ENVIRONMENTAL MANAGEMENT SYSTEM (EMS)

in regard to the

BRIAN ARMISTEAD ltd. (SINKFALL RECYCLING) WASTE TRANSFER AND RECYCLING FACILITY

at

Sinkfall Farm Barrow-in-Furness

EMS Manager	Permit Number:	EMS Contacts
Brian Armistead **Brian Armistead Ltd.** **Sinkfall Farm** **Rakesmoor Lane** **Barrow-in-Furness** **Cumbria LA14 4QE**	**PERMIT EPR DB3701SN/V002** (Previously EPR/JP3693ZA/V005) Previously EAWML 57562	**Brian Armistead** **Helen Stephens** **Tony Layfield**

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Previous Review/Revision: 28/02/2019 Previously Version: v5.0
Latest Review/Revision: 21/05/2024 Current Version: v6.0
Latest Review/Revision: 19/07/2024 Current Version: v6.1

EMS REVISIONS REGISTER

Date	Reference	Revision made
14/6/12	Reformat	Management System overhauled and reformatted, additional docs added following Site Inspection
14/12/12	Review	EMS Reviewed. Reference to Updated PAS100 System
		Site Works Procedures (Construction Works)
		Health and Safety Management
14/04/2013	Revision	EMS Revised associated activities.
Dec 2014	Revised	Updated for the drainage scheme components
Nov 2015	Reviewed to 4.1	Reviewed, updated site drawing, reference signposts to added docs. Revised to show green composting stabilisation using aeration
Nov 2015	Reviewed to 4.2	Reviewed, Revised into the name of Brian Armistead Ltd.
Jan 2016	Reviewed 4.3	Reviewed, Revised new processes added. Drilling Mud etc.
Aug 2017	Reviewed 4.4	Reviewed, Revised new processes added. Wood for boiler, paper drying for bedding etc.
Nov 2017	Reviewed 4.5	Fig 2 site Plan revised to new boundary.
		Fig 3 Aspects Locations and Aspects Register
Jan 2018	Revised	New permit, new methods / processes, Risk Assessment and FPP
Feb 2019	Revised	Revised and Updated Environmental Policy –Municipal Recyclate
		New training Needs Matrix and records, temporary measures while building works ongoing
May 2024	Revised See text as highlighted	Revised and Updated to include Appendices 15 Hazardous and Clinical Waste, 16 ABP Transfer and renumbered 15 (complaints) as Appendix 17
19 July 24	Page 41	Deleted reference to ABP Manure type waste

S1.0 INTRODUCTION TO THE WASTE RECYCLING FACILITY

S1.1 Introduction to the Brian Armistead Ltd Location

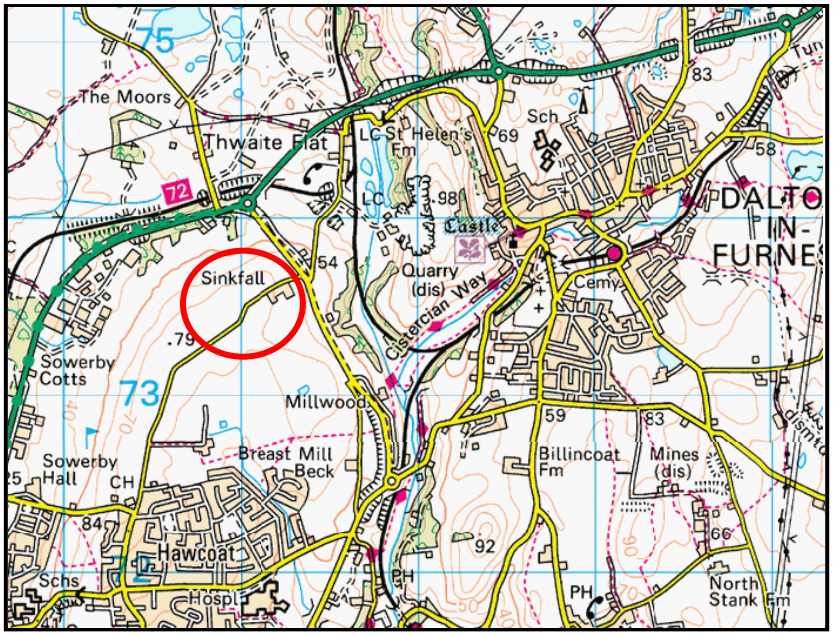
The site is set in rural countryside at a location where there is an existing facility for windrow composting of green waste, collected from Barrow-in-Furness and South Lakes area; and also aggregates and other materials reclamation and recycling activities.

There is the Town of Barrow-in-Furness beginning at 1km to the south, and there is local housing at the Thwaite Flat development to the north and Sowerby Cottages development to the west. There are two nearby properties; one just beyond 150m to the north-east and one just beyond 100m to the south-east from the nearest parts of the proposed facility. Figure 1.

There are no significant watercourses nearby.

There are trees and wooded areas alongside the A590 to the north, but these are not protected woodlands. There are no nearby footpaths.

Figure 1. Extract from Map (1km grid) Showing location of Recycling Facility.



S1.2 Introduction to the Brian Armistead Ltd Context and Current Operation.

The Sinkfall Recycling facility undertakes the Composting of Green Waste on behalf of Barrow in Furness and South Lakes District Councils. The facility provides services for the Transfer and Treatment of waste, with te aim of maximising recovery of aggregates and other materials.

The facility comprises enclosed windrow composting facilities and other buildings for the recovery of materials. It has a Permitted maximum tonnage throughput of 75,000 t/yr. [to be revised]

The Permit allows for the composting of the green waste that is undertaken in two separate stages; the preparation and sanitisation in one; and the stabilisation and maturation in a separate building. All these processes are on a concreted surface that provides for effluent and rainwater drainage to a rain-water storage tank. The Composting process includes waste reception, shredding, Composting, maturation, screening and product formation according to the 'British Standard' (PAS100) quality assurance scheme.

In addition to the In Vessel Composting, the Permit includes metals, wood and aggregates recycling as well as some other materials transfer and recycling. The Permit has been varied to include further waste treatment activities including freshwater drilling mud reclamation (de-watering) and street cleansing waste (de-gritting), for aggregates recovery. It is now being varied to include clinical waste and hazardous waste transfer etc.

S1.3 Introduction to the EMS

This Environmental Management System (EMS) is driven by the **Brian Armistead Ltd.** Environmental Policy and comprises method statements and procedures embracing the current EA Guidance.

In 2010 the EA issued the Horizontal Guidance H6 for Environmental Management Systems (H6 Guidance). This has been used as the framework for the EMS.

In accordance with the H6 Guidance, this site is categorised as a 'Smaller – Low Risk Operation' and the focus of the EMS has been revised to reflect the focus on identification and minimisation of risks of pollution, including risks arising from operations, maintenance, accidents, incidents, and non-conformances; as well as management competence and record keeping.

S1.4 Structure of the EMS

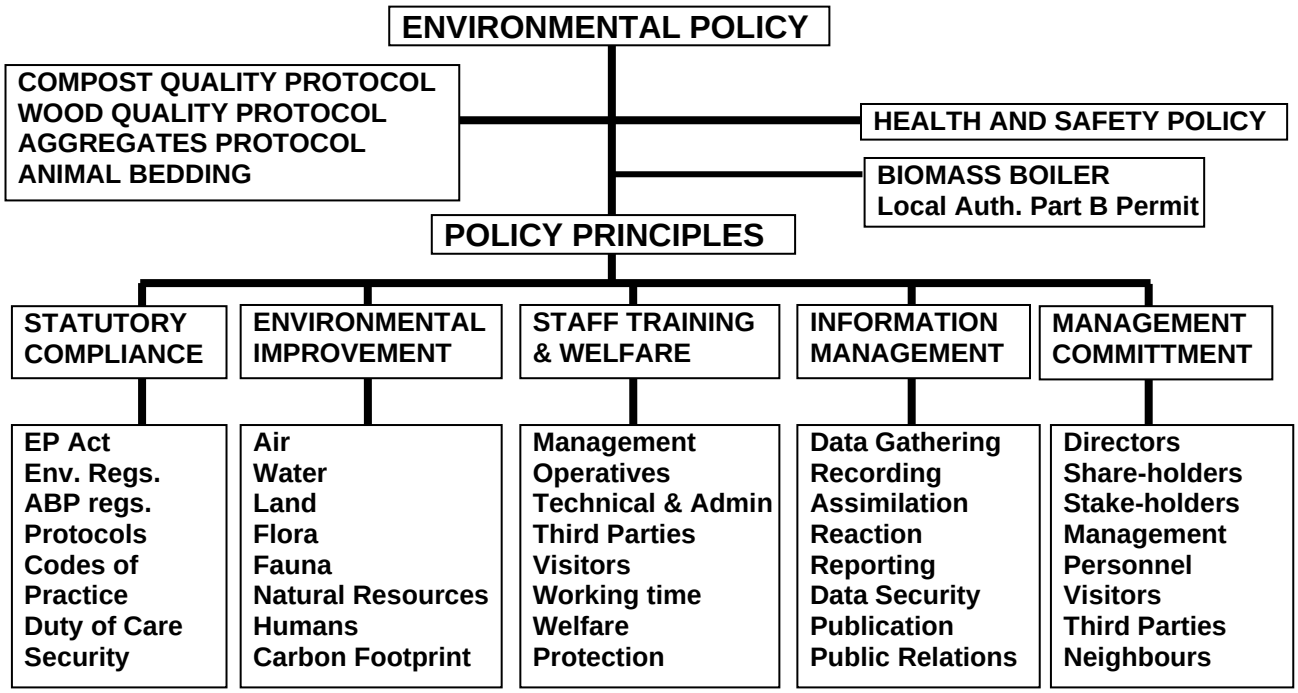
The Environmental Management System (EMS) primarily relates to the Environmental objectives of Sinkfall Recycling but also cross refers to parallel systems such as Health and Safety.

Each Statement in the Environmental Policy translates into a 'Policy Procedure'; which in turn generates the structure of the EMS and provides the drivers for each part of the system. Some parts of the system are common to the various activities undertaken by Sinkfall Recycling (e.g. Training, Health and Safety, Record Keeping) and are deemed to be horizontal in nature; and some are specific e.g. Composting Procedures including Compost Quality Management under PAS100.

The system therefore makes reference to readily available generic information such as the Horizontal Guidance provided by the Environment Agency and others; and uses 'signposting' in

order to simplify the organisation of the information. Similarly for some of the specific Management Systems, signposting is used to cross refer to the relevant documents within that system and may refer to the whole management System (e.g. Compost Quality which is managed according to the BSI PAS100 Quality Management System).

The following Illustrates the format and scope of the **Brian Armistead Ltd.** EMS Horizontal Components.



SUMMARY OF THE EMS

The EMS now comprises the following contents that describe the associated EMS documents:

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Document Register

Doc	Title	Format and Location	Issue	Date
1	Environmental Management Policy	Document 1, in EMS manual		
2	EMS Manual	Document 2 (this document)		
3	Site Plan	Document 3 ->within EMS manual Section 1		
4	Register of Statutory Controls	XLS spread-sheet, -> Summarised to Doc 4		
5	Environmental Permit	Permit Application Pack –		
6	Associated Statutory or other controls	Document 6 -> EMS manual at Doc 4		
7.	Site History and Condition	Document 7 Site Condition Report (Permit app)		
8.	Aspects Register	Document 8 as XLS spread-sheet,		
9.	Working Plan / Method Statement	Document 9 based on PAS100 template		
10.	Environmental Risk Assessment	Document 10 ex Permit application		
11.	Aspects Environmental Impact rating	Document 11 page 2 of Aspects Register Doc 8		
12	Standard Operating Procedures	Documents 12.1 to 12.20		
13.	Equipment Register and Assessment	Document 13 as xls spread sheet		
14.	Equipment Maintenance check-sheet	Document 14 as xls spread sheet of Doc 13		
15	Equipment Maintenance checks	Document 15 as xls spread sheet of Doc 13/14		
16	Incident/Accident Mngt. Plan			
17	Incident/Accident Records			
18	Site Closure Plan			
19	Complaints Records			
20	Training Needs Assessment Matrix			
21	Training Records			
22	Emissions Management Plan			
23	EMS Review Records			
24	Waste flows records Inputs	Weighbridge Tickets.		
25	Waste flows records Outputs	Despatch Record sheets		
26	QMS Internal Audit			
27	QMS Management Review			
A10	Enclosed Windrow Compost QMS **PAS100**	Specific QMS – Refer to Appendix 10		
A11	Wood Products QMS	Specific QMS – Refer to Appendix		
A12	Aggregates and Soil product QMS	Specific QMS – Refer to Appendix		
A13				
A14				

ENVIRONMENTAL POLICY

BRIAN ARMISTEAD LTD.
trading as
SINKFALL RECYCLING
Composting & Recycling Facility

Environmental Policy

Sinkfall Recycling is an environmentally aware organic waste recycling company, working in harmony with agriculture for environmental benefit.

Our aim is to improve environmental sustainability by seeking and implementing systems that reduce the environmental impact of our own organisation.

At Sinkfall Recycling as well as conducting our operations with due regard to the environment, we intend that the outcome of our materials recycling activities shall have a wider beneficial impact on the global environment.

As such, the work of Sinkfall Recycling is guided by the following principles:

- **To comply with the relevant legislation and to prevent pollution**
- **To adopt practices and procedures in keeping with industry good practice.**
- **To embrace the management principles of the WRAP Quality Protocols**
- **Wherever possible to commit to waste reduction, recovery and recycling of energy and natural resources e.g. fertilisers and organic matter**
- **To continue to minimise our environmental impacts including our company's carbon footprint, notably by obviating fossil fuel fertilisers.**
- **To establish procedures to improve our environmental performance**
- **To utilise procedures that drive increased waste recovery of municipal recyclate and which decrease the carbon footprint in its recycling.**
- **To improve and expand our capability as we strive to provide services to meet the local proximity needs of our community and S. Lakes region**
- **To make our policy and environmental information available to the public, schools, other interested third parties and to all employees.**
- **To demonstrate our commitment to employee involvement through training and environmental awareness raising.**

Signed :…….. *Brian Armistead* *Reviewed Dated*: *21 may 2024*

Manager **Sinkfall Recycling**

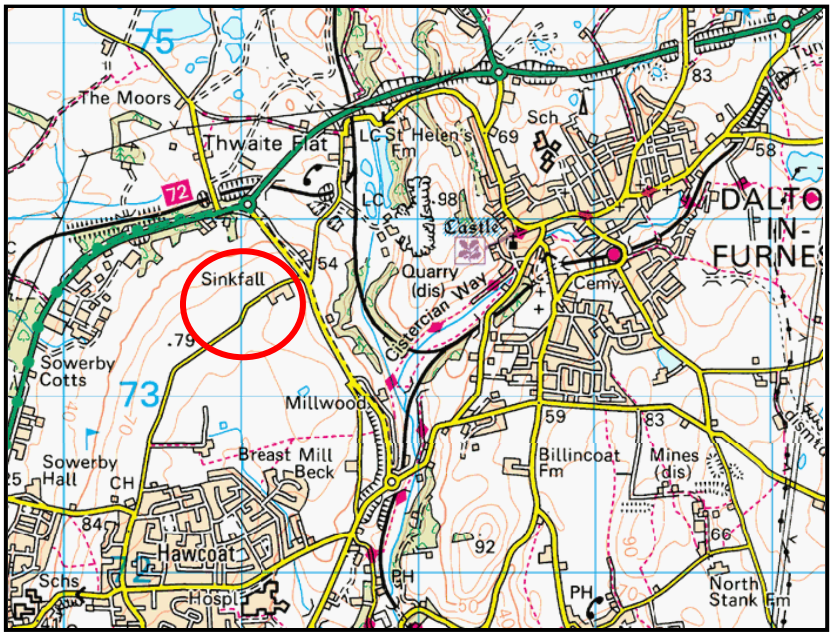
1.0 SITE INFORMATION and SITE PLAN

1.1 Site Location and context

This provides the location and details of management responsibilities
It provides a plan of the site, appropriately marked with points showing the activities and other environmental aspects that are referred to within the management system.

Site Location: Sinkfall Recycling

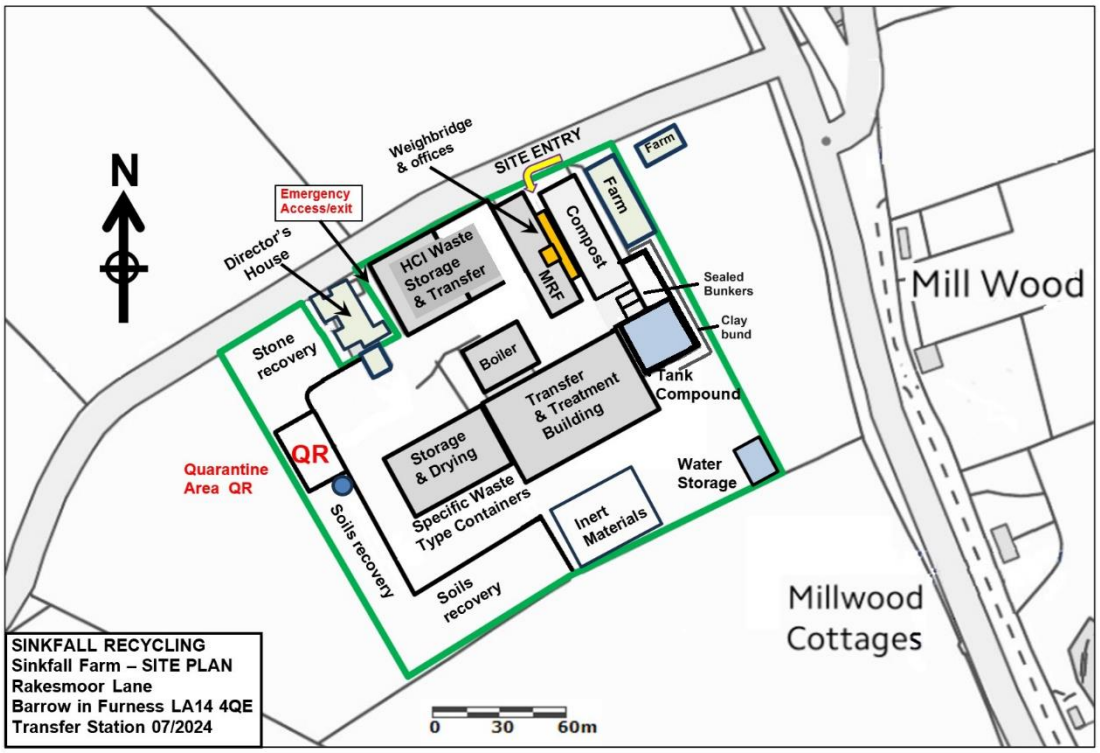
Figure 1. Extract from Map (1km grid) Showing location of Recycling Facility.



Operator: **Brian Armistead Ltd.**
Site Manager: **Mr. Brian Armistead**

Telephone: 01229 465000
Mobile: 07831 414569

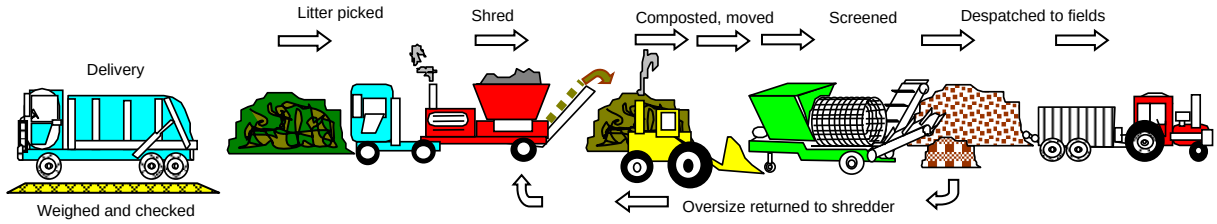
Figure 2. Site Plan including External Pad areas and 2024 Permit Boundary (outlined green ink).



1.2 The Composting and Other Processes

As an aid to appreciating the process, and determining the environmental aspects, the following flow diagrams are provided.

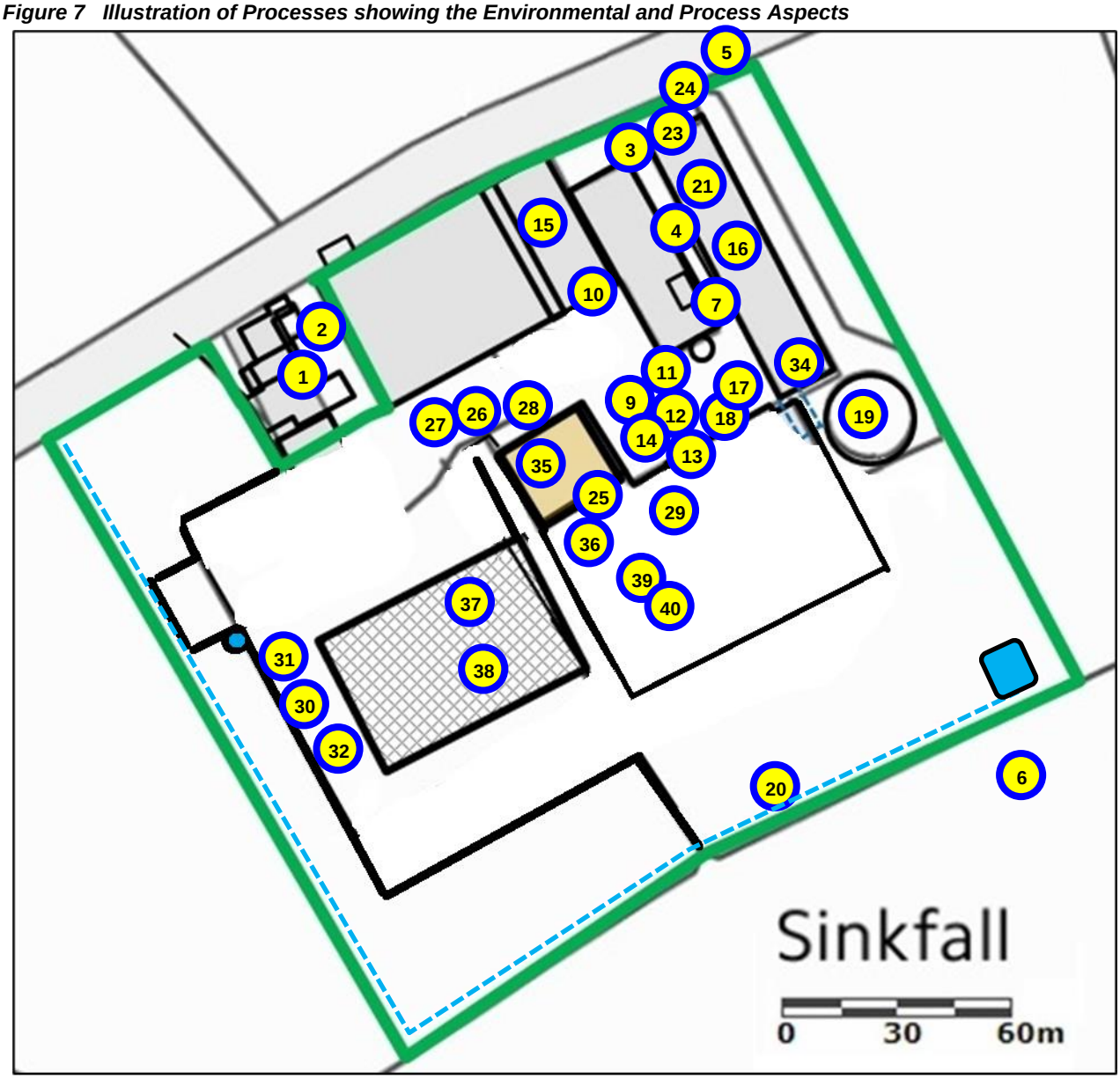
Figure 4 Illustration of Covered Composting Process Flow showing Main Activities



1.3 Site Plan showing Environmental Aspects

The site plan is used to identify the key aspects of the site. These include the environmental aspects and the process related aspects (inputs and outputs).

Figure 7 Illustration of Processes showing the Environmental and Process Aspects



Ref	Aspect
1	Dwelling (Director's)
2	Farm entry
3	Vehicle deliveries using fuel
4	Vehicle deliveries noise
5	Vehicle deliveries impact animals
6	Land drainage water
7	Tonnage of input material
8	Offloading –emissions dust/odours
9	Offloading –emissions effluent
10	Picking out litter
11	Shredding machine fuel and oil
12	Shredding machine noise
13	Shredding process emissions
14	Shredded material rainwater effluent
15	Composting process emissions
16	Composting process machinery fuel
17	Composting process effluent
18	Rainwater surface water runoff
19	Liquids containment
20	Containment – w.r.t. surface water

Ref	Aspect
21	Screening machinery fuel
22	Screening process emissions/dust
23	Screening, oversize/outgrades & disposal
24	Screened Compost Product
25	Screened Biomass Product
26	Oil Spillages e.g. Burst Pipes
27	Accidental effluent escape
28	Contractor unavailability
29	Biomass Wood
30	Soil and Aggregates screening
31	Movement of Aggregates
32	Dust from Aggregates
33	Drilling Mud dewatering
34	Road sweepings grit recovery
35	Biomass Boiler
36	Wood preparation for Biomass
37	Waste Paper Pulp drying for bedding
38	Drying of Wood products – logs & chip
39	Hazardous and Clinical Wastes
40	ABP Catering Waste

2.0 PRELIMINARY ENVIRONMENTAL REVIEW

The EMS utilises elements of the normal ISO14001 approach by carrying out an Environmental Review in order to determine the Environmental Aspects, together with consideration of:

a) the relevant Statutory Controls,
b) the site history and any incidents
c) Determination of Environmental Aspects
d) Review and Consideration of existing Procedures

a) **Register of Statutory Controls**. The EMS utilises the EA and other databases (NetRegs) for the Register of Statutory Controls and determines those that are relevant to this site.
Refer to the EMS Document Register to find the Register Statutory Controls.
The Register is written as a list that is supplemented with a short commentary that describes the relevance and key features of each Act, Regulation, Code and/or any other relevant statutory (or self-imposed) management control.

b) **The Site History** and consideration of historic incidents is maintained as the Site Condition Report, together with the Environmental Incidents Register.
Refer to the EMS Document Register to find the Environmental Incidents Register.

c) **The Determination of Environmental Aspects** has been reviewed. Refer to the EMS Document Register to find the Aspects Register.
This is a key foundation for the EMS and is described further at Section 2.

d) The **Environmental Management Procedures** are referred to within this EMS. Refer to the EMS Document Register to find the various Documents and Procedures.

3.0 PERMITTED ACTIVITIES AND OPERATIONS

With attention to the Statutory Controls (The Environmental Permit and any conditions there-in) the EMS provides a specification to describe exactly what activities the permit allows to be carried out on this site.

This is to ensure that staff know what they are and aren't allowed to do and helps to inform the compilation of the aspects register, the risk assessment and ultimately the writing of operating instructions (Standard Operating Procedures).

The written operating instructions are provided to staff who are required to use any plant and equipment present onsite. The instructions provide direction on how equipment is to be used to achieve the work objective and address any precautions which are to be taken as part of that work to ensure any risks to the environment posed by the use of the equipment are minimised or eliminated.

These instructions include details of what to do when things go wrong, that is, when the plant or equipment malfunctions and how to stop a malfunction causing an adverse environmental impact.

4.0 ENVIRONMENTAL ASPECTS and ASPECTS REGISTER

The 'Environment' is defined as Air, Water, Land, Flora, Fauna, Natural Resources and Humans and the way in which these all interact. Thus every aspect of the activity or operation that may

have a lesser or greater impact on the environment (positive or negative) is registered.

As a minimum therefore these include:

- Process operation
- Plant and machinery
- Solid waste management
- Raw materials used
- Water use
- Storage of materials on site
- Transportation and distribution
- Product design
- Packaging
- Emissions & discharges including:
- noise
- odour
- dust
- bioaerosols
- Water/ effluent discharges
- Waste disposal
- Energy sources and usage

5.0 ENVIRONMENTAL IMPACTS - RISK ASSESSMENT

Based on the Aspects Register, each Aspect is assessed in order to determine the nature and extent of any risk that it may impose upon the 'environment'. In particular, consideration is given as to how any potential pollution from the aspects (activities) could impact on the following:

- Air
- Water
- Land
- Neighbours
- European sites, for example, SSSI's, SAC's, SPA's, RAMSAR sites
- Flora and fauna
- Archaeology and the built environment.

Reference is made to the 'Environmental Risk Assessment', originally compiled for the Permit Application, and including any revisions and extensions that may arise due to revision of the activities or processes and which are then identified as additional 'environmental aspects' for the overall activity at this site.

The Environmental Risk Assessment is a stand-alone document identified within the document Register.

For the EMS, the aspects and risks that have been identified are subjected to a significance test to determine the more critical aspects / risks and based on this, plans are developed and put into place to minimise the chance of the identified activities causing pollution.

Use is made of a tabulated approach for the determination of Environmental Risks associated with the aspects

Each Aspect is taken from the register and given a reference number (this is not intended to provide an order of relative significance; however, the table does show aspects that have higher significance towards the top of the table. At each review the significance may change subject to the management and controls that are put in place.

Table 1. Aspects and their Environmental Impact Rating subject to the controls

		Impact on Environmental Media								Rated	Based on controls
Aspect Ref	Aspect	A	W	L	D	F	R	H	N		

Emissions to Air (including dust) – A; Emissions to Water – W; Land Contamination – L; Waste Disposal – D; Flora & Fauna – F; Resource Consumption (Energy, Water etc.) –R; Humans Health (Odours/dust/bioaerosols) H; Humans (Noise/vibration) –N

6.0 ENVIRONMENTAL PROTECTION

Based on the Aspects Register, Environmental Risks Assessment and the Aspects Impacts Assessment (as Table 1.) the Key Aspects are identified.

Procedures, Systems and techniques are established as a priority for the control and management of the environmental risks from these Key aspects. These necessarily also include aspects such as accidents or failures that could lead to pollution and therefore form part of pollution abatement and pollution response planning.

These key measures are combined to form the basis of Environmental Protection Plan.

7.0 OPERATIONS AND MAINTENANCE

7.1 Operations

Written operating instructions are provided to staff who are required to use any plant and equipment present onsite. The instructions provide direction on how equipment is to be used to achieve the work objective and address any precautions which are to be taken as part of that work to ensure any risks to the environment posed by the use of the equipment are minimised or eliminated. These instructions include details of what to do when things go wrong, that is, when the plant or equipment malfunction and how to stop a malfunction causing an adverse environmental impact.

The Equipment Operating Instructions are listed in the Equipment Register. This includes reference to hired in, or contract operated equipment and for these, the contractor works to a 'Permit to Work' Procedure so that they manage the risks and take account of any secondary risks that may be presented by their equipment.

Table 2. Equipment Management Register, Assessment and Environmental controls required

		Impact on Environmental Media								Based on controls
Aspect Ref	Equipment	A	W	L	D	F	R	H	N	

Emissions to Air (including dust) – A; Emissions to Water – W; Land Contamination – L; Waste Disposal – D; Flora & Fauna – F; Resource Consumption (Energy, Water etc.) –R; Humans Health (Odours/dust/bioaerosols) H; Humans (Noise/vibration) –N

7.2 Maintenance

Management appreciate that pollution incidents may be the result of a maintenance failure and therefore have plans for proactive and preventative maintenance of the plant and equipment used on the site. Management train and expect operators to follow any maintenance advice provided by a manufacturer, supplier or installer. Inspection and maintenance timescales shall follow closely those recommended by the manufacturer, supplier or installer and if there is a variance from this,

then the reasoning behind this shall be explained in writing in this section of the EMS. Table 3 provides the format of the maintenance checklist.

Table 3 – Equipment Checklist

Check Ref No.	Equipment item	Check required	Dy	Wy	My	Yy	Information	Person Responsible

Dy = daily, Wy=weekly, My=monthly, Yy=yearly.

Table 4 – Equipment Check Record

Check Ref No.	Equipment item	Check required	Check Completed	Action Required	Action Taken	Date Actioned	Signed OK

8.0 INCIDENT AND ACCIDENT MANAGEMENT PLANS

8.1 Incident/Accident Management Plans

This is to signpost to the relevant Management Plans:

- Incident/ Accident Management Plan – includes Spillages
- Fire Prevention and Management Plan
- Odours Management Plan
- Noise Management Plan

8.2 Training

All staff shall be trained and made aware of the existence of incident and accident management plans. These plans shall be clearly communicated to all employees, managers and contractors who work at the site.

A list of persons that need this training is included within the 'Training Needs Assessment and Training Needs Matrix' documentation. Refer to Document Register.

A record of training is retained by management.

- Specialist Operative Training includes:
- Hazardous Waste including asbestos
- Clinical Waste ABP Waste

Incident Management Training includes:

- Machinery breakdown, partial or total failure.
- Equipment unavailability
- Adverse weather
- Circumstantial change – feedstock deliveries
- Third Parties, visitors

Accident Management Training includes:

- Effluent spillages
- Oil (e.g. hydraulic) spillages
- Fuel oil spillages
- Collision of equipment, vehicles etc.
- Personnel accident, injury or impact
- Fire in the material
- Equipment Fire

8.3 Incident/Accident Management Procedures

Design of procedures
The procedures are designed by following the approach set out below. This shall take into account the associated information contained in the Environmental Risk Assessment, the Aspects Impacts Assessment and the Accidents Management Plan. Procedures are determined by:

- Identifying the risks from the activities carried out that could damage the environment;
- Assessing how likely they are to happen and the potential environmental consequences;
- Taking action to minimise the potential causes and consequences of accidents;
- Identifying how to minimise the consequences should such accidents occur.

If an accident does happen and it may cause an adverse environmental impact, then the trained operatives shall be expected to:

- immediately do what it says in the accident management plan;
- do whatever else is necessary to minimise the environmental consequences;
- take precautions to ensure the health and safety of both employees and external people is not compromised.

Based on the above, the Facility management shall:

- find out why the accident happened and take action to stop it happening again;
- review the accident management plan.

8.4 Incident/Accident Management Plan Content

The accident management plan shall include:

- A site map,
- Details of Incident/Accident Management Procedures
- information on where accident response equipment are located (including):
  - spill kits
  - fire extinguishers
  - protective clothing
  - first aid kits

fresh water supply

- A list of key contacts and contact numbers.
  A list of Emergency response / emergency services
  A list of associated contractor service providers e.g. breakdown, engineering, haulage etc.
- Information on preventing accidents which could occur on the site and what to do if an accident happens.

The accident management plan shall be reviewed at least every 4 years, if management or named responsible people change or as soon as possible after an accident. Any updates or changes needed shall then be uploaded into an updated accident management plan.

If no changes are needed then the date of the review shall be recorded together with a note recording that no changes were needed.

8.5 Incident/Accident Recording

All incidents and non-conformances shall be recorded. This includes those reported by external people as well as those picked up in monitoring, reviews and audits of the site.
Incidents that require investigation include any malfunction, breakdown or failure of plant or equipment or techniques and any near misses which affect or potentially affect the environment.
Non-conformances include where the management system is not followed as well as non-compliances with the conditions in the permit.

If an incident or non-conformance occurs the EMS should be reviewed to find the root cause of the problem and steps should be taken to ensure that there is no re-occurrence. The findings of the review should be communicated to employees to ensure they understand any changes that need to be made to operations or procedures.

8.6 Site Security to assist the Avoidance of Incidents and Accidents

Site security measures are in place, to prevent unauthorised access to the site and there-by reduce any resultant pollution that unauthorised access may cause to the environment or human health.
Site security measures are recorded in the EMS and any breaches of security shall also be recorded.

9.0 SITE CLOSURE PLAN

The operators have put in place plans for closure of this site. This is because when the Environment Agency receives an application to surrender a permit, it requires operators to show that the site has been returned to its original state. It's therefore, especially important to ensure operators know the state of the land where the permitted activities will be taking place, prior to starting the activities.
The permitted sites management system takes account of this to ensure that processes are in place to record details of how the land under the site was thoroughly protected when the operations started and during operations under the permit. For example, by recording the use and maintenance of impermeable surfacing and sealed drains.

Checks are undertaken to determine if there is historic contamination and where required a record details this contamination. This shall be recorded on the site map or plan.

The records of how the land was protected and where relevant, of any historic contamination will provide a point of reference, to be considered at permit surrender alongside records of any relevant spills and incidents which occurred during the time the site was permitted and what was done to rectify and clean up after those incidents.

10.0 COMPLAINTS

All complaints received by the organisation about their activities shall be recorded and acted upon. The EMS Document Appendix 17 provides the means for doing this.

If the site receives a complaint this form shall be completed. Records shall be available to the Environment Agency when they visit the site. The forms can be used as evidence that any complaints received have been taken seriously and that actions have been taken to rectify any problems identified, especially if the Environment Agency has also received the same complaint.

11.0 STAFF TRAINING AND COMPETENCE

Any person having duties that are or may be affected by the matters set out in this permit shall have convenient access to a copy of it kept at or near the place where those duties are carried out.

There must be enough competent staff to manage and operate the sites activities without causing pollution. Staff must be competent in the activities they are expected to carry out. Staff are expected to not only be competent in normal situations but also be adequately trained so that they are competent in abnormal situations such as plant failures or accidents.

Staff roles and responsibilities must be clearly defined and names must be placed against each role and responsibility for example, who is the technically competent person for the site.

Documentation stating who is in charge of ensuring compliance with each part of the permit and other relevant legislation and guidance must be kept. These documents must be updated at regular intervals especially if staff change roles or leave the organisation.

EMS ‘Staff Training Document’ shall be used to record this information. See Appendix 5a &b.

Any person with duties that are controlled by the permit should have convenient access to a copy of it, kept at or near the place where they work. This includes not only staff but any contractors that may be working on the site as well. The copy may be in paper form or electronically available. The most important aspect is that staff and contractors are aware of the permit, what is contained in it, what their obligations are under it and where and how to access it.

The training checklist and record forms help to ensure that the recording requirements for training received by staff are met. The training checklist is used to identify the training required for each different role in the organisation. It will need to be modified for each specific site. The training requirements listed on the forms are examples only.

There is also a delegation of responsibilities form, table 14. This form is to be used when a member of staff is away from work, for example annual leave, on long term sick leave or on maternity leave. This is to ensure that the duties normally carried out by that person are delegated to another suitably trained person.

12.0 ODOUR, NOISE AND EMISSIONS MANAGEMENT PLANS

The Environmental Permitting Regulations may require the control of pollution including odour, noise and emissions. The potential impacts of these are managed and controlled as they may have serious adverse impacts on the environment and human health.

Odour, noise and emissions management plans are included as part of the site's EMS.

The plans include information on how to minimise adverse impacts arising from any odour, noise or emissions produced as part of the activities carried out on the site.

Guidance on ODOUR management was taken from Horizontal Guidance document H4.
Sector specific guidance has also been utilised. Refer to the ODOUR MANAGEMENT PLAN.

Guidance on NOISE management was taken from Horizontal Guidance document H3.

13.0 DOCUMENTATION

The EMS manager maintains a record of any applicable environmental obligations, permits, exemptions, codes of practice, legislation and any other requirements they are signed up to.

The legislation which is relevant to the permit holder's activities is kept, on a register along with the names of those people in the organisation who are responsible for ensuring it is complied with.

Netregs has been used to help identify which legislation is applicable to this site.

The requirements of any permit or authorisation that the facility has from the Environment Agency is also included in this register, along with who has responsibility for ensuring that it is complied with.

Other commitments the business has are also included. These include the membership of the Assured Farmers and Growers organisation. Reference to the guidance for these and their requirements and commitments are included in the register of legal and other requirements.

Industry codes of practice, for example, quality protocols being used on the site and non-regulatory guidelines are also included here.

14.0 EMS REVIEW

The EMS shall be reviewed at least once per year (12 months) and the following key components checked:

1) Environmental Management Policy and responsibilities
2) Site records
3) Compost Batch records
4) Waste flows and trace-ability

5) Environmental Incidents and Accidents
6) Equipment condition, fitness for purpose and maintenance records
7) Training Records
8) Product quality
9) Complaints
10) Environmental Monitoring
11) Statutory Register – Statutory compliance.
12) Aspects Register
13) Environmental Risk Assessment
14) Aspects – Environmental Impact Assessment.
15) Standard operating Procedures
16) Environmental Management Plans
17) Accident management plans
18) Hazardous Waste Management Plan
19) Clinical Waste Management Plan
20) Animal By-Products Waste Management Plan
21)

APPENDIX 1. SUMMARY OF STATUTORY REGISTER Doc 4 (xls)

Ref	Env Media	Date Enforced	Title	Relates to
1	H&S	2002	Control of Substances Hazardous to Health Regulations 2002 SI 2677	Requires employers to assess the risks of, prevent or control exposure to hazardous substances and monitor employees' exposure. Also places duties on employees concerning their own protection from such exposure.
2	H&S	2003	Control of Substances Hazardous to Health (Amendment) Regulations 2003 SI 978	Amends 2002/2677 by adding new definitions and additional hazardous substances
3	H&S	2004	Control of Substances Hazardous to Health (Amendment) Regulations 004 SI 3386	Amends 2002/2677 by introducing new exposure limits and amending the duty to review control measures.
4	ENV PERMITTING		Environmental management systems and environmental reports	
5	ENV PERMITTING	2010	Environmental Permitting (England and Wales) Regulations 2010 SI 675 (Adobe PDF - 689KB)	Provides a consolidated system for environmental permits and exemptions for industrial activities, mobile plant, waste operations, mining waste operations, water discharge activities, groundwater activities and radioactive substances activities. It also sets out the powers, functions and duties of the regulators.
6	ENV PERMITTING	2010	Environmental Permitting (England and Wales)(Amendment) Regulations 2010 SI 676	Amends 2010/675 to correct an error relating to the volume storage limits for waste oils.
7	ENV PERMITTING		Environmental Permitting (England and Wales) (Amendment) Regulations 2011 SI 2043	Redefines 'radioactive material' and 'radioactive waste', and introduces a new set of exemptions from permitting radioactive substances.
8	ENV PERMITTING		Waste (England and Wales) Regulations 2011 SI 988	Requires businesses to apply the waste management hierarchy, introduces a two-tier system for waste carrier and broker registration, and excludes some categories of waste from waste controls. Amends the Environmental Permitting Regulations 2010
9	SOIL	1953	**Agricultural Land (Removal of Surface Soil) Act 1953 (not available online)**	Unless you have planning permission, makes it an offence to remove surface soil from agricultural land with the intention of selling it, if the amount is more than 5 cubic yards in three months.
10	SOIL	2006	Contaminated Land (England) Regulations 2006 SI 1380	Sets out provisions relating to the identification and remediation of contaminated land. Identifies sites requiring regulation as 'special sites' and adds land contaminated by radioactive substances to this classification.
11	SOIL	1990	Environmental Protection Act 1990	Defines within England, Scotland and Wales the legal framework for duty of care for waste, contaminated land and statutory nuisance.
12	SOIL	2008	Nitrate Pollution Prevention Regulations 2008 SI 2349	Implements the EU Nitrates Directive to reduce nitrates from agriculture entering water systems. Sets Nitrate Vulnerable Zones, controls spreading of nitrogen fertiliser and sets closed periods, controls the application and storage of organic manure.
13	SOIL	2009	Nitrate Pollution Prevention (Amendment) Regulations 2009 SI 3160	Amends 2008/2349 to introduce a procedure for applying for the rules on the amount of nitrogen in organic manure that you can apply to an agricultural holding to be relaxed.
14	SOIL	2010	NEW Water Resources (Control of Pollution) (Silage, Slurry and Agricultural Fuel Oil) (England) Regulations 2010 SI 639	Establishes construction and storage standards for silage-making and storage, slurry storage systems and agricultural fuel oil stores, with the aim of reducing water pollution.
15	SOIL	2010	· NEW Water Resources (Control of Pollution) (Silage, Slurry and Agricultural Fuel Oil) (England) (Amendment) Regulations 2010 SI 1091	Amends 2010/639, by correcting defects in definition and offences clauses.
16	STATUTORY NUISANCE	2002	Control of Noise (Codes of Practice for Construction and Open Sites) (England) Order 2002 SI 461	Approves four British Standards Institution codes of practice for appropriate methods of minimising noise and vibration from construction and open sites in England.
17	STATUTORY NUISANCE	2006	Environmental Noise (England) Regulations 2006 SI 2238	Requires the Government to identify noise sources for strategic noise maps and noise action areas to be drawn up for, covering large areas of population, major roads, railways and airports.
18	STATUTORY NUISANCE	2009	Environmental Noise (England) (Amendment) Regulations 2009 SI 1610	Amends 2006/2238 by making changes to the definition of 'consolidated noise map' and to the identification of noise sources and 'quiet areas'.
19	STATUTORY NUISANCE	1990	Environmental Protection Act 1990	Defines within England, Scotland and Wales the legal framework for duty of care for waste, contaminated land and statutory nuisance.

For extended list, please see the full register at Doc xls

APPENDIX 2. ENVIRONMENTAL RISK ASSESSMENT Also refer to full ERA

Receptor		Source	Harm	Pathway	Probability of exposure	Consequence	Magnitude of risk	Justification for magnitude	Risk management Systems .	Residual Risk
What is at risk? What do I wish to protect?		What is the agent or process with potential to cause harm?	What are the harmful consequences if things go wrong?	How might the receptor come into contact with the source?	How likely is this contact?	How severe will the consequences be if this occurs?	**What is the overall magnitude of the risk?**	On what did I base my judgement?	How can I best manage the risk to reduce the magnitude?	What is the magnitude of the risk after management
Local human population	**PAD**	Release of micro-organisms (bioaerosols)	Harm to human health - respiratory irritation and illness	Air transport then inhalation	Medium	Medium	**Medium**	Composting produces and is likely to release micro-organisms. There is potential for exposure if anyone living or working close to the site (excluding operator and employees). However, the size of the site is kept small and the process is well managed and the material damped down to minimize emissions	Damping down available. Batch composting system shall be less than 500 tonnes on site. The wind directions at the site blow away from many of the sensitive receptors. Being of a low tonnage, the need for the shredding activity, turning or screening is reduced and can be more easily managed.	**LOW**
Local human population	**PAD**	Releases of particulate matter (dusts).	As above.	Air transport then inhalation.	Medium	Medium	**Medium**	Permitted waste types do not include …. dusts, powders or loose fibres but composting produces and is likely to release particulates. There is potential for exposure if anyone living or working close to the site (excluding operator and employees).	Damping down available. Batch composting system shall be less than 500 tonnes on site. Being of a low tonnage, the need for the shredding activity, turning or screening is reduced and can be more easily managed.	**LOW**
Local human population	**PAD**	As above	Nuisance - dust on cars, clothing etc.	Air transport then deposition.	Medium	Medium	**Medium**	As above	Damping down available. Batch composting system shall be less than 500 tonnes on site. The wind directions at the site blow away from many of the sensitive receptors.	**LOW**
Local human population	**PAD**	Releases of particulate matter (dusts) and micro-organisms (bioaerosols).	Gastro-intestinal illness	Air transport then deposition on garden fruit/vegetables and then ingestion.	Medium	Medium	**Medium**	Most dust will be washed off by rain or during food preparation. Illness likely to be mild and short term	Damping down available. Batch composting system shall be less than 500 tonnes on site. Management enables sanitisation of the compost. Material is matured prior to land application	**LOW**
Local and distant human population	**PAD**	As above	As above. Includes eating crops grown within 250 metres of the site.	Air transport then deposition on commercial/wild fruit/vegetables then ingestion.	Medium	Medium	**Medium**	As above. Proportion of diet from this source will be low.	Damping down available. Batch composting system shall be less than 500 tonnes on site. Management enables sanitisation of the compost. Material is matured prior to land application	**LOW**

APPENDIX 3. ASPECTS REGISTER WITH IMPACT RATING (Refer to Aspects Register and Assessment xls)

		Air	Water	Land	Disposal	Flora and Fauna	Resources - Fuel & Energy	Humans	Noise	Impact Rating	
1	Vehicle deliveries using fuel	M	L	L	L	L	M	L	L	L	Local proximity benefit
2	Vehicle deliveries noise								L	L	Slow speed, day-time only
3	Dwelling (Director's)							L		L	Director takes decision
4	Vehicle deliveries/activities impact animals	M				M			M	M	Animal tolerance is higher, but they may need to be moved further away at specific times
5	Tonnage of input material	L	L	L	L	L	L	L	L	L	<500t on site at one time, means low tonnage that requires inputs and low emissions
6	Offloading –emissions dust/odours	L	L	L	L	L	L	L	L	L	Damp material, low dust, possible odour in may -july months due to degraded grass content
7	Offloading –emissions effluent	L	L	L	L	L	L	L	L	L	Damp material, low dust, possible effluent in may -july months due to grass content
8	Picking out litter	L	L	L	L	L	L	L	L	L	Litter levels decreased due to policy change
9	Shredding machine fuel and oil	M	L	L	L	M	M	M	M	M	Shredding is high powered & fuel hungry
10	Shredding machine noise	M	L	L	L	M	M	M	M	M	Shredding is a high powered noisy operation
11	Shredding process emissions	M	L	L	L	M	M	M	M	M	Shredding fragments the material and can release dust and bioaerosol emissions
12	Shredded material rainwater effluent	L	L	L	L	L	L	L	L	L	Limited effluent captured, contained & recycled
13	Composting process emissions	L	L	L	L	L	L	L	L	L	Limited tonnage therefore limited emissions
14	Composting process machinery fuel	L	L	L	L	L	L	L	L	L	Limited tonnage therefore limited fuel use
15	Composting process effluent	L	L	L	L	L	L	L	L	L	Limited tonnage therefore minimal effluent, which is recycled in process.
16	Rainwater surface water runoff	L	L	L	L	L	L	L	L	L	Limited tonnage therefore minimal exposure to rain, and site containment and recycling of water is used in process.
17	Rainwater containment -groundwater	L	L	L	L	L	L	L	L	L	pond is sealed and there are no source protection zones nearby
18	Containment – w.r.t. surface water	L	L	L	L	L	L	L	L	L	pond is sealed and there are no surface waters nearby
19	Screening machinery fuel	L	L	L	L	L	L	L	L	L	Limited tonnage therefore limited fuel use
20	Screening process emissions/dust	L	L	L	L	L	L	L	L	L	Screening is reasonably fast and for low tonnage means low level of use, so low fuel usage.

		Air	Water	Land	Disposal	Flora and Fauna	Resources - Fuel & Energy	Humans	Noise	Impact Rating	
21	Screening process oversize/outgrades	L	L	L	M	L	L	L	L	L	Quality shredding by contractor means reduced oversize. Better quality inputs now mean reduced contraries to waste.
22	Screened Compost Organic Product	+ve	+ve	+ve	+ve	+ve	+ve	+ve	+ve	+ve	Very high benefits for recycling organic compost to horticulture and agfriculture at same site
23	Litter and contrary material disposal	L	L	L	M	L	L	L	L	L	Better quality inputs means reduced contraries for haulage to landfill/disposal.
24	Surface water	L	L	L	L	L	L	L	L	L	Only surface water is farm duck pond, which provides ultimate contingency plan if required.
25	Dwelling (Directors)	L	L	L	L	L	L	L	L	L	Directors have assessed risks and based on farmstead, the farm activities have low potential for dust/bioaerosols affects on the dwellings.
26	Oil Spillages e.g. Burst Pipes	L	M	L	m	L	L	L	L	L	small contained site with no outlet to water course. Oil can be absorbed and sent to special waste disposal
27	Accidental effluent escape	L	L	L	L	L	L	L	L	L	small contained site with no outlet to water course. Effluent can be recycled to compost or spread to farm-land
28	Accidental Fire	H	L	L	M	H	L	H	L	M/H	Proximity to farmstead presents elevated risk. Procedures to mitigate risk of fire need to be well managed, e.g. at shredding time due to friction and when material is dry.
29	Contractor unavailability	L	L	L	L	L	L	L	L	L	Alternative contractors and small tonnage so low pressure on site, ready availability for application to land to suit capacity.
30	Horticultural Produce (enclosed)	+ve	+ve	+ve	+ve	+ve	+ve	+ve	+ve	+ve	Minimal risk to protected cropping, produce washed before use as food. Significant benefit from using organic compost as soil conditioner/fertiliser.
31	Horticultural Produce (external)	+ve	+ve	+ve	+ve	+ve	+ve	+ve	+ve	+ve	Minimal risk as all produce washed before use as food. Significant benefit from using organic compost as soil conditioner/fertiliser.
32	Agricultural Produce (external)	+ve	+ve	+ve	+ve	+ve	+ve	+ve	+ve	+ve	Minimal risk as all produce washed before use as food. Significant benefit from using organic compost as soil conditioner/fertiliser.

APPENDIX 4. EQUIPMENT REGISTER AND ASSESSMENT (Example Template)

		Air	Water	Land	Disposal	Flora and Fauna	Resources - Fuel & Energy	Humans	Noise	Impact Rating	
a	Delivery Vehicles	M	L	L	L	L	M	L	L	L	Local proximity benefit
b	Loading Shovel/telescopic handler	M	L	L	L	L	M	L	L	L	Low tonnage therefore impact not great. Small risk of oil spillage
c	Shredder (Contractor)	M	L	L	L	M	M	M	M	M	Hired in from reliable quality assured supplier with operator. Well maintained machines. Risk assessments undertaken.
d	Loader for Shredder (Contractor)	M	L	L	L	L	M	L	L	L	Low tonnage therefore impact not great. Small risk of oil spillage
e	Screener	M	L	L	L	L	M	L	L	L	Low tonnage therefore impact not great. Small risk of oil spillage
f	Water Pump	L	L	L	L	L	L	L	L	L	Negligible requirement for use recycles liquid back onto compost.
g	Tractor and Trailer	L	L	L	L	L	M	L	L	L	Low tonnage therefore impact not great. Small risk of oil spillage
h	Manure spreader	L	L	L	L	L	M	L	L	L	Low tonnage therefore impact not great. Small risk of oil spillage
I	Contraries skip	L	L	L	M	L	L	L	L	L	Minimal quantities of discarded contrary materials. Sealed skip, disposal to local waste management company.

APPENDIX 5a. TRAINING NEEDS ASSESSMENT MATRIX – STATUTORY COMPLIANCE

Training Requirements. Insert greyed cell where training required; over-write with tick or date when training undertaken.	Brian Armistead	Luke Armistead	Tony Layfield	Helen Stephens	Michaela Hoggarth	Sinkfall-HGV Waste-Drivers	Loading Shovel Drivers	Site Operative 1	Site Operative 2	Site Operative 3			Council-HGV Waste Drivers	Private Waste Hauliers	
WASTE & ENVIRONMENTAL MANAGEMENT															
Statutory Controls and regulations	✓	✓	✓	✓	✓										
New Composting/Transfer/Recycling Permit	✓	✓	✓	✓	✓										
Waste related Permit Exemptions	✓	✓	✓	✓	✓										
Waste Management -Waste Acceptance to Permit	✓	✓	✓	✓	✓										
Waste Management -Transfer & Duty of Care	✓	✓	✓	✓	✓										
Animal By-Products Regulations Management.	✓	✓	✓												
Biomass Boiler Permit IPPC Part B Local Authority	✓	✓			✓										
Water Pollution Protection Regulations	✓	✓	✓		✓										
End of Waste Criteria – Aggregates Protocol	✓	✓	✓												
End of Waste Criteria – Compost Quality Protocol	✓	✓	✓												
HEALTH & SAFETY															
Health and Safety at Work Act requirements	✓	✓	✓	✓	✓	✓									
Health and Safety at Work Policy	✓	✓	✓	✓	✓	✓									
COSHH (Control of Substances Hazardous to Health)	✓	✓	✓												
LOLER (Lifting Ops. & Lifting Equipment Regs.)	✓	✓	✓												
PUWER (Provision & Use of Work Equipment Regs)	✓	✓	✓												
Manual Handling	✓	✓	✓												
VEHICLES & DRIVERS															
Cars and Vans: Registrations; Insurance, MOT's															
HGV's: Registrations; Insurance, MOT's, servicing															
HGV's with lifting equipment. Certificates. Tachograph															
Site Operators Licence															
Cars and Vans: Drivers Licence held current															
HGV's each Class: Drivers Licence held current															
Loading Shovels: Operating Test/Inspection Certificates															
Loading Shovels: Driver/Operator's Certificates															

APPENDIX 5b. TRAINING NEEDS ASSESSMENT MATRIX – ENVIRONMENTAL SYSTEMS

Training Requirements. Insert greyed cell where training required; over-write with tick or date when training undertaken.	Brian Armistead	Luke Armistead	Tony Layfield	Helen Stephens	Michaela Hoggarth	Sinkfall-HGV Waste-Drivers	Loading Shovel Drivers	Site Operative 1	Site Operative 2	Site Operative 3			Council-HGV Waste Drivers	Private Waste Hauliers	
WASTE & ENVIRONMENTAL MANAGEMENT															
Environmental Management System EMS (revisions 2019)	✓	✓	✓	✓	✓										
Environmental Risk Assessments	✓	✓	✓	✓	✓										
Environmental Aspects and Impacts Significance	✓	✓	✓	✓	✓										
Fire Prevention Plan 2018	✓	✓	✓	✓	✓										
Environmental Accident Plan 2018	✓	✓	✓	✓	✓										
Effluent Management Plan 2018	✓	✓	✓	✓	✓										
Bioaerosols Risk Assessment 2018	✓	✓	✓	✓	✓										
Dust, Litter and Particulates Management Plan	✓	✓	✓	✓	✓										
Noise Management Plan 2018	✓	✓	✓	✓	✓										
Odour Management Plan 2018	✓	✓	✓	✓	✓										
Biomass Boiler emissions dispersion modelling 2017	✓	✓	✓	✓	✓										
Biomass Boiler – Biomass Management Plan 2018	✓	✓	✓	✓	✓										
Street Sweepings Management Plan	✓	✓	✓	✓	✓										
Drilling Mud management Plan	✓	✓	✓	✓	✓										
Hazardous Waste	✓	✓	✓	✓	✓										
Clinical Waste	✓	✓	✓	✓	✓										
Animal By-Products Waste	✓	✓	✓	✓	✓										

APPENDIX 5C. TRAINING NEEDS ASSESSMENT MATRIX – OPERATING SYSTEMS

Training Requirements. Insert greyed cell where training required; over-write with tick or date when training undertaken.	Brian Armistead	Luke Armistead	Tony Layfield	Helen Stephens	Michaela Hoggarth	Sinkfall-HGV Waste-Drivers	Loading Shovel Drivers	Site Operative 1	Site Operative 2	Site Operative 3			Council-HGV Waste Drivers	Private Waste Hauliers	
WASTE TRANSFER AND TREATMENT															
Waste Pre-Acceptance (supplier compliance agreement)															
Waste Acceptance: checking, sampling, coding, weighing															
Waste segregation by types and classes															
Hazardous waste segregation and management.															
Kerbside Recycling – Source segregation, storage															
Kerbside Recycling – Separation and Treatments.															
Kerbside Recycling – Baling and Storage															
WOOD, TIMBER and PAPER CRUMB															
Wood Waste Acceptance: checking, segregation & storage	✓	✓	✓	✓	✓	✓									
Wood Recycling – Classification (non-Hazardous-Waste)						✓									
Wood Recycling – Separation and Treatments.															
Wood Chipping/ Shredding/Screening for Biomass															
Wood Storage for Biomass Use in Boiler on site															
Wood Storage and Drying for Biomass Use off site															
Wood Storage and Drying for Animal Bedding Use															
Paper Crumb Storage and Drying for Animal Bedding Use															
COMPOSTING															
Green Waste Acceptance: checking, segregation & storage	✓	✓	✓	✓	✓	✓									
Green Waste Shredding/Screening for Compost to PAS100															
Green Waste Composting to PAS100 and Quality Protocol															
Compost Storage															
SOILS AND AGGREGATES															
Soils Waste Acceptance: checks, treatment & storage															
Aggregates Waste Acceptance: checks, treatment & storage															
Road sweepings segregation, treatment to Aggregates QP															

APPENDIX 6. EQUIPMENT CHECK AND SERVICE RECORD (example Template)

Check Ref No.	Equipment item	Check required	Check Completed	Action Required	Action Taken	Date Actioned	Signed OK
	Loading Shovel/ handler	Coolant water					
		Engine Oil level					
		Engine Oil filter					
		Fuel water trap					
		Hydraulic Oil level					
		Hydraulic Oil filter					
		Loader pins and bushes					
		Greasing Points					
		Warning lights/alarm					
		Hydraulic Hoses					
		Ram seals					
		Wear on bucket tip					
Check Ref No.	**Equipment item**	**Check required**	**Check Completed**	**Action Required**	**Action Taken**	**Date Actioned**	**Signed OK**
	Screener	Coolant water					
		Engine Oil level					
		Engine Oil filter					
		Fuel water trap					
		Hydraulic Oil level					
		Hydraulic Oil filter					
		Main drum drive cog / chain					
		Greasing Points					
		Warning lights/alarm					
		Hydraulic Hoses					
		Ram seals					
		feeder belt, rollers &bearings					
		oversize belt, rollers &bearings					
		product belt, rollers &bearings					

Check Ref No.	Equipment item	Check required	Check Completed	Action Required	Action Taken	Date Actioned	Signed OK
f	Water pump	Engine Oil level					
		Greasing Points					
		Water seals					
		Hose joints					
Check Ref No.	**Equipment item**	**Check required**	**Check Completed**	**Action Required**	**Action Taken**	**Date Actioned**	**Signed OK**
g	Tractor & Trailer	Coolant water					
		Engine Oil level					
		Engine Oil filter					
		Fuel water trap					
		Hydraulic Oil level					
		Hydraulic Oil filter					
		Greasing Points					
		Warning lights/alarm					
		Hydraulic Hoses					
		Ram seals					
Check Ref No.	**Equipment item**	**Check required**	**Check Completed**	**Action Required**	**Action Taken**	**Date Actioned**	**Signed OK**
h	Manure spreader	Coolant water					
		Engine Oil level					
		Engine Oil filter					
		Fuel water trap					
		Hydraulic Oil level					
		Hydraulic Oil filter					
		Greasing Points					
		Warning lights/alarm					
		Hydraulic Hoses					
		Bed chain					
		Rear auger spinners/ discs					
Check Ref No.	**Equipment item**	**Check required**	**Check Completed**	**Action Required**	**Action Taken**	**Date Actioned**	**Signed OK**
I	Contraries skip	Condition					

Check Ref No.	Equipment item	Check required	Check Completed	Action Required	Action Taken	Date Actioned	Signed OK
J	Weighbridge	Condition check					
		Ramps and supports check					
		Load cells check					
		Electronics check					
		Display unit check					
		Calibration self check					
		Trade Test Calibration Check					
Check Ref No.	**Equipment item**	**Check required**	**Check Completed**	**Action Required**	**Action Taken**	**Date Actioned**	**Signed OK**

APPENDIX 7a. WOOD WASTE ACCEPTANCE CRITERIA

Brian Armistead Ltd. Materials Reclamation Facility (MRF)
Wood Type and Quality Assessment

Waste wood received from various sources shall be properly assessed, classified and segregated within the MRF in order to ensure appropriate handling and processing for recovery or disposal and specific end uses.

Brian Armistead Ltd. Policy and Aim is to maximise the recovery of Wood Construction Materials that can be Up-Cycled or Re-Used and thereby re-enter the construction market at added value.

Typically this will comprise large pieces of timber that may or may not have been preservative treated and which are fit for purpose in simple building applications such as use as form-work for concreting or screening.

Brian Armistead Ltd.
Wood Type and Quality Assessment has been designed, based on PAS111 but with additional checks and measures to ensure sorted and segregated wood material complies with 2017/18 Waste Management Legislation Guidance.

The Wood Type and Quality Assessment Procedure is undertaken within the MRF Area by Trained Operatives under Trained and Skilled Supervision. The Systems include a combined process of manual handling; picking and sorting line; mechanical metals extraction and storage into segregated containers or stock-piles. Once segregated, there is a quality validation check under-taken by the over-seeing wood-processing manager when any additional sorting is done.

The sorted, segregated Grade A Wood is labelled and signed-off for movement to the Grade A Wood Processing Operation to the south of the yard.

SUMMARY Wood Type and Quality Assessment

- **STATUTORY COMPLIANCE**
- **SUPPLY CHAIN CONSIDERATION**
- **ENVIRONMENTAL PERMIT COMPLIANCE - IS IT HAZARDOUS WASTE**
- **VISUAL INSPECTION AND SORTING**
- **TECHNICAL EVALUATION AND SORTING**
- **SAMPLING**
- **VALIDATION AND RE-SORTING IF REQUIRED**
- **ACCEPTANCE**

The Quality management systems is based on PAS111 combined with The EA Guidance 2017 and the Validation is based on the EA Draft Guidance. **APPENDIX 1** Summarises PAS111 and **APPENDIX 2** summarises the grading of Wood into Grades A, B and C.
APPENDIX 3 summarises information relating to chemicals that may be contained in waste wood.

The market outlets are many and varied, including direct retail, commercial or industrial markets.

REFER TO THE WASTE WOOD RECLAMATION AND RECYCLING PROCEDURE 2018

APPENDIX 7b. GREEN WASTE ACCEPTANCE CRITERIA

The List of Wastes that are to be accepted has been increased under the new Permit
Refer to complete List. Refer to separate Waste Acceptance Criteria for use as Grade A wood fuel.

02	**WASTES FROM AGRICULTURE, HORTICULTURE, AQUACULTURE, FORESTRY, HUNTING AND FISHING, FOOD PREPARATION AND PROCESSING**
02 01	**wastes from agriculture, horticulture, aquaculture, forestry, hunting and fishing**
02 01 03	plant-tissue waste
02 01 06	horse manure and farmyard manure only
02 01 07	biodegradable waste from forestry only
17	**CONSTRUCTION AND DEMOLITION WASTES (INCLUDING EXCAVATED SOIL FROM CONTAMINATED SITES)**
17 05	**soils (excluding excavated soils from contaminated sites), stones and dredging spoil**
17 05 06	plant tissue waste from inland waters only
20	**MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPARATELY COLLECTED FRACTIONS**
20 01	**separately collected fractions**
20 01 01	paper and cardboard (excluding veneers or plastic coatings)
20 02	**garden and park wastes (including cemetery waste)**
20 02 01	biodegradable waste plant matter only

Exclusions for this Permit. Wastes having any of the following characteristics shall not be accepted

▪ Wastes consisting solely or mainly of dusts (except sawdust), powders or loose fibres ▪ Hazardous wastes, e.g. treated wood	▪ Wastes containing wood-preserving agents or other biocides ▪ Wastes containing persistent organic pollutants ▪ Wastes containing Japanese Knotweed

Waste Acceptance criteria with Acceptance Scoring or Load Rejection

Undesirable content	Acceptance criteria (critical limit) and load inspection score	Control activity and associated record
Physical contaminants (e.g. plastic bags, non-compostable packaging and plastics, metals, concrete and consolidated mineral fragments (e.g. rocks and stones), etc	**Score 1 = VERY GOOD** = load delivered is very clean	'Load accepted. Score and not logged. File the weighbridge ticket/register
	Score 2 (OK) = GOOD = load delivered has negligible physical contaminant content>	'Load accepted. Score and not logged. File the weighbridge ticket/register Some **picking out** required
	Score 3 (Caution) = Just Acceptable = physical contaminant content is quite high, but still **below 5 %** plastics / packaging items unsuitable for composting subjective assessment.	'Load accepted. Plastics/**contaminants shall be removed** as far as practically possible and placed into a 'rejects' container stored on site. **Score 3** logged on the weighbridge ticket/register
	Score 4 (REJECT) = POOR = **physical contaminant** content is **above 5 %** plastics / packaging items as evaluated by subjective assessment.	Load **Rejected**. **Score 4** and action logged on the weighbridge ticket/register and loads rejected record sheet
Weeds / plant invasive species	**Score 5 (REJECT) Japanese Knotweed must be** absent from all input loads accepted for composting	Load **Rejected**. **Score 5** and action logged on the weighbridge ticket/register Reject and send to a licensed landfill. Record on loads rejected record
Plants (or materials) containing toxins (rhododendron, yew, ragwort, hemlock)	**Score 6 (REJECT)** Rhododendron, yew, ragwort, hemlock **must be** absent from all input loads accepted for composting. No hazardous materials such as **creosoted wood panels** or **pesticide** laden material.	'Load **Rejected**. **Score 6** and action logged on the weighbridge ticket/register Reject and send any loads that contain it to a licensed landfill. Record on loads rejected record sheet
Preservative Treated or painted Wood or Hazardous material	**Score 7 (REJECT)** No hazardous materials e.g. as **creosoted wood panels** or **pesticide** / herbicide laden material **Picloram/ clopyralid;** Or plant material sweepings from trafficked areas.	'Load **Rejected**. **Score 7** and action logged on the weighbridge ticket/register Reject and send any loads that contain it to a licensed landfill. Record on loads rejected record sheet
Records of Input Loads (and quality scoring >2) are retained on the weigh-bridge tickets		

CHECK LIST FOR USE AT GREEN WASTE FEEDSTOCK RECEPTION

1. **PLASTIC, (RIGID OR FILM, E.G. BOTTLES, PACKAGING, WRAP)**
2. **GLASS, BOTTLES, JARS, WINDOWS, CERAMICS**
3. **METALS, FERROUS AND NON FERROUS**
4. **CONCRETE AND CONSOLIDATED MINERAL FRAGMENTS (E.G. ROCKS AND STONES), AND OTHER NON-BIODEGRADABLE ITEMS.**
5. **SHARPS (NEEDLESTICKS, SYRINGES ETC.)** ☒
6. **WOOD TREATED WITH PRESERVATIVES, PAINT, CREOSOTE** ☒
7. **MDF TYPE BOARD (PLASTICISED CHIPBOARD)**
8. **PLANT MATERIALS TREATED WITH PERSISTENT HERBICIDES**
9. **PESTICIDES OR INSECTICIDES e.g. grass/weeds treated with clopyralid or picloram**
10. **PLANT MATERIALS FROM 'HEAVY TRAFFIC' HIGHWAYS.**
11. **WEED PROPAGULES (e.g. persistent weed seeds / other plant parts that regrow)**
12. **JAPANESE KNOTWEED, RAGWORT, YEW, HEMLOCK, RHODADENDRON** ☒
13. **PLANT PATHOGENS IN COMPOST (persistent species e.g. *tobacco mosaic virus*)**
14. **HUMAN AND ANIMAL PATHOGENS (PERSISTENT SPECIES)**
15. **LIQUOR (LEACHATE OR SLUDGE) OF UNKNOWN SOURCE QUALITY**
16. **VOLATILE ORGANIC COMPOUNDS, (VOC'S) (glues, solvents, fuel etc.)** ☒
17. **Check any material such as Meat Products/FOOD for category/compliance.**

Contaminants, maximum permitted = 5% ☒ **= Hazardous, load must be rejected.**

Examples of herbicides containing **clopyralid** are: *Blaster, Charter, Esteem, Greenor* and *Interfix*. Examples of herbicides containing **picloram** are: *Altadox HI, Tordon 22K*.

1. **Check Load and Record any SCORES of 3 or above on the weighbridge ticket**
2. **Confirm with driver score 1,2,3 OK/ Acceptable ...OR.. 4,5,6 =REJECT**
3. **Advise driver that load is of poor quality, provide score/ reason**
4. **Contact Council's officer, or manager for any other supplier.**
5. **Relocate load to quarantine area**
6. **Check agreement and seek confirmation for load to be disposed of.**
7. **Record 'Rejected Load' to 'Compost QA File log'**
8. **Obtain weighbridge ticket plus 'Duty of care', for removal off-site.**

APPENDIX 8. PROCEDURES

SFR-Proc 1.0 Waste Acceptance and Rejection

All site staff will be made aware of the categories of waste acceptable at the site. Site Staff will be responsible for inspecting each load; however, periodic spot checks will be made by the Site Manager to support this requirement. The waste acceptance criteria (and procedures) are defined in Appendix 7 of the EMS, within the Permit and reference is made to the Specific Quality Protocols.

All waste vehicles visiting the site are required to stop at the site weighbridge, both on arriving and leaving the site. On arrival, each load is checked for a Duty of Care Transfer Note and Registration of Carriers registration number - loads that do not comply with the duty of care and the waste management licence will be turned away and a record made of their registration within the site diary.

Loads arriving at the site will receive an initial visual inspection for non-compliant wastes prior to unloading wherever possible (e.g. high-sided container vehicles may not be able to be inspected prior to tipping). A member of staff will visually inspect every load as it is deposited within the waste reception area as indicated on the site layout plan Figure 7. A load quality checking sheet is available to assist the checks made and a record shall be made on the weighbridge tickets

Should any load be found to differ from that information supplied on a Transfer Note, or does not comply with the categories acceptable under the site licence conditions, the driver of the delivering vehicle or representative from the transport company will be informed. Where possible, the unsatisfactory load will be re-loaded into the delivering vehicle and the driver will be asked to leave the site.

If the deposited waste cannot be re-loaded onto the delivering vehicle, it will be moved to an isolated position and suitably covered to prevent its escape (and water ingress if there is a potential for suspended solid run-off) until appropriate measures can be undertaken to deal with or remove it.

In the event that any hazardous wastes are found during inspection they will be removed and placed in a secure lockable container. Quarantined Hazardous wastes will not be stored on site for longer than 5 days unless agreed in writing with the Agency. In the event that wastes stored within the quarantine area are likely to be incompatible with one another then these wastes will be kept physically separate.

Should such incidents occur on the site, the Site Manager will take action by:

1) Contacting the waste producer if known.
2) Contacting the Environment Agency by telephone as soon as possible after the incident has occurred.
3) Recording-the incident in the site diary.

SFR-Proc 2 Waste Control Procedures

All wastes received at the site will be kept separate from and will not be covered or mixed with other wastes until they have been confirmed for acceptance at the site. All containers being used to store waste will be clearly labelled to identify the wastes stored within them. The site will be laid out in accordance with Figure 4. Once deposited, wastes will be subject to the specified waste management operations outlined in the working plan.

SFR-Proc 3 Waste Despatch

All wastes despatched from the site will be inspected prior to despatch to confirm their description and composition.

SFR-Proc 4 Waste Quantity Measurement Systems

Records of the weight of all waste received at the site and treated material (compost) and other waste leaving the site will be recorded and held on site for inspection. Weights will be recorded using the weighbridge. Should the weighbridge become unavailable, then the weight of received waste will be assessed, by utilising the conversion Factors specified by the Environment Agency or else by independent weighbridge. The weight of dispatched waste containers will be retrieved from the waste disposal or receiving site, historical information or assessed using conversion factors.

Weighing the vehicle in and out will control product leaving the site, these details will be recorded on suitable transfer note.

The weighbridge is operated and maintained in compliance with the requirements of Trading Standards.

SFR-Proc 5 Stockpiled Green Waste Measurement

Non degrade-able waste not suitable for composting will not be stored on site for extended periods. Degradable waste that is not intended for the composting process will not be stored on site for extended periods.
Those wastes entering the composting process shall be stored in accordance with the Compost SOP.

Unless otherwise agreed in writing with the Agency, wastes being stored externally will be held within the appropriate area so that liquid runoff is via the site's drainage system.

With any composting process there is a possibility of spontaneous combustion. This is normally 'associated with dry green waste being stored for too long without being processed.
The frequency of shredding and processing shall be in accordance with the Compost SOP and will be an average at least each month.

In the event of the shredder breaking down or being unavailable, then a replacement shredder shall be requested or else a separate company shall be contacted and a different machine contracted in to the site. Refer to the approved list of contractors.

Temperature levels may be monitored but not recorded at this stage.

If temperature increases to a point at which it is thought to be a risk the stockpile shall be cooled with water and or moved to effectively cool the pile and reduce the risk of combustion.

In the unlikely event of the stockpile material drying out to the extent that there is an increased risk of spontaneous combustion the windrow will be wetted by pumping leachate/water from the storage tank, or else from clean water supply, and or by using a suitable water pump.

SFR-Proc 6 Plant equipment and Procedures

Treatment of permitted waste types by composting, screening or shredding shall be undertaken in accordance with the Composting Standard Operating Procedure. (Based on the PAS100 system). Refer to the Compost SOP.

SFR-Proc 7 Pollution Control, Monitoring and Reporting

Monitoring and Reporting for Gases and Aerosols.
The composting process may release bio-aerosols into the atmosphere during certain operations, such as windrow turning, screening and shredding. The undertaking of these activities within covered areas, serves to minimise the emissions and release of bioaerosols and dust.

The nearest third party residential dwelling is around 150 meters to the north-east of the site and is unlikely to be affected by any bio-aerosol production at the composting facility. Monitoring at similar sites has shown that the bioaerosols levels reduce to acceptable levels before crossing the site perimeter and this is accepted by the EA within their position statement PS031 Bioaerosols Nov 2010. Refer to the Site Specific Bioaerosols Risk Assessment.

Operations with the potential to produce high levels of bio-aerosols i.e. shredding, turning and screening are operated from within the tractor/machine cab, protecting the operator from airborne bioaerosols. Staff are briefed on the risks of bio-aerosols and operational procedure and requirements to reduce emissions.

Visitors will not be shown around the site whilst high-risk operations are occurring.

SFR-Proc 8 Control, Monitoring & Reporting of Dusts, Fibres and Particulates

The site will be formally inspected on a daily basis for dust, fibres and particulates; the result of this inspection including any remedial action will be recorded in the site diary.

Waste that is intended for the composting process prior to being shredded shall be wetted and damped down as required in order that it does not dry out and increase the risk of dust.

All waste received will be inspected on delivery and any waste being stored / treated on site causing airborne particulate matter will be dealt with immediately by wetting. This will be achieved by hoses connected to mains water supply, or to a pump from the grey water pond. Any waste handling operation giving rise to airborne particulate matter will also cease until the emission has been suppressed.

Any incidents will be reported in the site diary and assessed for methods that may reduce any future problems.

SFR-Proc 9 Control and Monitoring of Odorous Emissions

The composting process has the ability to generate odours if anaerobic conditions are allowed to develop and feedstock waste may have odours associated with them. The windrow composting system shall be monitored for odours and managed to ensure anaerobic conditions do not develop.

The windrow composting system will utilise garden waste and other low odour biodegradable waste as feedstock's. The site will be constantly monitored by for unpleasant odours using site personnel's olfactory senses, the result of this monitoring, including any remedial action taken will be recorded in the site diary when required.

If any undesirable odours are perceived their source will be investigated. When the source of any undesirable odour is identified, the most appropriate method for eliminating these odours will be implemented immediately. This may take the form of covering, removal, deodorising and/or changing management operations to remove or minimise any odour causing situations. Malodorous wastes shall be dealt with or removed from site within 24 hours of its discovery unless otherwise agreed in writing with the Environment Agency. Refer to the Odour Management Plan.

SFR-Proc 10 Control Of Pest Infestations

Constant vigilance will be exercised to the operation of the compost facility in order to determine pest activity. Pests can include flies and vermin. All waste storage areas and wastes undergoing treatment will be visually inspected for evidence of pests, vermin etc. on a daily basis, and the results and any remedial actions will be recorded in the site diary:

a. evidence of droppings
b. evidence of damage to property/plant
c. evidence of ground disturbance e.g. nests
d. Excessive infestation present.

Remedial measures will be taken for the control of pests and where necessary by employing the services of a recognised pest control organisation, i.e. the use of dusting/spraying for flies etc and poisons for vermin. A baiting plan shall be available.

Refer to **Pest Control file**

SFR-Proc 11 Control Of Scavenging Birds And Other Scavengers

As the waste in the open windrows is shredded green waste it is highly unlikely that there will be any problems from scavengers. The presence of scavenging wild life will be monitored daily and recorded in the site diary. If any evidence of scavengers on site it will be noted in the site diary, and further action will be taken if it is deemed necessary. Refer to **Pest Control file**

SFR-Proc 12 Control Of Litter

The nature of waste accepted at the composting facility ensures that litter will be a very small problem. Any material that could form litter (i.e. plastic bags and paper) will be removed and placed into suitable container(s) when the waste is inspected within the waste reception area directly after receipt. Any windblown compostable material will also be retrieved immediately in the event that it escapes: beyond the site boundary. Litter picking will also take place on the request of an authorised officer the Environment Agency if there is perceived to be a litter problem during inspection of the site.

Any unacceptable waste of this type will be removed from the facility and, by prior agreement, will disposed of at a suitable landfill site. The site will be monitored for litter daily.

SFR-Proc 13 Security And Availability Of Records

All records pertinent to the operation of the composting facility will be securely stored and protected from adverse conditions.

The site office (house) is either manned or locked during the working day and records will be within a safe environment. Weighbridge tickets will be transferred from the weighbridge at the end of each day.

All site records will be filed in the site office, where they will be securely retained. These are to include, the EMS and all documents as on the register.

i Transfer notes
ii Weighbridge dockets/tickets where appropriate
iii Site diary/inspection forms

iv Composting process records
v Rejection notices
vi Copy of Environmental permit
vii Copy of Working Plan and support documents

Storage of such information will be controlled by management and will be available for inspection on request.

SFR-Proc 14 Enclosed Windrow Compost Processing Procedures

The Compost Quality Processing Procedures for the Green Compost is subject to the PAS100 Quality Management System.

SFR-Proc 15 Wood Processing Procedures

The Wood Quality Processing Procedures follow the PAS111 Wood Quality Management System.

SFR-Proc 16 Aggregates Processing Procedures

The Aggregates Quality Processing follows the WRAP Aggregates Protocol Procedures

SFR-Proc 17 Hazardous and Clinical Waste Procedures

The Hazardous Waste and Clinical Waste share a number of common requirements, methods and environmental controls:

1. Primarily intended as reception, checking, bulking up, secure storage and containment.
2. No Treatment, other than sorting and segregating where required.
3. Higher levels of Operator Risks, and therefore training and management requirements
4. Clinical Waste may entail Hazardous Wastes inclusion.
5. Hazardous Waste entails consignment note management.

Clinical Waste - Environmental Management Method

- Hazardous Waste and Clinical Waste shall not be mixed.
- Each shall be handled separately and in accordance with the nature of the Hazard.
- Clinical Waste shall typically be received in purpose designed and coloured (yellow) sacks; pre-loaded to lockable lidded Euro-bins (4 wheeled containers).
  These shall be stored in a shipping container for security, preclusion of pests and containment.
- Where clinical Waste is required to be bulked up, it shall be ensured that the waste type is consistent, and that mixing does not occur within the same Euro-bin container.
- Where Euro-bins are re-used, they shall be disinfected and air dried.
- Storage limits and processing limits shall be observed.
- Operatives shall be trained specifically in regard to these waste types.
- The shipping containers shall have high level securely guarded air ventilation
- Contingency Equipment shall include emergency spill kits, fire extinguishers, extra PPE
- Anti-locking devices for the container doors; for when personnel operate within a container.

	Waste Type	Storage
a	Paints (gloss paint and thinners)	Within own tin/can/bottle; within a lidded dolav/ container
b	Waste Oil (engine oil and filters)	Within own tin/can/bottle; within a lidded dolav/ container; else common ‘engine’ lubricating oil, within self-bunded liquid tank. Filters within leak proof containers: lidded dolav etc.

c	Fluorescent Tube Lights	Steel horizontal cabinet with sections for tube-lights and other lamp bulb types (compacts, gas filled etc)
d	Batteries -Lead-acid and other types.	Lead acid batteries stored upright within sealed dolav, with insulation mat used when required. Alkaline, Nickel Cadmium Zinc and other batteries stored separate in plastic/insulating containers, within fire-proof, and leak-proof storage.
e	Cleaning and Polishing agents. bleach, drain cleaners etc.	Within own tin/can/bottle; within a lidded dolav/ container;
f	Fuels and Gases.	Fuel within own tin/can/bottle; within a lidded dolav/ container; i.e. fire-proof, and leak-proof storage. Gas cylinders stored in cage compound, in ventilated area, with due regard to fire and spillage / emission risk
g	Asbestos	Shall be pre-wrapped, bagged and contained; and stored in dedicated sealed lockable container

Hazardous Waste - Environmental Management Method

- Hazardous Waste and Other Waste shall not be mixed.
- Each type of Hazardous waste shall be handled separately in accordance with its Hazard.
- Hazardous waste shall be segregated and stored in dedicated containers for security, preclusion of pests and containment of leakage or emissions.
- Where Hazardous Waste is required to be bulked up, it shall be ensured that the waste type is consistent, and that mixing does not occur within the same container.
- Where Euro-bins are re-used, they shall be cleaned and air dried.
- Storage limits and processing limits shall be observed.
- Operatives shall be trained specifically in regard to Hazardous waste types.
- The shipping containers where used, shall have high level securely guarded air ventilation
- Contingency Equipment shall include emergency spill kits, fire extinguishers, extra PPE
- Anti-locking devices for the container doors; for when personnel operate within a container.

SFR-Proc 18 Animal By-Product (Food and Former Food Waste) Procedures

Animal By-Product (ABP) Waste – Types and Storage Options

Animal By-Products are denoted by ‘Category I, Category 2, Category 3’.

Category 3 waste is sub-categorised to include ‘Catering Waste’, i.e. that being food waste that may contain animal derived products that has been prepared and served (catered) to consumers. This includes domestic food waste that has similarly been catered as food to humans.

Category 3 Waste includes Catering Waste, but also includes animal derived products that would ordinarily have been edible, but have become waste within the preparation, manufacturing or supply chain; e.g. food manufacturer, butchers, sandwich manufacturer or food outlet kitchen such as a cafeteria or restaurant. This includes out-of-date food and food that is spoiled or rejected.

Category 2 Waste includes animal by-products that are from a healthy animal, but are in-edible; including the gut contents, bones and the shells from shell-fish.

Category 1 waste is of no interest and is not intended to be permitted; it includes fallen stock.

In general, ABP materials are required to be treated and the chain of custody to be strictly documented. Some lower risk ABP materials have a derogated status and can be spread to land without treatment (e.g. waste milk, manure and gut content).

	Waste Type	Storage
a	Catering Waste from Municipal sources, household collections or similar. Likely delivered within containers, or wheeled bins.	Within leak proof containers: lidded dolavs or Wheeled Euro-bins. May be decanted into larger sealed, lidded RO-RO container for transport. May be stored in refrigerated environment when required. Shall be destined for AD or IVC.
b	Category 3 Former Foods, and other 'solid' Category 3 ABP's	Within leak proof containers: lidded dolavs or Wheeled Euro-bins. May be decanted into larger sealed, lidded RO-RO container for transport. May be stored in refrigerated environment when required. Shall be destined for AD or IVC.
~~c~~	~~Derogated Category 2 ABP (manure and gut content)~~	~~Within separate, enclosed and secure manure storage building, within bunkers to provide management control~~

ABP Waste - Environmental Management Method

- ABP Waste of different categories shall not be mixed in storage
- Each type of ABP waste shall be handled separately in accordance with its Category.
- ABP waste shall be segregated and stored in dedicated containers for security, preclusion of pests and containment of leakage or emissions; or else in the manure store.
- Where Catering Waste, or Category 3 Waste is required to be bulked up, it shall be ensured that the waste category is consistent with regard to the treatment proposed.
- Where Euro-bins are re-used, they shall be cleaned and air dried.
- Storage limits and processing limits shall be observed.
- Operatives shall be trained specifically in regard to Animal By-Product waste types.
- The full sized lidded containers, shall be regularly checked for leaks, seals and safety
- Contingency Equipment shall include emergency spill kits, disinfectants and correct PPE
- The reception, storage and despatch shall have regard to the ABP recording required.

APPENDIX 9 ACCIDENT MANAGEMENT PLAN

The following is a synopsis of the plan. There is a now a full Accident Management Plan in effect.

	Possible Accident / Incident	What would the environment harm be?	How do we reduce the chances of it happening?	What to do if it happens
	Spillages			
	Spillage during transfer, sorting, crushing and compaction of wastes.	Contamination of land, drains, groundwater and watercourses.	Inspect and validate all in-coming wastes. Remove hazardous liquids from wastes prior to processing. Train the staff	Follow the spill response procedure. It describes what to do in the event of a spill and where the spill kit is kept.
	Spillage during delivery of oil or fuel.		Supervise fuel deliveries. Use drip trays and spill materials.	
	Spillages during refuelling of plant and equipment.		Plant and equipment will be refuelled in designated areas with impervious surface and will use drip trays and spill materials.	
	Slow seepage of liquids from imported contaminated materials. Slow seepage can be less noticeable than 'spills'.		Incoming materials that are contaminated for example cutting oil or tramp fluid on swarf, will only be stored on impervious surfaces that are drained to an oil interceptor	
	Overfilling			
	Overfilling of oil / fuel tanks during delivery.	Contamination of land, drains, groundwater and watercourses.	Stock level control checks, supervised delivery and high level alarms.	Spill response procedure as described above.
	Failure of Plant or Equipment			
	Leakages; due to faulty pipe work, valves, over-pressure, blockages, corrosion, severe weather, ground movement and so on.	Contamination of land, drains, groundwater and watercourses.	Daily visual inspection and completion of weekly inspection checklist record. Preventative maintenance regime. Any underground pipes and tanks will be tested for integrity. Insulation and protection of pipe work.	Spill response procedure as described above.
	Puncture; of vessels and tanks etc due to impact – such as fork lift trucks.	Contamination of land, drains, groundwater and watercourses.	Tanks and vessels generally located within / on secondary containment facilities. Storage locations of drums and non-permanent vessels protected by use of barriers or fencing. Movement of drums and containers using safe techniques.	Spill response procedure as described above.
	Fire			
	Fire	Smoke and pollution, Firewater causes contamination of land, groundwater and watercourses.	Separation of incompatible materials and of combustible materials and ignition sources. Incorporation of fire breaks into site layout and containment of fire water. No smoking policy. Maintain tidy site and minimize stockpile of combustible materials.	Fire procedure describing what to do in the event of a fire, including details about fire alarms, exit routes and muster points, responsible personnel such as a fire warden and the

			Fire training and emergency drills.	location and use of emergency fire equipment such as extinguishers, hoses, sand bags and drain covers.
	Cross contamination			
	Due to transfer and mixing of incompatible materials, drainage cross connections and so on.	Explosion, smoke and pollution of air, Contamination of land, drains, groundwater and watercourses.	Maintenance of up to date drainage plan. Maintenance of inventory of substances with material property details. Procedure for contractors to work on site including induction training and permit to work. Fail-safe filling systems.	Fire procedure as described above.
	Flood			
	Due to ingress of watercourse floodwater, blocked drains, burst water main, use of fire water.	Contamination of raw materials, buildings, land, drainage system, groundwater and watercourses with fire and flood water.	Maintenance of drains. Fitting of flap / non return valves on drains. Safe location for storage of hazardous materials.	Flood procedure describing what to do in the event of a flood warning such as installation of barge boards, use of sand bags, movement or protection of sensitive materials.
	Failure of Services			
	Due to failure of supply; water, electricity, gas supply and of sewerage system. Due to utility supply being struck and broken / cut.	Flooding, explosion with subsequent contamination of land, drains, groundwater and watercourses.	Provision of standby facilities. Maintenance of up to date plans showing location of utility services. Procedure for contractors to work on site including induction training and permit to work.	Utility supply failure procedure describing what to in the event of services supply failure such as manual shut down of process valves; start up of emergency generator, use of standby materials etc. Flood and fire procedure as described above.
	Failure of Containment			
	Failure of containment facilities due to land movement, impact, corrosion and so on.	Contamination of land, drains, groundwater and watercourses.	Provision of secondary containment for hazardous liquids. Inspection of primary and secondary containment facilities. Integrity testing of tanks and bunds & pressure loss alarms.	Spill response procedure as described above.
	Vandalism			
	Unauthorised entry and tampering or malicious damage to property, plant and equipment.	Contamination of land, drains, groundwater and watercourses.	Secure gate and perimeter fence. Site locked when un-manned, tanks and valves locked when not in use out of hours. Plant and equipment locked in secure storage out of hours. Security system installed including camera and recording facilities.	Spill response procedure as described above.

APPENDIX 10 ENCLOSED WINDROW COMPOST QMS

The Compost Quality Management system is generally based on the PAS100 and Compost Quality Protocol (CQP) systems, but is simplified to suit the scale and nature of this operation.

The System Comprises the Following

Ref	Document	Purpose	Version/date
1	Compost Quality Policy	Sets basis of quality Objectives	
2	Document Register	Tracks Document Revisions	
3	Compost Hazards Assessment	Identifies potential hazards and determines control points	
4	Standard Operating Procedure	Summary of Process	
5	Training Records	Logs training undertaken	
6	Equipment Calibration	Records checks or files record of calibrations undertaken	
7	Feedstock Intake Recording	Weighbridge tickets and log	
8	Feedstock Quality Checking	Provides easy view check sheet	
9	Compost Batch Record	Record of shredding and processing for each Batch through to screening	
10	Compost Quality Tests and Appraisals	Records Laboratory Tests undertaken and interprets data.	
11	Despatch record	Records compost despatch from site	
12	Compost Quality Complaints	Template for recording, acting upon complaints or concerns	

APPENDIX 11 WOOD PRODUCTS QMS

The wood Products Quality Management system is generally based on the PAS111 Wood Quality Management systems, but is simplified to suit the scale and nature of this operation.

The System Comprises the Following

Ref	Document	Purpose	Version/date
1	Wood Products Quality Policy	Sets basis of quality Objectives	
2	Document Register	Tracks Document Revisions	
3	Wood Products Hazards Assessment	Identifies potential hazards and determines control points	
4	Standard Operating Procedure	Summary of Process	
5	Training Records	Logs training undertaken	
6	Feedstock Intake Recording	Weighbridge tickets and log	
7	Feedstock Quality Checking	Provides easy view check sheet	
8	Wood Products Batch Record	Record of shredding and processing for each Batch through to screening	
9	Wood Products Quality Tests and Appraisals	Records Laboratory Tests undertaken and interprets data.	
10	Despatch record	Records compost despatch from site	
11	Wood Products Quality Complaints	Template for recording, acting upon complaints or concerns	

APPENDIX 12 AGGREGATES AND SOILS PRODUCTS QMS

The Aggregates/Soils Products Quality Management system is generally based on the Quality Protocol for Aggregates and the BS3882 standard for Topsoils.

The System Comprises the Following

Doc Ref	Document	Purpose	Latest Version/date
1	Aggregates/Soils Products Quality Policy	Sets basis of quality Objectives	
2	Document Register	Tracks Document Revisions	
3	Aggregates/Soils Products Hazards Assessment	Identifies potential hazards and determines control points	
4	Standard Operating Procedure	Summary of Process	
5	Training Records	Logs training undertaken	
6	Equipment Calibration	Records checks or files record of calibrations undertaken	
7	Feedstock Intake Recording	Weighbridge tickets and log	
8	Feedstock Quality Checking	Provides easy view check sheet	
9	Aggregates/Soils Products Batch Record	Record of crushing and processing for each Batch through to screening	
10	Aggregates/Soils Products Quality Tests and Appraisals	Records Laboratory Tests undertaken and interprets data.	
11	Despatch record	Records compost despatch from site	
12	Aggregates/Soils Products Usage Records	Records use of aggregates and soils on land	
13	Aggregates/Soils Products Quality Complaints	Template for recording, acting upon complaints or concerns	

APPENDIX 13 AGGREGATES FROM ROAD SWEEPINGS QMS

The Aggregates Products Quality Management system is generally based on the Quality Protocol for Aggregates.

The System Comprises the Following

Doc Ref	Document	Purpose	Latest Version/date
1	Aggregates/Soils Products Quality Policy	Sets basis of quality Objectives	
2	Document Register	Tracks Document Revisions	
3	Aggregates Products Hazards Assessment	Identifies potential hazards and determines control points	
4	Standard Operating Procedure	Summary of Process	
5	Records	Logs training undertaken	

APPENDIX 14 ANIMAL BEDDING QMS

The Paper Pulp and Wood-chip Products Quality Management system is generally based on the PAS111 Wood Quality Management systems, but is simplified to suit the scale and nature of this operation.

The System Comprises the Following

Ref	Document	Purpose	Version/date
1	Animal Bedding and Wood Products Quality Policy	Sets basis of quality Objectives	
2	Document Register	Tracks Document Revisions	
3	Animal Bedding and Wood Products Hazards Assessment	Identifies potential hazards and determines control points	
4	Standard Operating Procedure	Summary of Process	
5	Training Records	Logs training undertaken	
6	Feedstock Intake Recording	Weighbridge tickets and log	
7	Feedstock Quality Checking	Provides easy view check sheet	
8	Animal Bedding and Wood Products Batch Record	Record of shredding and processing for each Batch through to screening	
9	Animal Bedding and Wood Products Quality Tests and Appraisals	Records Laboratory Tests undertaken and interprets data.	
10	Despatch record	Records compost despatch from site	
11	Animal Bedding and Wood Products Quality Complaints	Template for recording, acting upon complaints or concerns	

Biomass Boiler:
Refer to Documented QMS for Waste Wood and Fire Prevention Plan
Refer to Biomass Boiler Local Authority Part B Permit

APPENDIX 15 HAZARDOUS AND CLINICAL WASTE QMS

The System Comprises the Following

Ref	Document	Purpose	Version/date
1	WM3 Waste List	Pre-acceptance Criteria, and coding	
2	Permit	Acceptance Criteria	
3	Hazardous and Clinical Waste Hazards Assessment	Identifies potential hazards and determines control points	
4	Hazardous and Clinical Waste	Hazard classification and coding	
5	Hazardous and Clinical Waste Training Records. H&S	Logs training undertaken Specialist PPE. Disinfection.	
6	Waste Intake Recording	Duty of Care, Consignment Notes, records and transferee Due diligence	
7	Waste Quality Checking, characterisation	Lab sample tests, and in house tests.	
8	Storage containments	Systems checks, enclosures, containment, levels and quantity	
9	Despatch records	Consignment and Transfer Records despatch from site	

APPENDIX 16 ANIMAL BY PRODUCTS WASTE QMS

The System Comprises the Following

Ref	Document	Purpose	Version/date
1	Waste List	Pre-acceptance Criteria, and coding	
2	PAS100 and 110 Quality Protocol List of permitted wastes	For access to downstream treatment facility	
3	Permit	Acceptance Criteria	
4	ABP Permit Transfer Stn.	Statutory Compliance	
5	ABP Category Assessment	Determine category and determines management controls	
6			
7	ABP Waste Training Records. H&S. Bio-hazards	Logs training undertaken Specialist PPE. Disinfection.	
8	Waste Intake Recording	Duty of Care, Transfer Notes, records and transferee Due diligence	
9	Waste Quality Checking, characterisation	Lab sample tests, and in house tests.	
10	Storage containments	Systems checks, enclosures, effluent containment, levels and quantity	
11	Despatch records	Consignment and Transfer Records despatch from site	

APPENDIX 17 COMPLAINTS PROCEDURES

The Complaints Management Procedures comprise a number of components:

General Complaints procedure (as follows)
Odour Complaints Procedures
(ODOUR MANAGEMENT PLAN)
Product QMS and Product Quality Complaints – within the relevant QMS Systems:

PAS100 Compost Quality (Appendix 10 and 11)
WRAP Aggregates Protocol
PAS111 Wood Product Quality (Appendix 13)

General Complaint Management Procedures

1) Receive Complaint and acquire as much information and detail as possible
2) Record and Register the complaint and notify senior management
3) Determine the context, nature, form, and source of the Complaint; in particular the identity and contact details of the complainant , the date and time of the incident or issue being the subject of the complaint; and details of the extent, duration, magnitude and nuisance.
4) Investigate the source and cause of the incident or issue that generated the Complaint; check the date and time; activities being undertaken at the time, persons responsible and other relevant details such as environmental conditions (weather), third party activities in the area; irregular or unplanned activities, accidents, breakdowns or equipment malfunctions.
5) Record and report details and results of investigation to senior management.
6) Consider the environmental and other risks that the incident or issue may entail.
7) Implement properly considered measures to secure, alleviate or rectify the situation.
8) If necessary, report the incident to the relevant authorities, (EA, Police, Fire, etc).
9) Respond to the complainant with information describing measures being taken to alleviate or rectify the situation.
10) Record and follow up with additional checks and monitoring of the situation.