

KIBWORTH RECYCLING AND
HOUSEHOLD WASTE SITE

OPERATING TECHNIQUES

LEICESTERSHIRE COUNTY COUNCIL

JULY 2021



SUMMARY TABLE	
SITE:	Kibworth Recycling and Household Waste Site – Operating Techniques
SITE ADDRESS:	Harborough Road, Kibworth, Leicestershire, LE8 0EX
CLIENT:	Leicestershire County Council
DATE:	July 2021
REFERENCE	IV.342.19
DEVELOPMENT PROPOSAL:	Operation of a Recycling and Household Waste Facility

Written By:		Justyna Krawczynska <i>Waste & Permitting Consultant</i>
Checked By:		Amanda McCabe <i>Technical Director - Waste</i>
Authorised:		Richard Sutton MRICS <i>Director</i>
Date:	July 2021	
Version:	4.0	



CONTENTS

1.0	REVIEW	1
2.0	INTRODUCTION	2
3.0	SITE SETTING	4
4.0	PROPOSED ACTIVITIES	6
5.0	WASTE ACCEPTANCE PROCEDURES	14
6.0	SITE SECURITY	22
7.0	RECORD KEEPING	23
8.0	MANAGEMENT	24
9.0	ENERGY AND RESOURCES.....	28
10.0	MONITORING	29

APPENDICES

Appendix A	Nature and Heritage Conservation Screen
Appendix B	Management System Summary
Appendix C	Certificate of Technical Competence
Appendix D	Permit Boundary and Indicative Site Layout

1.0 REVIEW**1.1 Document Review Procedures**

The Operating Techniques Document is to be reviewed every year or when required by a change in operations, breach of permit, or substantial fugitive emissions.

Table 1: Document Review

Date of Review	Comments	Name and Signature of Reviewer	Date of Next Review
July 2021	Plan Prepared		July 2022

2.0 INTRODUCTION

2.1 Report Context

This section of the Environmental Permit Application responds to Part B4 of the Environmental Permit application form, and specifically details the operating, monitoring and management procedures for the activities undertaken on site.

This document has been prepared by Ivy House Environmental Limited (Ivy) on behalf of the Operator, Leicestershire County Council (LCC) as part of the management for the proposed Kibworth Recycling and Household Waste Site.

The Operator proposes to undertake the temporary storage of various hazardous and non-hazardous wastes which will be collected as part of the Council's duties as follows:

- Storage and Transfer of Green Waste;
- Storage and Transfer of Waste Electric and Electronic Equipment (WEEE);
- Storage and Transfer of Street Cleaning Residues;
- Storage and Transfer of Construction and Demolition Wastes;
- Storage and Transfer of Oils, Fats and Paints;
- Storage and Transfer of Acids and Solvents; and
- Storage and Transfer of 'other' Household Wastes.

The site is to be a Recycling & Household Waste Site with additional wastes being accepted from commercial contracts. The site will consist of two areas, a Recycling & Household Waste Site area (RHWS) where members of the public will be able to drop off unwanted items and waste items, and a Bulking Area where wastes received via HGV's will be bulked for onwards transport.

The storage activities will take place as shown on Site Layout Plan, Drawing Number M00460-MAB-00-ZZ-DR-A-1101-S4-P02. Wastes may be bulked up for disposal or recovery elsewhere. Treatment would consist only of manual sorting or manual separation of waste that is received from members of the public into different components for disposal (so that they can be stored appropriately), (no more than 50 tonnes per day) or recovery.

The waste is brought to the site via the general public's vehicles and HGV vehicles. The public will be greeted upon arrival where they will be questioned about what waste they are wanting to deposit and will be directed to the relevant drop off point within the Recycling & Household Waste Site area.

The waste brought to the site by HGV vehicles will be separate to that brought to the site via public's vehicles. HGV vehicles will be directed to the Bulking Area where they will unload the waste directly into the relevant bay for inspection (the Bulking Area is located to the west of the site as per Site Layout Plan, Drawing Number M00460-MAB-00-ZZ-DR-A-1101-S4-P02).

It is proposed that there will be a total annual throughput of 75,000 tonnes per annum for the facility with a total storage capacity on site of 2,400 tonnes and a daily waste acceptance limit of 400 tonnes. The site will not store more than 50 tonnes of hazardous waste at any one time.

This document forms part of the site's Environmental Management System (EMS) and will be reviewed on an annual basis and in the event of any incidents.

3.0 SITE SETTING

3.1 Site Location

The site will be located approximately 1km southeast of Kibworth and 15.3km southeast of the city of Leicester. The site will be situated within agricultural land with the A6 to the south and a railway to the north. The site is centred at approximate National Grid Reference (NGR) SP 69822 93236.

The site location and the environmental permit boundary is provided on Drawing Number M00460-MAB-00-ZZ-DR-A-1100-S4-P02.

Access for staff and visitors to the site will be achieved via Harborough Road (A6), located to the south of the site. The nearest residential dwelling is located approximately 670m northwest of the site on Harborough Road.

3.2 Geology

According to the British Geological Survey's (BGS) 'Geology of Britain Viewer', the bedrock geology comprises of the Charmouth Mudstone Formation – Mudstone, which is Sedimentary Bedrock was formed approximately 183 - 199 million years ago in the Jurassic Period.

3.3 Hydrogeology

With reference to the Magic Maps Website, the site is not within a Groundwater Source Protection Zone (GSPZ).

The bedrock deposits are designated as a Secondary (undifferentiated) Aquifer which is defined as generally the water-bearing parts of the former non-aquifers. Secondary Undifferentiated - has been assigned in cases where it has not been possible to attribute either category A or B to a rock type.

3.4 Hydrology

The nearest water body is Langton Brook, which is situated some 955m south of the site with a drainage channel which flows to the Langton Brook located approximately 39 m north of the site.

With reference to the Environment Agency's mapping website the site is situated within a Flood Zone 1, which is a site that has a 'Very Low' chance of flooding in any given year i.e. less than 1 in 1,000.

3.5 Ecology

A search of the Magic Maps website was undertaken in support of the application. The results from the search indicate that there are no ecological sites within 2km of the site. The Nature and Heritage Conservation Screening results are shown in Appendix A.

4.0 PROPOSED ACTIVITIES

4.1 Overview

The site is located approximately 1km southeast of Kibworth. The Site will be situated within an agricultural land with a railway to the north and the A6 to the south. The site is centred at approximate National Grid Reference (NGR) SP 69822 93236.

The Operator proposes to utilise the site as a bulking area for onward household and commercial waste transfer in addition to a Local Authority Recycling & Household Waste Site as part of the Leicestershire Municipal Waste Management Strategy.

4.2 Site Layout

The site layout can be seen on Drawing No. M00460-MAB-00-ZZ-DR-A-1101-S4-P02.

The site comprises of the main public Recycling & Household Waste Site area (RHWS) and a Bulking Area for household wastes (arriving in HGV's) and from commercial and industrial businesses.

The main Recycling & Household Waste Site yard boasts a number of Roll on Roll off (RoRo) containers which will store separate waste streams (metals, plastics, bottles, paper, hard core, plaster board, green wastes, wood wastes, cement bonded asbestos etc), as well as a canopied area for WEEE wastes (televisions, fridges, computers etc) and a separate area for liquid wastes which will be contained in appropriate tanks that are double skinned (oils, fats, paints etc). In addition, batteries and fluorescent tubes will also be stored within the WEEE area in appropriate containers.

The Bulking Area will have covered/canopied storage bays to the west which will contain green waste, wood wastes and other 'residual waste'.

In addition, the site will have designated storage areas for hazardous and non-hazardous wastes, oils, fats and paints to ensure that hazardous wastes do not mix with non-hazardous wastes.

The site will be fully bunded with sealed drainage. The site will contain any quarantined waste in containers/separate area within the Bulking Area which will be covered with tarpaulin if required (this will ensure that quarantined wastes do not contaminate those which have been deemed suitable for acceptance on the site) as well as a fire quarantine area.

Onsite facilities will consist of a main site office with associated parking and a weighbridge.

Waste will be brought onto site primarily by public vehicles and HGV's. Public vehicles will be checked by the site greeter who will determine what waste the vehicle is carrying and will

direct the vehicle to the relevant skip within the Recycling & Household Waste Site area.

HGV vehicles will be directed to the Bulking Area located to the west of the site. The waste is then checked for consistency with the relevant paperwork and to ensure it complies with the Environmental Permit before being 'pushed' into the bay where it is bulked for onwards disposal or recovery.

4.3 Plant and Equipment

The following items and machinery may be available for use on site:

- Roll on roll off skips;
- Lockable containers;
- Double Skinned Tanks;
- Wheeled loading shovel(s);
- Weighbridge;
- External canopied/covered storage bays;
- Fuel tanks;
- Vehicle designated area.

All plant and equipment will be maintained to an appropriate standard.

Staff will only be permitted to operate machinery and undertake activities for which they have received appropriate training, as detailed in Section 6 of this report.

4.4 Operating Hours

The facility is designed to be operational between the following hours:

- 06:00 – 20:00.

The facility will operate seven days per week, including Public Holidays, with the exclusion of Christmas Day, Boxing Day and New Year's Day.

4.5 Permitted Activities

This application seeks to allow LCC to undertake the following waste activities:

- D15: Storage pending any of the operations numbered D1 to D14 (excluding temporary storage, pending collection, on the site where it is produced);
- R13: Storage of waste pending the operations numbered R1 to R12 (excluding temporary storage, pending collection, on the site where it is produced);
- D14: Repackaging prior to submission to any of the operations numbered D1 to D13;
- D9: Physico-chemical treatment not specified elsewhere in Annex IIA which results in final compounds or mixtures which are discarded by means of any of the operations numbered D1 to D8 and D10 to D12;
- R3: Recycling/reclamation of organic substances which are not used as solvents;
- R4: Recycling/reclamation of metals and metal compounds; and
- R5: Recycling/reclamation of other inorganic materials.

The site will not store more than 50 tonnes of hazardous waste at any one time.

4.6 Raw Materials

The site will utilise fuel for site vehicles. Fuels will be stored in double skinned containers as shown on Site Layout Plan, Drawing Number M00460-MAB-00-ZZ-DR-A-1101-S4-P02.

4.7 Permitted Waste Types and Quantities

The proposed waste types are provided in Table 2 below.

Table 2: Proposed Waste Types

EWC Code	Description
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 04	waste plastics (except packaging)
02 01 07	wastes from forestry
02 01 10	waste metal
02 02	wastes from the preparation and processing of meat, fish and other foods of animal origin
02 02 03	materials unsuitable for consumption or processing
02 03	wastes from fruit, vegetables, cereals, edible oils, cocoa, coffee, tea and tobacco preparation and processing; conserve production; yeast and yeast extract production, molasses preparation and fermentation
02 03 04	materials unsuitable for consumption or processing
02 04	wastes from sugar processing
02 04 01	soil from cleaning and washing beet

02 05	wastes from the dairy products industry
02 05 01	materials unsuitable for consumption or processing
02 06	wastes from the baking and confectionery industry
02 06 01	materials unsuitable for consumption or processing
02 06 02	wastes from preserving agents
03	WASTES FROM WOOD PROCESSING AND THE PRODUCTION OF PANELS AND FURNITURE, PULP, PAPER AND CARDBOARD
03 01	wastes from wood processing and the production of panels and furniture
03 01 01	waste bark and cork
03 01 04*	sawdust, shavings, cuttings, wood, particle board and veneer containing hazardous substances
03 01 05	sawdust, shavings, cuttings, wood, particle board and veneer other than those mentioned in 03 01 04
03 03	wastes from pulp, paper and cardboard production and processing
03 03 01	waste bark and wood
03 03 08	wastes from sorting of paper and cardboard destined for recycling
07	WASTES FROM ORGANIC CHEMICAL PROCESSES
07 02	Waste from the MSFU of plastics, synthetic rubber and man-made fibres
07 02 13	Waste plastic
12	WASTES FROM SHAPING AND PHYSICAL AND MECHANICAL SURFACE TREATMENT OF METALS AND PLASTICS
12 01	wastes from shaping and physical and mechanical surface treatment of metals and plastics
12 01 01	ferrous metal filings and turnings
12 01 03	non-ferrous metal filings and turnings
12 01 05	plastics shavings and turnings
13	OIL WASTES AND WASTES OF LIQUID FUELS (EXCEPT EDIBLE OILS, AND THOSE IN CHAPTERS 05, 12 AND 19)
13 02	Waste engine, gear and lubricating oils
13 02 04*	mineral-based chlorinated engine, gear and lubricating oils
13 02 05*	mineral-based non-chlorinated engine, gear and lubricating oils
13 02 06*	synthetic engine, gear and lubricating oils
13 02 07*	readily biodegradable engine, gear and lubricating oils
15	WASTE PACKAGING; ABSORBENTS, WIPING CLOTHS, FILTER MATERIALS AND PROTECTIVE CLOTHING NOT OTHERWISE SPECIFIED
15 01	packaging (including separately collected municipal packaging waste)
15 01 01	paper and cardboard packaging
15 01 02	plastic packaging
15 01 03	wooden packaging
15 01 04	metallic packaging
15 01 05	composite packaging
15 01 06	mixed packaging
15 01 07	glass packaging
15 01 09	textile packaging
15 02	absorbents, filter materials, wiping cloths and protecting clothing
15 02 03	absorbents, filter materials, wiping cloths and protective clothing other than those mentioned in 15 02 02
16	WASTES NOT OTHERWISE SPECIFIED IN THE LIST
16 01	end-of-life vehicles from different means of transport [including off-road machinery] and wastes from dismantling of end-of-life vehicles and vehicle maintenance (except 13,14, 16 06 and 16 08)
16 01 03	end-of-life tyres
16 02	wastes from electrical and electronic equipment
16 02 11*	discarded equipment containing chlorofluorocarbons, HCFC, HFC
16 02 14	discarded equipment other than those mentioned in 16 02 09 to 16 02 13

16 02 16	components removed from discarded equipment other than those mentioned in 16 02 15
16 05	gases in pressure containers and discarded chemicals
16 05 04*	gases in pressure containers (including halons) containing hazardous substances
16 05 05	gases in pressure containers other than those mentioned in 16 05 04
16 06	batteries and accumulators
16 06 04	alkaline batteries (except 16 06 03)
16 06 05	other batteries and accumulators
17	CONSTRUCTION AND DEMOLITION WASTES (INCLUDING EXCAVATED SOIL FROM CONTAMINATED SITES)
17 01	concrete, bricks, tiles and ceramics
17 01 01	concrete
17 01 02	bricks
17 01 03	tiles and ceramics
17 01 07	mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06
17 02	wood, glass and plastic
17 02 01	wood
17 02 02	glass
17 02 03	plastic
17 03	bituminous mixtures, coal tar and tarred products
17 03 02	bituminous mixtures other than those mentioned in 17 03 01
17 04	metals (including their alloys)
17 04 01	copper, bronze, brass
17 04 02	aluminium
17 04 03	lead
17 04 04	zinc
17 04 05	iron and steel
17 04 06	tin
17 04 07	mixed metals
17 04 11	cables other than those mentioned in 17 04 10
17 05	soil (including excavated soil from contaminated sites), stones and dredging spoil
17 05 04	soil and stones other than those mentioned in 17 05 03
17 06	insulation materials and asbestos-containing construction materials
17 06 01*	insulation materials containing asbestos
17 06 04	insulation materials other than those mentioned in 17 06 01 and 17 06 03
17 06 05*	construction materials containing asbestos
17 08	gypsum-based construction material
17 08 02	gypsum-based construction materials other than those mentioned in 17 08 01
17 09	other construction and demolition waste
17 09 04	mixed construction and demolition waste other than those mentioned in 17 09 01, 17 09 02 and 17 09 03
19	WASTE FROM WASTE MANAGEMENT FACILITIES, OFF-SITE WASTE WATER TREATMENT PLANTS AND THE PREPARATION OF WATER INTENDED FOR HUMAN CONSUMPTION AND WATER FOR INDUSTRIAL USE
19 12	wastes from the mechanical treatment of waste (for example sorting, crushing, compacting, pelletising) not otherwise specified
19 12 01	paper and cardboard
19 12 02	ferrous metal
19 12 03	non-ferrous metal
19 12 04	plastic and rubber
19 12 05	glass
19 12 06*	wood containing hazardous substances
19 12 07	wood other than those mentioned in 19 12 06

19 12 08	textiles
19 12 09	minerals (for example sand, stones)
19 12 10	combustible waste (refuse derived fuel)
20	MANICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPERATELY COLLECTED FRACTIONS
20 01	separately collected fractions (except 15 01)
20 01 01	paper and cardboard
20 01 02	glass
20 01 08	biodegradable kitchen and canteen waste
20 01 10	clothes
20 01 11	textiles
20 01 13*	solvents
20 01 14*	acids
20 01 15*	alkalines
20 01 17*	photochemicals
20 01 19*	pesticides
20 01 21*	fluorescent tubes and other mercury-containing waste
20 01 23*	discarded equipment containing chlorofluorocarbons
20 01 25	edible oil and fat
20 01 26*	oil and fat other than those mentioned in 20 01 25
20 01 27*	paint, inks, adhesives and resins containing hazardous substances
20 01 28	paint, inks, adhesives and resins other than those mentioned in 20 01 27
20 01 29*	detergents containing hazardous substances
20 01 30	detergents other than those mentioned in 20 01 29
20 01 33*	batteries and accumulators included in 16 06 01, 16 06 02 or 16 06 03 and unsorted batteries and accumulators containing these batteries
20 01 34	batteries and accumulators other than those mentioned in 20 01 33
20 01 35*	discarded electrical and electronic equipment other than those mentioned in 20 01 21 and 20 01 23 containing hazardous components
20 01 36	discarded electrical and electronic equipment other than those mentioned in 20 01 21, 20 01 23 and 20 01 35
20 01 37*	wood containing hazardous substances
20 01 38	wood other than those mentioned in 20 01 37
20 01 39	plastics
20 01 40	metals
20 01 41	wastes from chimney sweeping
20 02	garden and park wastes (including cemetery waste)
20 02 01	biodegradable waste
20 02 02	soil and stones
20 02 03	other non-biodegradable wastes
20 03	other municipal wastes
20 03 01	mixed municipal waste
20 03 02	waste from markets
20 03 03	street-cleaning residues
20 03 07	bulky waste

It is proposed that there will be a total annual throughput of 75,000 tonnes per annum split between 10,000 tonnes of hazardous wastes and 65,000 tonnes of non-hazardous wastes.

The site will accept up to 400 tonnes of waste per day split between 50 tonnes of hazardous waste and maximum 350 tonnes of non-hazardous waste. The site will have a total storage capacity on site of 2,400 tonnes, split between 50 tonnes of hazardous wastes at any one time and 2,350 tonnes non-hazardous wastes.

4.8 Waste Storage

There will be clearly defined areas for waste reception and storage at the site as indicated on Site Layout Plan, Drawing No. M00460-MAB-00-ZZ-DR-A-1101-S4-P02.

Any water generated from the site will be directed and stored in accordance with Drainage Plan, Drawing No. M00460-PAM-00-ZZ-DR-C-6000. Collected runoff from the storage area will be discharged to the drainage channel which in turn discharges through a petrol interceptor to the Langton Brook.

To mitigate the risk of leachate contamination, a number of the waste containers and bays will have canopies to separate surface water run-off from the waste, and will discharge this directly into the tank via rainwater down pipes and an underground system.

The outlet manhole of the attenuation tank will be fitted with an emergency stop-valve. If the contamination is detected, the valve will be closed manually and the tank will be emptied by a lorry tanker instead of discharging into the ditch. All road gullies will be fitted with sump units to reduce the silt and sediment getting into the surface water network, catch pits are also proposed in all final manholes connecting into the attenuation tank. Further measures of treatment include installing petrol interceptors to all drainage collected from the trafficked areas, prior to discharging into the attenuation tank.

Vehicles will be directed to discharge their loads by the Recycling Operatives or designated person(s). The Recycling Operatives will have a clearly defined role to ensure that the waste brought on site is consistent with the waste transfer notes and or waste consignment notes or in the case of the general public, is consistent with what the site is allowed to accept under the permit.

The maximum stockpile on site will hold no more than 300m³ of waste. Pile dimensions will be as shown on Dimensional Assessment Waste Piles Drawing Number M00460-MAB-00-ZZ-DR-A-1102-S4-P03. The site will have a maximum storage capacity of 2,400 tonnes of material within the site at any one time. The maximum storage period for waste on site shall be no more than 6 months in accordance with EA guidance, however in reality, storage times will be likely no more than 5 days for commonly accepted wastes and longer for those wastes which are received infrequently.

The reception and storage areas will be provided with an impermeable surface (concrete) with sealed drainage. The impermeable concrete surface will meet the following intended design objectives:

- Impermeable to incidental rain fall;
- Sufficient strength to accommodate plant and equipment; and

- Designed with kerbing or edge bunds to retain all incidental rainfall.

The site shall accept no more than 50 tonnes of hazardous waste per day and shall store no more than 50 tonnes of hazardous wastes at any one time. This tonnage is aggregated between the Recycling & Household Waste Site and Bulking Area. The Operator shall ensure that any areas storing hazardous waste are kept clean and free of detritus to prevent odour, litter and vermin/pests.

Hazardous waste will be stored in the designated areas specific to the types of hazardous waste being delivered as summarised below, and not limited to:

- **Gas Bottles** – Gas bottles will be individually loaded into the gas bottle cage that is appropriate for the type of gas within the gas bottle as identified during the acceptance and pre-acceptance validation checks.
- **WEEE and batteries** will be stored under the cover of a canopy near the site entrance. For batteries, fluorescent tubes and 'small WEEE' such waste will be deposited into appropriate containers. Larger WEEE (such as TVs and Fridges) will be stacked appropriately on the impermeable surface.
- **Asbestos** – Asbestos will be stored in an enclosed, sealed and lockable container.
- **Hazardous wood** – will be stored externally in a separate container within the RHWS area
- **Liquid hazardous waste (oils, fats, paints, solvents, etc)** – will be stored next to the WEEE and batteries area, within double skinned tanks and under the cover of the canopy on the impermeable surface.

Waste will be prioritised on a 'first in, first out' basis to ensure appropriate rotation of any waste with the exception of waste that is likely to result in odour, litter and pest problems which will be prioritised over other wastes.

Storage areas will be inspected at least daily to identify potential breached containers or spillages and evidence of pests, vermin or odour. Any incidents shall be recorded in site diary including the time, location, type of event, cause and the action taken to remediate the issue.

Training will be provided to all staff of the procedures in place to undertake cleaning storage areas in cases where a container is breached or a spillage occurs.

5.0 WASTE PRE-ACCEPTANCE AND ACCEPTANCE PROCEDURES

LCC considers the various waste sources and determines the pre-acceptance and acceptance criteria appropriate for each of those sources and the nature of the waste being delivered. Non-hazardous and hazardous waste is accepted by the Operator from Waste Collection Authorities (WCAs), commercial and industrial businesses, from the activities of Operator arising at other sites (i.e. the Operator's HWRCs) and from members of the public (householders). The site has two distinctive parts depending on the origin of waste, which will have different pre-acceptance and acceptance procedures in place. Those areas are:

- Recycling & Household Waste Site area – designated to accept waste from domestic and residential properties, and
- Bulking Area - designated to accept waste from LCC's own activities, Waste Collection Authorities and from commercial and industrial businesses.

Detailed pre-acceptance and acceptance procedures for non-hazardous and hazardous waste for each area are described in sections below.

5.1 Pre-Acceptance Procedures – Non-Hazardous Wastes

Recycling & Household Waste Site area

In case of waste brought by householders LCC have published a set of terms and conditions to using the site on their website to which householders agree by bringing the waste to the site. The terms and conditions list the type of wastes that can be accepted at the facility and describes how to access and use the site.

Bulking Area

When determining if wastes are acceptable at the facility as listed in the permit, LCC determine the following as part of their due diligence, to ensure that wastes can be accepted safely and stored appropriately:

- The quantity of the waste;
- The form the waste takes (i.e. solid, liquid, sludge, etc.); and
- Any hazards associated with the waste.

By obtaining all of the information above, the Leicestershire County Council will be able to assess the suitability of the waste.

5.2 Pre-Acceptance procedures – Hazardous Wastes

Hazardous wastes will be accepted at the site for storage pending transfer to an appropriate disposal or recovery facility. No treatment of hazardous waste will occur on the site.

Operations will comply with Environment Agency (EA) guidance for the 'Chemical waste: appropriate measures for permitted facilities', dated November 2020 and as revised from time to time by the EA.

General Management

Hazardous waste is accepted by the Operator from householders, Waste Collection Authorities (WCAs), commercial and industrial businesses and from the activities of Operator arising at other sites (i.e. the Operator's HWRCs). Hazardous waste is limited to the following types of materials:

- Waste Electrical and Electronic Equipment;
- Gas Bottles;
- Batteries (both household and lead-acid);
- Wood containing dangerous substances;
- Asbestos (limited to Cement Bonded);
- Oils, fats and paints; and
- Acids and solvents.

Unloading, loading and storage of hazardous waste will only occur in areas with an impermeable surface and sealed drainage.

The Kibworth Recycling and Household Waste Site is likely to be submitted as a Designated Collection Facility for the purposes of the collection and treatment of WEEE separated at the site.

Recycling & Household Waste Site area

In the case of waste brought by householders, LCC have published a set of terms and conditions to using the site on their website to which householders agree by bringing the waste to the site. The terms list the type of hazardous wastes that can be accepted at the facility and describes how to access and use the site.

Bulking Area

When determining if wastes are acceptable at the facility as listed in the permit, LCC determine the following as part of their due diligence, to ensure that wastes can be accepted safely and stored appropriately:

- The quantity of the waste;
- The form the waste takes (i.e. solid, liquid, sludge, etc.); and
- Any hazards associated with the waste.

By obtaining all of the information above, the Leicestershire County Council will be able to assess the suitability of the waste.

The Bulking Area will receive waste from Local Authorities including Waste Collection Authorities and from Commercial and Industrial Businesses.

A. Arising from Local Authorities including Waste Collection Authorities

The Operator will ensure that the WCAs only deliver appropriately packaged and labelled Hazardous Waste by communicating on a regular basis the Operator's requirement and any changes of the appropriate guidance.

Prior to any deliveries the Operator shall provide to the WCAs the process for delivering any Hazardous Waste (such as the schedule of deliveries) including how the waste will be required to be safely deposited.

B. Arising from Commercial and Industrial businesses

The Operator will implement a procedure to advertise that prior to the acceptance of Hazardous Waste, commercial and industrial enterprises will be required to provide the appropriate information to allow the correct identification of the waste and ensure that it can be managed under the site's Environmental Permit. In particular, the producer or holder would be required to provide the details of the process producing the waste and the composition of the waste. For asbestos, gas bottles, or unidentifiable WEEE, a representative sample of the waste may be required by the Operator to ensure a comprehensive characterisation of the waste is provided.

In all cases the pre-acceptance information will be recorded for verification by the Operator at the time of waste acceptance.

Contingency

The Operator will maintain a contingency plan to manage circumstances where the Household Recycling Site and Bulking Area, or the ultimate disposal facility for the hazardous waste is unavailable.

The tonnage of each type of hazardous waste will be monitored to ensure sufficient capacity is maintained at all times and to ensure compliance with the permit. Where there is insufficient capacity, or the Kibworth Recycling and Household Waste Site becomes unavailable then hazardous waste will be directed to an alternative appropriate Waste Transfer Station. At the current time this alternative facility is as follows:

- Whetstone Waste Transfer Station, Enderby Road Industrial Estate, Whetstone, LE8 6JL, EPR/DP3093CB (under the management of the same Operator).

5.3 Acceptance Procedure – Non-Hazardous Wastes

Recycling & Household Waste Site area

When arriving at the site members of the public will be greeted by meet and greet person who will enquire about the type and amount of waste brought to site. They will verify the type of the waste and confirm that the waste is allowed to be accepted at the site. They will then direct the person to the relevant skip/area. If the meet and greet person identifies the householder brought non-conforming wastes to the site, they will inform the person that this waste cannot be accepted at the site and needs to be taken to an alternative facility.

Bulking Area

An on-site acceptance procedure for waste for the Bulking Area is followed to ensure that the waste delivered to the site conforms to the information provided within the relevant paperwork and to ensure that the waste is acceptable at the site and is consistent with what LCC were expecting to receive.

Where possible, loads will be visually inspected prior to unloading to ensure compliance with the permit.

The following details will be recorded for the Bulking Area:

- The date and time of delivery of the load;
- The origin of the waste;
- The quantity and characteristics of the waste;

- The producer; and
- Details and description of the vehicle delivering the waste, the driver's signature and the Operator of the vehicle.

Waste deliveries, where applicable, will be accompanied by a waste transfer note or a waste consignment note if the waste is hazardous.

The Operator will ensure that waste delivered for the Bulking Area is accompanied by a written description of the waste describing:

- The physical and chemical composition;
- Characteristics and handling precautions;
- Compatibility issues; and
- Information specifying the original waste producer and process.

On site verification will take place to confirm;

- The identity of the waste;
- The description of the waste;
- Consistency with previously provided information; and
- Compliance with the permit.

A note will be made in the site diary of any incidents involving unauthorised waste, and a record of the rejected waste maintained.

The Bulking Area may accept waste outside of the normal operating hours. In these circumstances only green and wood waste from other LCC RWHS sites will be delivered to the Bulking Area, via pre-agreement. The site has an Automatic Number Plate Recognition system which will ensure that no unauthorised vehicles gain access to the site. The site also has a contactless system for providing the necessary documentation which accompanies the deliveries. There is an intercom & driver operated console (DOC) at the weighbridge to monitor & record waste deliveries, as well as a letterbox at the weighbridge for paperwork. The same system will apply to waste that is leaving the Bulking Area. The waste will be delivered by LCC drivers who will be trained and briefed on waste acceptance procedures for the site accordingly (e.g. toolbox talks).

In the event that unpermitted wastes are inadvertently delivered to the site, the unauthorised waste will be loaded back on to the vehicle that discharged it, if possible and safe to do so. If this is not possible, then the unpermitted waste will be stored on the site in the designated quarantine area located within the permitted area. Such wastes would then be removed from the site as soon as practicable and in any case no later than 5 days after receipt.

5.4 Waste Acceptance – Hazardous Waste

Recycling & Household Waste Site area

When arriving at the site members of the public will be greeted by meet and greet person who will enquire about the type and amount of waste brought to site. They will confirm that the waste is allowed to be accepted at the site and identify if any of the waste brought to site is hazardous. They will then direct the householder to the relevant area where the hazardous waste can be deposited. If the meet and greet person identifies the householder brought non-conforming hazardous wastes to the site, they will inform the person that the waste cannot be accepted at the site and needs to be taken to a relevant facility.

Separate containers and/or storage areas will be maintained for the different types of hazardous waste in a manner to avoid mixing of the hazardous waste with other types of waste (either hazardous or non-hazardous).

Bulking Area

On arrival at the site delivery each consignment of hazardous waste shall be weighed using the site's weighbridge.

Hazardous waste shall not be accepted if there is insufficient storage at the site. In such cases the waste shall be directed to the Operator's alternative facilities.

Prior to acceptance any required documentation (Duty of Care, Consignment Notes etc) will be checked and validated (including against the pre-acceptance validation checks). The quantity, type and nature of waste in the vehicle will be confirmed to ensure compliance against the documentation and pre-acceptance checks provided upon arrival at the site. The documentation will include a written description of the waste detailing composition, hazards, handling precautions, any incompatibility with other waste, and the producer of the waste.

Vehicles and contents will be inspected to ensure that the waste has been transported appropriately. Where inadequate packaging is identified that risks spillage or emissions then the details shall be recorded, and any mitigations measures will be identified.

Hazardous waste will be confirmed by visual confirmatory inspections and validated against the pre-acceptance information prior to acceptance and being offloaded to ensure that only the indicated waste is delivered, and that any non-conforming waste is identified.

Unloading, loading and storage of hazardous waste will only occur in areas with an impermeable surface and sealed drainage.

Where a commercial and industrial business attempts to deliver a clearly acceptable item of Hazardous Waste (i.e. a television) and has the appropriate documentation, but did not follow the pre-acceptance procedures set out by the Operator, then the hazardous waste shall be accepted where there is capacity to do so and following visual inspection and validation of the documentation.

The Operator would then direct the holder to the requirements of the pre-acceptance checks for delivering Hazardous Waste.

Separate containers and or storage areas will be maintained for the different types of hazardous waste in a manner to avoid mixing of the hazardous waste with other types of waste (either hazardous or non-hazardous).

Non-conforming and rejected waste will be isolated within designated quarantine bays prior to it being collected and transported to an appropriately disposal or treatment facility according to the site's written quarantine processes. All quarantined waste will be removed within five working days in accordance with the Environment Agency guidance 'Chemical waste: appropriate measures for permitted facilities', dated November 2020. The incident is then recorded and reported within the site records and returns.

5.5 Dispatch of hazardous waste

The Operator shall ensure, by procuring suitable contracts, that only an appropriately qualified waste carrier collects hazardous wastes and that such waste is only delivered to appropriately licensed disposal facilities.

Upon any collection of the waste any vehicles utilised must comply with the requirements for the carriage of dangerous goods.

Hazardous waste will be loaded onto vehicles in a secure manner to minimise handling of the hazardous waste; prevent damage or spillage from the containers and to avoid hazardous and non-hazardous waste being mixed together.

The data management system will record the collection of the hazardous waste to ensure that the waste can be tracked from its delivery to the collection and dispatch, thus ensuring that the duty of care is followed.

Prior to leaving the site the Operator shall ensure that all documents have been complied with appropriately (i.e. Consignment Notes and Duty of Care) and that these are stored both electronically and as hard copies.

6.0 SITE SECURITY

6.1 Cameras and Lighting

The site will be fully fenced with lockable gates. The site will install cameras at various points around the facility and in any other case, in areas where vehicles are stored and on the site entrance.

6.2 Maintenance

Site staff will be briefed that in the event of evidence suggesting unauthorised access or vandalism being found, the matter must be recorded in the site conditions log and referred onwards for further investigation. If the incident involved unauthorised tipping or spillage of any waste that has resulted in a significant pollution incident, the Environment Agency will be informed.

Any identified damage to infrastructure that could prejudice the security will be recorded and temporarily repaired as necessary before the end of that working day. Permanent repair or replacement will be undertaken as soon as practicable.

7.0 RECORD KEEPING

7.1 Record Keeping and Documentation

The Operator has an Environmental Management System (EMS) in place which includes procedures and check sheets for the recording of accidents and incidents, maintenance of the site and any plant and equipment, as well as staff training, technical competence and health and safety. A summary of the EMS is provided in Appendix B of this report.

Records relating to waste pre-acceptance, acceptance and storage will be kept for a minimum of six years. Records relating to waste characterisation and any compliance sampling and testing or on-site verification will be maintained at the Council's head office.

8.0 MANAGEMENT

8.1 Technical Competence

The transfer of the waste will be overseen by the Technically Competent Manager or other trained staff. This will include overseeing pre-acceptance procedures, waste acceptance procedures, storage and transfer.

This site will be operated by a Technical Competent Manager(s) employed by Leicestershire County Council. The current number of qualified officers will allow LCC to exceed the minimum Certificate of Technical Competence (COTC) threshold. This ensures that times when a member of staff is off sick, on leave or leaves the authority, that the County Council will still be able to provide the minimum COTC cover. In circumstances when a member of staff leaves the County Council, a recruitment exercise or training for additional staff is carried out to enable cover to be maintained.

8.2 Management System

The Operator has an Environmental Management System (EMS) that meets the requirements of the EA's relevant guidance. A summary of the EMS is provided in Appendix B of this document.

The EMS identifies and minimises the risk of pollution from the activities associated with the operation, particularly operations, maintenance, accidents, incidents and non-conformance. Relevant sections of the EMS are described below.

Operations

Documented procedures are in place to control operations that may have an adverse impact on the environment.

Maintenance

All plant and equipment will be operated and maintained in accordance with the manufacturer's specifications or as required for use at the site. All plant and equipment will be supported by a maintenance log.

An inventory of the plant will be kept on site together with details on routine maintenance. Each item of plant will have a dedicated Maintenance Log. These measures will reduce the likelihood of plant failure.

All site staff will be suitably trained and will report any such incidents to the Area Supervisor.

Accidents/Incidents/Non-Conformance

It is essential that all necessary measures are taken to prevent accidents, which may have environmental consequences, and to have procedures in place to limit those consequences should they occur. To fulfil this requirement, it will be necessary to follow these basic principles:

- Identification of hazard;
- Likelihood of occurrence;
- Consequence of occurrence; and
- Mitigation measures.

The risk of accidents will be minimised by appropriate staff training together with staff awareness of the safety and environmental risks.

All operatives involved in the waste handling and treatment operations shall wear appropriate PPE, such as hard hats, high visibility jackets, ear defenders and gloves at all times. Dust masks shall be available at all times in the facility.

Incidents and Non-Conformances may include:

- The rejection of waste;
- Complaints made relating to odour, noise, air quality; and
- The breach of conditions of the Environmental Permit.

All non-conformances will be recorded on a Non-Compliance Report (NCR).

The NCR will describe the non-conformance and action taken. All non-conformances will be discussed at performance management meetings in order to prevent a recurrence.

With incidents and non-conformance there may be complaints raised. If this should occur there is a Complaints Procedure that will be implemented to investigate the source of the complaint, provide appropriate corrective action and report the findings.

8.3 Spills & Leaks

In the unlikely event of a leak or spillage from on-site plant or wastes received, the procedures identified in the current EMS will be followed.

8.4 Fires

In the highly unlikely event that an ignited load arrives at the site, the waste will be placed within the quarantine area which is outlined within the Fire Prevention Plan. This waste will be

visually monitored from a safe distance and the Fire Brigade and Environment Agency will be immediately notified.

Appropriate firefighting equipment is available at the site. Fire on the site will be treated as an emergency and site staff will be instructed to take the following actions in such an event:

- Notify the Fire Brigade immediately;
- Notify the Environment Agency as soon as practicable;
- If safe, isolate the burning area and attempt to extinguish the fire using suitable on-site fire extinguishers; and
- Evacuate the area if necessary, with staff proceeding to the designated muster point.

Any water used in firefighting will be contained where possible by placement of booms and closing surface water discharge outlet valves. Retained liquids will be disposed of appropriately.

8.5 Records

A record of all waste delivered to the Bulking Area and recycled/unrecoverable materials leaving the site will be maintained (including consignment and transfer notes and weighbridge tickets) will be kept at the LCC Head Office, however these records will be accessible at the site. All records are kept for a minimum of 6 years.

A Site Diary will be kept in the site office and updated on a daily basis. This diary will be used to record all incidents on site involving accidents, spillages, vandalism, complaints etc. This will provide an ongoing record and allow for investigative and corrective action to take place in line with the requirements of the client's EMS.

The Site Diary will include the following:

- The name of the Certificate of Technical Competence holder attending the site on any particular date;
- Details of all visitors, including status and times of arrival and departure;
- Details of maintenance, modification, repair, replacement, delivery and return, and breakdown of any plant and machinery in line with the principles of planned preventative maintenance;
- Adverse weather conditions that could result in a pollution incident (i.e. winds, flooding etc);

- Non-conforming wastes and actions taken; and
- Damage to vehicles, fences, gates, etc. and incidents of trespass.

In addition to this, a daily environmental monitoring checklist will be completed.

A copy of the site's Environmental Permit will be displayed in a convenient location in the site office, allowing suitable access for all persons working on or visiting the site.

9.0 ENERGY AND RESOURCES

9.1 Energy Use

The energy requirements of the facility are low and are associated with the transfer and storage of the waste.

As the energy requirements of the facility in general are low, no improvements are considered necessary, however improvement measures are reviewed on a regular basis. Basic energy saving measures have been adopted and will be reviewed as required. This includes measures such as:

- Energy saving lightbulbs;
- Efficient use of plant and machinery to avoid unnecessary ignition;
- Plant and machinery to be switched off when not in use; and
- Regular maintenance of all plant and machinery.

9.2 Resource Use

The activities on site require low amounts of resources.

Water may be used at the site during dry conditions to control the generation of dust around the site. The water will be used only when necessary, and the minimum amount will be used. If sufficient quantity of surface water is available in the sealed drainage system, this would be used before mains water is used.

Fuels and chemicals associated with on-site plant will be stored in the location as detailed on Site Layout Plan, Drawing Number M00460-MAB-00-ZZ-DR-A-1101-S4-P02. All fuels and chemicals will be appropriately stored and banded. Monitoring of the use of diesel will be undertaken in accordance with the site's EMS.

10.0 MONITORING

10.1 Odour

Odour monitoring is not proposed at the facility. A dedicated Odour Management Plan has been prepared and submitted as part of this application and can be found in Appendix E. The odour management plan concludes that the site has sufficient management techniques in place to ensure that the acceptance of wastes in Table 2 (above) will not adversely impact on the environment or neighbours.

10.2 Noise

Noise monitoring is not proposed at the facility. A dedicated Noise Management Plan has been prepared and submitted as part of this application and can be found in Appendix F. The noise management plan concludes that the site is not close to any relevant receptors where noise could become a disturbance. The noise management plan concludes that the site has sufficient management techniques in place to ensure that the acceptance of wastes in Table 2 (above) will not adversely impact on the environment or neighbours.

10.3 Dust

Dust monitoring is not proposed at the facility. A dedicated Dust Management Plan has been prepared and submitted as part of this application and can be found in Appendix G. The dust management plan concludes that the site has sufficient management techniques in place to ensure that the acceptance of wastes in Table 2 (above) will not adversely impact on the environment or neighbours via the generation of dusts.

10.4 Temperature of stockpiles

With regards to the proposed activity, it is proposed that if combustible waste is to be stored for longer than 3 months, temperature monitoring will be undertaken via use of temperature probes as detailed in the Fire Prevention Plan. Should stockpiles start to show heat spots, the waste will be pulled out of the relevant bay/skip and spread out to dissipate the heat before being moved back.

10.5 Vermin and Pests

Any waste types to be accepted at the site which are likely to attract vermin and pests will be stored appropriately. As part of the operation of other similar facilities, LCC actively manage vermin and pests on site.

On detection or notification of scavenging animals or birds that are causing a nuisance, immediate action will be taken to; remove or deter them from site; and to isolate and secure the wastes attracting the scavengers against further scavenging where possible.

On detection of pests, insects or vermin an appropriate professional pest/vermin control contractor will be employed. In addition, any waste subject to infestation or that has attracted vermin will be considered for removal from the site.

10.6 Control and monitoring of Litter

The overall risk presented by the escape of litter from the facility has been assessed to be low. The site will be monitored daily for signs of escaping materials. An inspection around the site will be undertaken every day and any litter noted will be collected and placed in the appropriate container or relevant bulking area.

In the event that there is an escape of litter from the site, arrangements will be made for its collection as soon as is practicable. Spillage of materials on the site will be cleaned as soon as is practicable. Monitoring and actions will be recorded.

Appendix A – Nature and Heritage Conservation Screen

(Under Separate Cover)

Appendix B – Management System Summary (Under Separate Cover)

Appendix C – Certificate of Technical Competence (Under Separate Cover)

Appendix D – Permit Boundary and Site Layout (Under Separate Cover)