consignment notes are correctly completed. The notes will be checked for correctness again by the Hygiene Manager prior to archiving.

The Hygiene Manager will ensure all notes are stored electronically on the companies G:\drive, which is backed up on a daily basis.

All completed controlled waste transfer notes should be forwarded to the Hygiene Manager, while hazardous waste consignment notes should be forwarded to the HSE Manager. Consignment notes and controlled waste transfer notes are to be held for 3 years. All controlled waste transfer notes and consignment notes must be completed in full with all signatures required.

Controlled waste is defined by Section 75 of Part II of the EPA 1990 as any waste arising from industrial, commercial or household sources, with the exception of mines and quarries waste, agricultural waste and radioactive waste. Further clarification is provided by the Controlled Waste Regulations 2012. The Act places a Duty of Care on all those involved in the management of controlled waste, from production to disposal and requires that: -

- Waste is securely contained to prevent it escaping into the environment.
- Waste is only transferred to someone authorised to carry or manage it.
- Appropriate records and transfer notes are kept (3 years permit).
- Appropriate measures are taken to ensure that others involved in the management of the wastes do so in accordance with the law.

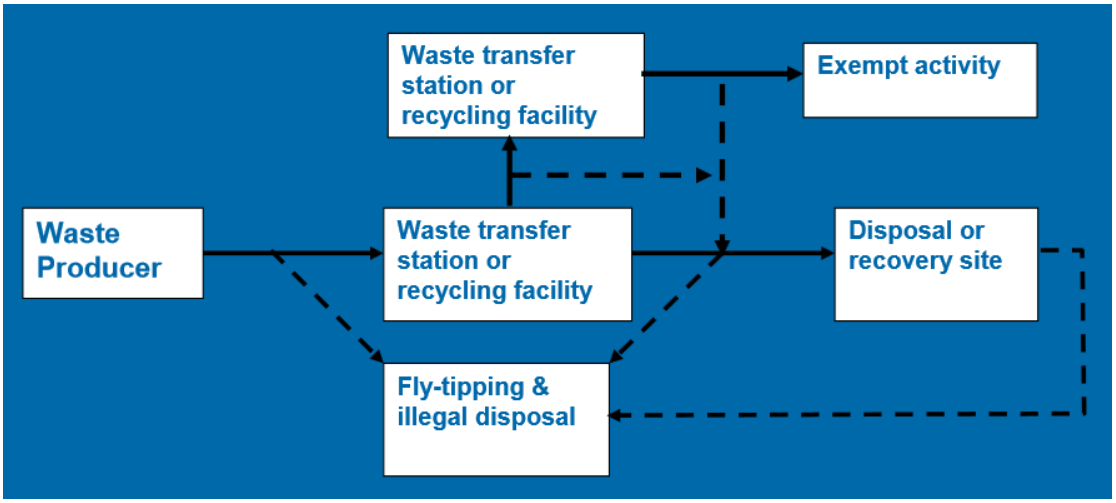
Special waste is waste that exhibits certain hazardous properties or is difficult to handle. It is defined by the Hazardous Waste (ENGLAND AND WALES) (AMENDMENT) Regulations 2005 (As Amended 2016), waste is also controlled waste and covered by the Duty of Care, but additional documents and procedures are required including:-

- Completing a five-part consignment note.
- Giving prior notification to the Environment Agency or SEPA of consignments of waste at least three days but not more than one month before the waste is moved is no longer required.
- Keeping a register of consignment notes (for the lifetime of our environmental Permit).

9. WASTE AUDITS (Cradle to Grave)

The Duty of Care requires that all waste producers should remain alert for a breach of the Duty by others in the waste chain. This could include failure to deliver waste to the agreed destination, or in extreme cases fly-tipping of the waste.

The waste flow map below demonstrates correct waste routes to either an exempt activity facility, or to a disposal or recovery site. However, as demonstrated by the dotted lines, illegal disposal, or even fly tipping could occur at some points in the chain.



Whilst there is no legal requirement to audit the waste chain and final destination, this is advisable, as the most straightforward way of demonstrating that we have taken reasonable steps to discharge our Duty. Therefore, the HSE Manager will conduct and record cradle to grave audits for each waste stream at least annually.

Any breaches detected will be reported to the waste regulator.

Completion of Duty of Care Documentation

Step	Compliance Details
1. Confirm that the Duty applies	The Duty only applies to Controlled Waste, so confirm that the waste does fall within the definition of Controlled Waste.
2. Describe the waste	Mixed office waste may only require a statement of the type or business or premises of origin. If only a few materials are present, the name of the substances should be given, including any chemical names. For most industrial wastes a full description of the waste producing process should be given, together with a chemical and physical analysis if warranted.
3. Complete the transfer note	There is no standard format for transfer notes so waste contractors have developed their own. Table 1 lists the information which must be included in a transfer note. The waste description and transfer note must be kept by both parties for two years after the transfer. A single annual transfer note (Season ticket) can cover multiple consignments, as long as the description and all other details are the same for all consignments.
4. Keep the waste securely	Waste must not be allowed to escape at any stage of disposal. It is important that the waste containers are suitable for the type of waste, in good condition and secure.
5. Transfer to an Authorised Party	In order to ensure that the party accepting the waste will dispose of it correctly, the following checks should be made as a minimum: *Registered Waste Carrier:* check that the carrier is registered or, if exempt from registration, check for evidence that the exemption is valid. Check the expiry date on the registration certificate. *Licensed Waste Management Contractor:* check that the contractor has a licence or, if exempt from registration, check for evidence that the exemption is valid. Check that the licence is valid for the type and quantity of waste involved; many contractors are licensed for only one or two specific types of waste. *Waste Collection Authority:* check that it can accept the particular type of waste involved. Ensure that the persons collecting the waste are genuinely from the WCA. Keep records of all checks so that, if asked, you can demonstrate to the waste regulators that they were made.
6. Make checks on the chain	The Duty of Care requires that all waste producers should remain alert for a breach of the Duty by others in the waste chain. This could include failure to deliver waste to the agreed destination, or in extreme cases fly-tipping of the waste. There is no legal requirement to audit the waste chain and final destination but this is often advisable as the most straightforward way of demonstrating that you have taken reasonable steps to discharge

	your Duty. Any breaches detected must be reported to the waste regulator.
7. Back-check when receiving waste	When a carrier or contractor receives waste he has a responsibility to back-check that the Duty of Care has been complied with so far. This includes checking that the waste description is correct and that the documentation is complete.

Table 1

INFORMATION TO BE INCLUDED IN A CONTROLLED WASTE TRANSFER NOTE

Section A

1. A description of the waste.
2. The appropriate European Waste Catalogue (EWC) code for our waste. Take this from the Waste Matrix **EP032.**
3. How the waste is contained or packaged.
4. The quantity of the waste.

Section B

5. Holder of the waste (This will be Aunt Bessie's ltd).
6. Ensure Holder of the waste is indicated as the Producer.
7. The Standard Industry Code (SIC) of our business (this should be **10.89**).

Section C

8. The Company collecting the waste (transferee). Make sure their company name address and telephone number is present on the note.
9. The transferee's Carrier/broker/dealer registration number. They must be a registered carrier to remove the waste from site.

Section D

10. The transfer site's name and address.
11. Holder of the waste (transferor) declaration. **This part must only be completed by a trained Aunt Bessie's employee. Remember this is a legal document.** This must include: -
    - Full name in block capitals.
    - Signature.
    - Company name (Aunt Bessie's Ltd.).
    - Date & Time
12. Ensure carrier of the waste (Driver) also signs the document and enters correct time and date

Section E

13. Make sure the Receiving site's company name & address is present on the note.
14. Details of the permit, licence or exemption of the person receiving the waste.
15. The carrier of the waste (Driver) also signs this section of the note & enters correct date and time.

PLEASE REFER TO THE EXAMPLE DOCUMENT OVER THE PAGE, WHICH HAS BEEN NUMBERED IN RELATION TO THE TABLE ABOVE FOR EASE OF REFERENCE

EXAMPLE ONLY

S & J SYNERGY

DUTY OF CARE: Version Number 1
Document Number: SJMS - 102

JOB BOOKING NUMBER:

REFERENCE NUMBER:

DUTY OF CARE CONTROLLED WASTE TRANSFER NOTE
NON HAZARDOUS WASTE

SECTION A

DESCRIPTION
Please provide a description of the waste with the appropriate EWC Code and explain accurately how it is contained and the quantity of each waste type.
The description should be detailed enough to enable the proper handling of the waste, for example, "Mixed Municipal Waste" or "Scrap Aluminium Cans" rather than "General Waste" or "Scrap Cans".

Waste Description	EWC Code	Containment Type (e.g. Bale/Box)	Quantity (Number of Bales/Skips)	Weight (kg)
Ink Cartridges 1.	08 03 13 2.	Pallets 3.	2 4.	

SECTION B

HOLDER OF THE WASTE *(Transferor)*
Please provide company name, address, post code and confirm status in relation to the generation of the waste.

Aunt Bessies
Freightliner Road
Hull
HU3 4UW 5.

6.

- [x] Producer
- [ ] WCA
- [ ] Holder of an Environmental Permit
- [ ] Registered Waste Broker or Dealer
- [ ] Importer
- [ ] Transporter
- [ ] Registered Waste Carrier
- [ ] Exempt from Permit Registration

Permit/Carrier/Broker and Dealer/Exemption Registration Number: .....

Waste Holder SIC Code (2007 Revision) 7. 10.89/

SECTION C

COMPANY COLLECTING THE WASTE *(Transferee)*

S&J Synergy Ltd
Materials Recycling Facility
The Old Tannery
Wincolmlee
Hull HU5 1RL
Tel: (01482) 221217 8.

Carrier/Broker/Dealer Registration No.: CB/DU177102
Issued by Environment Agency North East Region. 9.

SECTION D

FIRST TRANSFER
Please provide site name, address, post code of the place of collection.

Aunt Bessies 10.
Freightliner Road
Hull
HU3 4UW

HOLDER OF WASTE *(Transferor)* **DECLARATION** (PLEASE COMPLETE IN BLOCK CAPITALS)
I certify that the description in A, B, C and D are correct, the waste is packaged and labelled correctly and the carrier has been advised of any precautionary measures or special handling requirements. The waste is non hazardous as defined by the Hazardous Waste Regulations 2005 (as amended 2011) and in my management of the waste all measures available to me as are reasonable in the circumstances have been applied following the waste hierarchy as a priority order as defined in Part II, Paragraph 12 of the Waste (England and Wales) Regulations 2011.

FULL NAME: SUE WOLBOURN 11.
SIGNATURE: SWolbourn
COMPANY: AUNT BESSIES LTD
DATE & TIME: 11/5/18 15:00

CARRIER OF WASTE *(Transferee)* **DECLARATION** (PLEASE COMPLETE IN BLOCK CAPITALS)
I certify that I have collected the waste as correctly detailed in section A, the details in B, C and D are correct and I have been advised of any specific handling requirements or precautionary measures. The waste is packaged and labelled correctly.

FULL NAME: Ashley Allen 12.
SIGNATURE:
DATE & TIME OF COLLECTION: 11.8.18
(For multiple loads please state time and time range)

SECTION E

TRANSFER TO DISPOSAL SITE
Please provide site name, address, post code and confirm site status.

S+J Synergy Ltd
Wincolmlee
Hull
HU5 1RL 13.

- [x] Holder of an Environmental Permit
- [ ] Exempt from Permit Registration
- [ ] Importer of the Waste

Permit Exemption Registration Number:
EPR/WEX095103 14.

CARRIER OF WASTE
FULL NAME: Ashley Allen
SIGNATURE:
DATE & TIME: 11.8.18 15.

RECEIVER OF WASTE (DISPOSAL OR RECOVERY SITE)
FULL NAME: .....
SIGNATURE: .....
COMPANY: .....
DATE & TIME: .....