

INTEGRATED MANAGEMENT SYSTEM Clinical Waste Handling Procedure	Document No.	EMS-3.13.01-SCTS	
	Version No.	8.0	
	Author	R Harris	
	Page	1 of 5	

Clinical Waste Handling Procedure

Sutton Courtenay Transfer Station

1.0 Introduction

FCC is under contract with Oxfordshire County Council to provide transfer capability at its Transfer facility at its Sutton Courtenay site. The main procedures for acceptance of waste are covered in EMS-3-13.02-SCTS and this supporting document provides specific information for the acceptance and handling of clinical waste within the facility.

The transfer facility is for circa 250 tonnes of clinical waste per annum, and only in the event that the Council's existing collection services experience problems and require a short-term alternative site for transfer prior to disposal off site.

This document sets out the procedure for waste acceptance and handling.

2.0 Permitted Wastes

The only waste to be accepted on site is non-hazardous clinical waste as set out in the table below.

There will be no treatment of waste on site, only bulking up prior to transfer.

This operation will be undertaken in a dedicated section of the existing building to ensure that there is no cross contamination between waste types.

18 WASTES FROM HUMAN OR ANIMAL HEALTH CARE AND/OR RELATED RESEARCH (EXCEPT KITCHEN AND RESTAURANT WASTES NOT ARISING FROM IMMEDIATE HEALTH CARE)

18 01 wastes from natal care, diagnosis, treatment or prevention of disease in humans

18 01 04 wastes whose collection and disposal is not subject to special requirements in order to prevent infection (for example dressings, plaster casts, linen, disposable clothing, diapers) (This is limited to non-clinical human offensive/hygiene waste and autoclaved waste from laboratories only)

18 02 wastes from research, diagnosis, treatment or prevention of disease involving animals

18 02 03 wastes whose collection and disposal is not subject to special requirements in order to prevent infection. (This is limited to non-clinical animal offensive/hygiene waste and autoclaved waste from laboratories only)

20 MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPARATELY COLLECTED FRACTIONS

20 01 separately collected fractions (except 15 01)

20 01 99 other fractions not otherwise specified (comprising of separately collected fractions of municipal clinical waste (not arising from healthcare and/or related research i.e., not including waste from natal care, diagnosis, treatment or prevention of disease) which is subject to special requirements in order to prevent infection).

INTEGRATED MANAGEMENT SYSTEM Clinical Waste Handling Procedure	Document No.	EMS-3.13.01-SCTS	
	Version No.	8.0	
	Author	R Harris	
	Page	2 of 5	

3.0 Waste Acceptance & Dispatch

All waste delivered to site is monitored both at the weighbridge and once delivered to the transfer area. Checks are made at the weighbridge to determine the waste type, nature and description meet that of the permit and the transfer note. If the waste delivered to site does not meet the criteria waste will be rejected (see waste rejection procedure).

Waste is further inspected within the transfer area. If the waste is found to be contrary to the approved waste types, it will be temporarily removed to a quarantine area and arrangements made for its safe removal from site. The EA will also be notified.

When waste is ready for transfer off site, checks will be made to ensure the waste description and classification is the same as that for the incoming waste (unless the incoming waste description and classification was incorrect or incomplete). All waste will be dispatched from site using an appropriate waste carrier and transfer note.

All waste will be weighed using the onsite weighbridge prior to removal. All records of waste in and out of site will be recorded and records retained at the weighbridge.

4.0 Waste Handling Procedures

The Key procedures are set out as follows.

- On arrival, waste will be unloaded from the delivery vehicle directly into lockable rigid leak proof containers for storage and transport around the site.
- Loading, unloading and handling will only take place within the building on areas provided with impermeable surfaces and sealed drainage to prevent the escape of contaminants.
- All clinical waste containers will be capable of containing the waste without spillage or puncture, especially during transportation and the handling procedure.
- Handling of waste will be kept to a minimum and normally will be undertaken by the delivery operator. Suitable PPE must be worn at all times. Care will be taken to prevent damage to the waste packaging to prevent the escape of the clinical contents for example waste will not be thrown, driven over or cut open.
- There will be no compaction of the clinical waste to prevent damage to bags, boxes and the main storage container.
- Once emptied, all re-usable mobile rigid containers must be checked to ensure all waste has been removed and then cleaned and disinfected both inside and out.
- Under no circumstances are containers to be used for any other purpose other than the storage of clinical waste.
- All employees who are required to handle and move clinical waste shall be made aware of safe procedures in dealing with spillages or other incidents for their area of work. This will include but not necessarily limited to:
 - Know how to use control measures and protective equipment.

INTEGRATED MANAGEMENT SYSTEM Clinical Waste Handling Procedure	Document No.	EMS-3.13.01-SCTS	
	Version No.	8.0	
	Author	R Harris	
	Page	3 of 5	

- Check that storage containers are efficiently sealed before handling.
- Ensure that the origin of the waste is marked on the container.
- Handle sacks by the neck only. They should not be clasped against the body and never thrown or dropped.
- Be aware of the special problems relating to disposal of sharps.
- Check that the seal on any used waste storage container is unbroken when movement is complete.
- Know the procedure in case of accidental spillage and how to report an incident.
- Know the appropriate cleaning and disinfection procedures, including the safe method of cleaning vehicles.

5.0 Pollution Prevention Controls

The following controls are in place to prevent and minimise any potential risks arising from the receipt and transfer of waste:

- All permitted waste shall either be stored:
 - Within sealed, leak proof containers located on an impermeable surface with sealed drainage system. Sealed containers shall be kept locked when not being loaded or unloaded.
- Waste will be stored separately from other waste to prevent cross contamination.
- Wastes which arrive in bags or other non-rigid containers shall be transferred into rigid containers immediately.
- Rigid containers for the storage of waste shall be of a design that:
 - will prevent the escape of any liquid.
 - have a lockable lid or other means of securing the container.
- The transfer of waste from vehicles or containers into other vehicles or containers shall only take place on areas with an impermeable surface with sealed drainage system.
- Waste dispatched from the site shall be packaged in accordance with and loaded onto vehicles that meet the appropriate requirements for the carriage of dangerous goods.
- Washing and disinfection of mobile containers shall take place on areas of impermeable surface with a sealed drainage system.
- All clinical waste storage containers will be regularly inspected to ensure none have been damaged and to ensure that the containers have been cleaned and

INTEGRATED MANAGEMENT SYSTEM Clinical Waste Handling Procedure	Document No.	EMS-3.13.01-SCTS	
	Version No.	8.0	
	Author	R Harris	
	Page	4 of 5	

disinfected. If they are found to no longer be leak proof, they will be removed from operations and a replacement provided.

6.0 Litter, Odour and pests

It is unlikely given the proposed volumes, handling and storage controls detailed above will give rise to litter, odour or pest problems, however these are covered below:

6.2 Litter

All waste received to site will come in enclosed vehicles and will be delivered into a storage container within the building. It is therefore unlikely that this waste stream will create a litter issue, however in the event of an accident or material escaping it will be collected immediately and placed within the clinical waste container.

6.2 Odour

All waste received to site will be in enclosed vehicles and deliver to a storage container within the building. As set out above damaged containers or split bags will not be accepted on site.

Is it not expected that the waste will have a strong odour; however, the storage within a lockable container within a building should provide suitable controls. Waste removal will be managed in a way to limit time stored on site. This combined with very small volumes of waste at any one time, will ensure that waste odour is minimized.

Odour monitoring is standard for the whole facility including the MRF and much larger transfer operations and as such clinical odour monitoring will form part of the daily checks.

6.3 Pests

The storage of wastes within containers will significantly reduce the likelihood of pests, however the storage area will be monitored daily along with the rest of the facility and a suitable pest control contractor brought in should any issues arise.

7.0 Spillages

Any spillage will be dealt with by staff wearing appropriate Personal Protective Equipment (PPE), e.g., disposable gloves and apron, who will then:

Instruct others to keep a safe distance.

- Inform the appropriate line manager/site supervisor
- Contain the spillage with appropriate material.
- Place spill material into clinical waste sacks for disposal.

INTEGRATED MANAGEMENT SYSTEM Clinical Waste Handling Procedure	Document No.	EMS-3.13.01-SCTS	
	Version No.	8.0	
	Author	R Harris	
	Page	5 of 5	

- Clean the area with a disinfectant containing **10,000 ppm** available chlorine and dispose of as clinical waste.
- Ensure that sharps are not picked up directly by hand when being placed in a sharps box.
- Ventilate the area as required.

8.0 Review

This documented will be reviewed annually or following an incident or change in procedure.

INTEGRATED MANAGEMENT SYSTEM Waste Acceptance	Document No.	EMS-3.13.02-SCTS	
	Version No.	8.0	
	Author	R Harris	
	Page	1 of 7	

Waste Acceptance

1 INTRODUCTION

Wastes received at the site are subject to inspection procedures to establish that they conform to expectations or to notification documents.

Preliminary verification, including checking of the paperwork and a visual inspection, if possible, takes place at the weighbridge before vehicles carrying waste are allowed to proceed to the tipping area and final checking is carried out at the point of discharge by the mobile plant operators.

The wastes that will be accepted for tipping at the installation are detailed in the Environmental Permit NP3890VV “*Schedule 2*”.

2 PROCEDURES

2.1 Carrier Registration

The weighbridge clerk will check that the Customer is a Registered Waste Carrier by asking for their Waste Carriers Licence or checking their registration with the Environment Agency (via internet web page or telephone).

If the customer is not a Registered Waste Carrier, the weighbridge clerk will advise that on the first occasion the waste will be accepted into the site but that the customer should then contact the Environment Agency to ensure registration before attempting to enter the site again. Any customers who are permitted to tip waste on site without a Waste Carrier’s Licence details are passed over to the Environment Agency.

The only exemptions to this are householders carrying their own wastes (if not construction and demolition material). The Compliance Manager should be contacted if any clarification is needed.

2.2 Acceptance of waste

Waste is only accepted for tipping in accordance with the terms and conditions as laid down in the Environmental Protection (duty of care) Regulations, 1991, and in accordance with the Environmental Permit. All wastes must be described on a written transfer note. The weighbridge operator checks that any transfer notes arriving at the weighbridge are filled out correctly. Any waste arriving on site which is suspected of being a hot load will not be accepted into the facility.

Transfer notes can either be long term, i.e., up to 12 months, or a one-off transfer note accompanying the vehicle. The weighbridge operator will check

INTEGRATED MANAGEMENT SYSTEM Waste Acceptance	Document No.	EMS-3.13.02-SCTS	
	Version No.	8.0	
	Author	R Harris	
	Page	2 of 7	

that any new carrier is a registered carrier either through contacting the relevant authorities or by checking the original registration certificate or an official copy (photocopies are not acceptable).

Where the waste carrier is not an account holder or contracted to an account holder, or the waste is not in accordance with the information stored on computer, then the weighbridge operator will consult with the Site manager who will determine if the waste is acceptable for disposal on the site.

In case of doubt the waste may not be accepted and the weighbridge operator will advise the driver accordingly. Alternatively, if the Site manager agrees to accept the waste, then the weighbridge operator will arrange for the load to be observed during discharge at the tipping area to confirm that it conforms with site licence requirements and the transfer note. If the waste does not conform to the description on the transfer note and/or is not in compliance with the Site Licence, then the Environment Agency will be contacted immediately as per procedure Incoming Waste Inspection.

2.3 Bulk Residual Domestic Waste

The facility currently accepts domestic (council) waste from South & Vale Oxfordshire Councils under the Oxfordshire County Council Contract to be bulked and hauled to an EfW facility. The facility does not accept waste from householders.

2.4 General (Commercial and Industrial) Wastes

On arrival at the weighbridge:

The weighbridge operator will check the transfer note and load for regular customers with period transfer notes. With other customers, the weighbridge operator will check the transfer note and, where possible, visually check the load to confirm it conforms to the transfer note before entering the details on the computer and allowing the vehicle to proceed to the disposal area.

All drivers will sign a ticket issued by the weighbridge confirming the nature, origin and quantity of waste delivered.

2.5 Hazardous Wastes

Hazardous wastes are not accepted under the permit. See section 2.6 below.

INTEGRATED MANAGEMENT SYSTEM Waste Acceptance	Document No.	EMS-3.13.02-SCTS	
	Version No.	8.0	
	Author	R Harris	
	Page	3 of 7	

2.6 Waste Acceptance in Emergencies

Waste not included in Waste Acceptance List shall only be accepted at the site with the permission of the Environment Agency. Such requests are likely to be in the case of emergencies where a more suitable Waste Management Facility is not open to receive that waste.

All waste received in an ‘emergency’ will be assessed for its compatibility with other wastes on site, its risk to the environment and human health and shall be stored in a position and container (if required to be sealed) suitable to the risk posed.

Details of the type of waste, the list of risks shall be written into the installation log. The log will also contain the resultant storage container type (if applicable) and the place where the waste is stored. The time that the waste is stored on site will be recorded in the installation log.

At all times no incompatible wastes will be accepted at the site, which in combination with other materials could give rise to harm or pollution to those outside the site.

2.7 Visual Inspection of Loads at tipping hall

Waste delivered by vehicles with fully enclosed bodies can only be visually inspected upon deposit.

As part of the ongoing Duty of Care inspections plant operators at the tipping area should visually inspect all discharged loads to ensure that they fit the description on the transfer notes. Any doubt as to the load meeting the description given must be reported to the Site Manager or Supervisor immediately to enable corrective action to be taken and the waste quarantined while a decision is made.

3 WEIGHBRIDGE PROCEDURE

3.1 General

There is a dedicated weighbridge site code used for the TS which is separate to the landfill or compost facility.

INTEGRATED MANAGEMENT SYSTEM Waste Acceptance	Document No.	EMS-3.13.02-SCTS	
	Version No.	8.0	
	Author	R Harris	
	Page	4 of 7	

3.2 Weighbridge

The weighbridge is situated near to the entrance to the installation and on route from the installation entrance to the TS.

All customers' vehicles will be weighed either before and after discharging their load, if the tare weight of the vehicle is not known, or before discharge if the tare weight is known.

The weighbridges are calibrated annually by a suitably qualified and experienced third party. The inspection certificates are displayed in the Weighbridge office. Customs and Excise have the right to visit the Site and check the calibration status of the weighbridges when they deem fit.

3.3 Computerised Measurement System

The weighbridge measurement equipment will be linked to a digital display unit inside the weighbridge office, from which the Weighbridge Operator can read the gross weight of vehicles. The system will also be linked automatically to the weighbridge computer system.

The waste recording process will be carried out by the Weighbridge Operator on a computerised system. The system will be linked for communication with the master computer, kept in FCC head office.

3.4 Customer Account and Waste Stream Numbers

Prior to acceptance of waste at the installation, the customer will be allocated a customer account number, and an account will be opened when the customer's details are entered into the master computer.

Each waste stream will also be allocated a unique reference number [enquiry number] after its disposal has been authorised.

3.5 Vehicle Details

If a new vehicle uses the installation, its details including registration number, tare weight and vehicle type will be entered into the computer to complete the transaction. Vehicles to be used by the customer for some time will be set up on the computer system to allow the vehicle and contract details to show automatically when the weighbridge enters the vehicle registration.

INTEGRATED MANAGEMENT SYSTEM Waste Acceptance	Document No.	EMS-3.13.02-SCTS	
	Version No.	8.0	
	Author	R Harris	
	Page	5 of 7	

3.6 Waste Identification/Verification

The Weighbridge Operator will then identify the type of waste by reference to the following information:

- Duty of Care transfer note.
- 6-digit EWC code.
- Waste description including SIC code
- The waste stream number stored in the computer; and
- Verbal confirmation from the driver.

Where possible, the Weighbridge Operator will undertake a preliminary visual examination of the waste.

3.7 Weighbridge Tickets

The ticket printer is operated by the weighbridge operator from the computer keyboard, the printer produces two duplicate copies of the ticket. The vehicle driver and weighbridge operator sign electronically prior to printing, the driver takes the first copy as a receipt, and the second copy is retained on site.

3.8 Disposal Sheets

Manual Tickets are available in the weighbridge for manually recording waste receipts in case of computer failure.

4 NON-CONFORMING WASTE OR WASTE NOT SUITABLE FOR PROCESSING

In addition to the above the following procedure will also be observed for nonconforming wastes or wastes not suitable for processing:

Wastes that are identified at the weighbridge as potentially non-conforming or wastes not suitable for processing will either be refused access to the site or, if there is some doubt, will be directed to an appropriate area for inspection. If the inspection confirms that the waste is non-conforming, or not suitable for processing, the Environment Agency, waste carrier, and/or producer, and internal company line management will be consulted where appropriate

The load will remain on site until a course of action has been agreed with all relevant parties.

Nonconforming wastes will be recorded in accordance with company standard IMS-PRO-089 [Waste Acceptance] and the Waste Rejection form completed at the weighbridge.

INTEGRATED MANAGEMENT SYSTEM Waste Acceptance	Document No.	EMS-3.13.02-SCTS	
	Version No.	8.0	
	Author	R Harris	
	Page	6 of 7	

Wastes not suitable for bulking to Energy from Waste (EfW) in the WTS will be put into landfill with appropriate weighbridge transactions completed.

The course of action to be taken with non-conforming waste will be dependent upon specific circumstances and will be agreed with the Environment Agency.

In any event, the following action will be taken, and the relevant Environment Agency officer(s) will be notified immediately.

- With the agreement of the Environment Agency, and if the carrier's vehicle is still present, the waste will wherever possible be reloaded back onto the carrier's vehicle.
- If the material is reloaded onto the carrier's vehicle, the office of the carrier will be notified by telephone, and the details including time of call and contact name will be recorded in the installation log.
- If the carrier has departed the installation, and if it is considered safe to do so, the waste will be quarantined pending the outcome of further investigations.
- If the waste is of unknown composition, it will be isolated at the operational area pending further investigations. This will be achieved by the placement of cones or other barriers around the waste; other containments methods such as water soaking may be employed if required (highly dusty or asbestos waste).
- Further investigations may include contact with the carrier and the producer to seek to determine the likely composition of the waste. It may also include taking samples in order to determine the chemical composition of the waste. These investigations will be undertaken by the Site Manager, or other suitably qualified person under the supervision of the Site Manager.
- Following further investigations, the acceptability of the waste may be confirmed, and with the agreement of the Environment Agency, the waste will be disposed of at the installation in accordance with the terms of the permit.
- If the waste is confirmed as not being permitted for disposal at the installation, the waste will be directed to an alternative facility. If necessary, the waste will be repackaged, and in the case of hazardous waste a Waste Consignment note (or equivalent) will be raised
- Wherever possible, rejected waste will be removed from the installation within 24 hours of the container becoming full, and within 5 days of receipt at the installation. However, sampling and analysis of wastes, and identification of suitable disposal facilities may result in the waste being stored for a longer period prior to removal from the installation, in which case the Environment Agency will be notified accordingly.

A record will be maintained in the installation log of the circumstances of the non-conformance, which will include the following details:

INTEGRATED MANAGEMENT SYSTEM Waste Acceptance	Document No.	EMS-3.13.02-SCTS	
	Version No.	8.0	
	Author	R Harris	
	Page	7 of 7	

- Date and time.
- Producer details.
- Carrier details.
- Duty of Care transfer note reference number.
- Description of waste.
- Volume of waste.
- European Waste Catalogue [EWC] code.
- Nonconforming waste.
- Samples taken.
- Details of communication with Environment Agency [time, name of Agency officer].
- Actions agreed and taken.

5 RECORDS

Records relating to the acceptance of waste at the weighbridge, and their retention arrangements are summarised below: -

- Weighbridge tickets and manual tickets/disposal record sheets. These will be retained at FCC Head Office for 6 months.
- Duty of Care transfer notes. These will be retained for five years. For the first two years they will be retained at the installation to satisfy the requirements of the Duty of Care Regulations. Thereafter they will be retained for another three years at FCC Head Office to satisfy the requirements of the Landfill Tax Regulations 1996, as amended.

INTEGRATED MANAGEMENT SYSTEM Waste Rejection	Document No.	EMS-3.13.03-SCTS	
	Version No.	8.0	
	Author	R Harris	
	Page	1 of 3	

WASTE REJECTION

1 INTRODUCTION

This procedure details the measures to be taken in the event of a consignment of waste being rejected.

Any Load May Be Rejected at The Weighbridge Office for Any Of the Following Reasons:

- (i) Incomplete or unsatisfactory documentation i.e., inadequate waste description.
- (ii) Physical appearance of waste material not fitting description on Transfer Note.
- (iii) Burst sacks or un-netted load.
- (iv) Presence of free liquid in waste.
- (v) Waste not pre-conditioned i.e., dust dampened etc.

The above list is not exhaustive, and FCC reserve the right to reject, cancel or reschedule loads at any time. Remember if there is any doubt seek clarification from your Line Manager and/or Compliance Team

2 PROCEDURES

2.1 Inaccurate Paperwork

When a load is rejected at the weighbridge resulting from inaccurate documentation the Site Manager must be informed, every attempt must be made to assist the customer in correcting the paperwork providing the paperwork is completed by the customer, initialled and signed and the waste is permitted. The Site Manager, or the authorised deputy, will then communicate with the sales team and the customer advising that the load has been rejected and giving reasons why. The details will then be entered into the waste rejection form and kept on site. A copy may be sent to the customer.

It may be possible to accept the waste if the description is changed on the transfer note and signed by the driver; however, the waste must still be a waste the site is permitted to accept, and this is at the discretion of the site.

INTEGRATED MANAGEMENT SYSTEM Waste Rejection	Document No.	EMS-3.13.03-SCTS	
	Version No.	8.0	
	Author	R Harris	
	Page	2 of 3	

2.2 Non-conforming Waste

When a load is rejected by the Site Manager due to non-conformance with documentation or the load, the Site Manager or the authorised deputy will communicate with technical control and/or the Environment Agency and follow any instructions they may issue. The details will be entered on the waste rejection form, and this will be saved and forwarded to relevant parties.

Actions will be agreed with the customer if the waste is suitable to go to the landfill it will be transferred internally, and appropriate amendments made to the tickets. The load may also be removed by the customer in a timely fashion if agreed. If the load is hazardous and needs to remain on site in quarantine while it is collected by a specialist offtaker then the Environment Agency will be informed at the first possible instance.

2.3 Temporary Closure of Site - To All or Particular Waste Stream

If the site is unable to accept Waste, then the sales team and technical control will be notified immediately, and customer will be notified by telephone or email giving the period of closure and as much notice as possible.

3 RECORDS

Site inspection sheets
Waste rejection forms (attached as appendix)
Installation Log

INTEGRATED MANAGEMENT SYSTEM Waste Rejection	Document No.	EMS-3.13.03-SCTS	
	Version No.	8.0	
	Author	R Harris	
	Page	3 of 3	

Waste Rejection Notification

To:

Fax No: n/a

From:

Site:

Date:

Re: Waste Rejection/Non-Compliant Waste Load/ Non-Attendance of Booked in Load *

The following vehicle was rejected/did not attend at the above site*

Date:

Time:

Vehicle Registration No:

Customer:

Waste Type:

Reason for Rejection/Non-Attendance:

Sales / Technical control r Informed: Yes/No
(If yes contact name and time)

Customer Informed: Yes/No
(If yes contact name and time)

EA Informed: Yes/No
(If yes contact name and time)

Signed:

Print Name:

Date:

INTEGRATED MANAGEMENT SYSTEM Waste Handling	Document No.	EMS-3.02.04-SCTS	
	Version No.	8.0	
	Author	R Harris	
	Page	1 of 6	

WASTE HANDLING

1 INTRODUCTION

Waste disposal is required to be carried out in a manner which satisfies the requirements of the Environmental Permit and associated relevant legislation and regulations. This procedure describes the methods adopted for deposit of waste in order to comply with these requirements and to minimise any environmental effects.

2 PROCEDURES

2.1 Waste Storage

The storage of waste materials in dedicated bins/containers and tipping areas/storage bays will not exceed that stated in the Fire Prevention Plan (FPP). The storage height of waste materials in dedicated bays will not exceed the height stated in the FPP.

All wastes will be handled in accordance with this section unless specifically outlined below. General wastes will be deposited in the designated waste deposit area within the tipping hall. Wastes will be inspected by the Plant Operator for compliance with Environmental Permit conditions.

2.2 Waste Handling and Treatment (Section 2.2.1 – 2.2.6 currently not in use)

2.2.1 Tipping Hall Bay

The facility will accept permitted wastes in accordance with the Environmental Permit acceptance criteria (Schedule 2 of the permit). All materials will be tipped in the tipping hall bay.

Any materials not suitable for processing will be pre-sorted and segregated:

- Material not suitable for processing such as bulky items or mattresses that may damage the MRF equipment will be segregated, stored normally in a skip and moved to landfill.
- Gas cylinders will be placed in caged storage areas and separate collection will be organised to suitable off takers
- Clinical waste such as sharps/needles will be handled in accordance with site procedure and stored in a suitable container and collection organised

INTEGRATED MANAGEMENT SYSTEM Waste Handling	Document No.	EMS-3.02.04-SCTS	
	Version No.	8.0	
	Author	R Harris	
	Page	2 of 6	

- Any other hazardous waste e.g., asbestos will be quarantined and either reloaded if suitable or a specialist offtaker contacted to remove it from site (the Environment Agency will be contacted in either case).

2.2.2 Shredder and Size Sorting

Waste is loaded into a 300mm shredder and then goes through a pre-sort cabin where any items that may damage machinery or that may be harmful to persons (e.g., lead acid batteries) will be removed. All material then passes through a trommel which separates at 250mm. The small fraction then continues over an 80mm glass breaker screen.

2.2.3 Oversized line

The oversized line runs from the trommel through a picking cabin where positive picking selects recyclable items such as cardboard, paper, plastic film, metal and wood. Any rejects from this line normally travel to the main RDF line for baling. Recovered recyclables are placed into the appropriate bunker/silo.

2.2.4 Fines Line

Fines material processed through the 80 mm screen is sent through a magnet to segregate ferrous metals.

All non-metallic fines material undergoes a further sizing sort.

Material is fed through a trommel which segregates material into a 20mm fines bay; the 20mm fines are disposed of as a single waste stream. Anything larger than 20mm can either go through an air separator which divides material into 20-80mm fines and light fines or stays as one 20-80mm stream which can be fed back into RDF process.

2.2.5 Main line

Material between 80mm and 250mm goes through an air knife which separates items by weight. Heavy items proceed to a picking line where items such as metal, wood and SDA are recovered. Light items go through two ballistic screens which separate 2D and 3D items.

2D items go through 2 optical sorts which first remove plastic film and then fibre (paper and card). Both these materials travel along picking lines where any contaminants are manually removed. 2D material rejected by the optical sorters normally joins the RDF conveyor to travel to the baler although there are picking positions available to complete another positive pick of missed items if required.

3D items go through an overband magnet to separate ferrous metal, an optical sorter which separates plastic items (focusing on plastic bottle i.e., HDPE and PET), then through an eddy current to separate non-ferrous material. Selected materials all travel along one of three quality control picking lines where contamination can be

INTEGRATED MANAGEMENT SYSTEM Waste Handling	Document No.	EMS-3.02.04-SCTS	
	Version No.	8.0	
	Author	R Harris	
	Page	3 of 6	

picked off manually. 3D material rejected by the 3 machines normally joins the RDF conveyor to travel to the baler although there are picking positions available to complete another positive pick of missed items if required.

2.2.6 Processed Material

Processed material is stored in the following bays and sent off as required.

- Ferrous metals
- Non-ferrous metals
- Sub 20mm fines
- 20-80mm fines
- Loose RDF material
- RDF bales
- Plastic bottles (mixed)
- Plastic film
- Cardboard
- Mixed paper
- Wood
- Hardcore (when removed)
- SDA/WEEE
- Lead acid batteries
- Domestic batteries
- Oversize RDF
- Gas cylinders
- Sharps/needles
- Non-conforming material not suitable for processing

2.2.7 non-acceptable, non-compatible & non-identifiable waste

All non-compatible and non-identifiable wastes will be isolated and stored in a suitable container or area. The risk the waste causes will be identified, and appropriate action taken.

A chemical giving off fumes will require the site to be evacuated, whilst a contained substance will require isolation prior to removal off site.

On identification of a non-acceptable waste that is considered to be 'dangerous', the Environment Agency will be notified immediately or as soon as practical, which shall not be later than the end of the working day. Other Agencies will be notified if required, in accordance with the FCC Safety, Health and Environmental System.

INTEGRATED MANAGEMENT SYSTEM Waste Handling	Document No.	EMS-3.02.04-SCTS	
	Version No.	8.0	
	Author	R Harris	
	Page	4 of 6	

Hot Loads

Any waste arriving on site which is suspected of being a hot load will not be accepted into the facility.

Energy from Waste (EfW) and Landfill transfer

Currently wastes accepted at the facility are sorted, shredded (POPS WUDS) and bulked for either EfW or landfill disposal (via bulker).

2.3 Material Outputs (section 2.3.2 – 2.3.9 currently not in use)

The following materials will be sent off site to appropriate off takers. For all materials on site good stock management will be implemented to ensure that older material is transported off site first. Off takers used are set up on the weighbridge system and will be audited for duty of care purposes. All transactions will be recorded at the weighbridge and appropriate duty of care procedures followed.

2.3.1 Ferrous metals, Non-ferrous metals & Cardboard.

These materials are initially stored in designated bays before being loaded into off taker bins or bulk trailers using the site loading shovel or telehandler, for transportation offsite.

2.3.2 Sub 20mm fines, 20-80mm fines

These materials are initially stored in designated bays before being loaded into skips or landfill dumper using the site loading shovel or telehandler. Sub-20mm materials are currently being transferred to landfill until suitable off takers are sourced. 20-80mm materials are being reintroduced to the RDF stream.

2.3.3 Loose RDF material and Oversize RDF

These materials are all fed back, via a designated hopper, into the RDF baling process, using the site loading shovel or telehandler.

2.3.4 RDF bales

This material is baled and wrapped before being transferred to stockpiles on site or direct to off taker curtain side trailers, using the site clamp truck

2.3.5 Recyclate bales (mixed plastic, plastic film, paper, cardboard)

This material is baled before being transferred to stockpiles on site or direct to off taker curtain side trailers, using the site clamp truck

INTEGRATED MANAGEMENT SYSTEM Waste Handling	Document No.	EMS-3.02.04-SCTS	
	Version No.	8.0	
	Author	R Harris	
	Page	5 of 6	

2.3.6 Hardcore

If being collected (dependant on inputs) material is initially stored in a designated bay before being loaded into the landfill dumper or skip lorry, for transportation to the landfill for use on site roads.

2.3.7 Gas cylinders

These are stored in designated cages before being collected by approved off taker.

2.3.8 SDA, lead acid batteries, domestic batteries

SDA is stored in cages supplied by the offtaker and collected when full. Lead acid batteries are stored in approved battery storage boxes (supplied by offtaker) and collected regularly. Domestic batteries are stored separately in a battery box and collected regularly.

2.3.9 Sharps/needles

These are stored in designated bins before being collected by approved off taker.

2.3.10 non-conforming material not suitable EfW

Mattresses or bulky items are stored in a designated bay before being loaded into bulk trailers or the landfill dumper and then transferred to the landfill.

Material not suitable for landfill will be dealt with appropriately in accordance with the waste acceptance procedure.

2.3.11 Waste to Energy from Waste (EfW)

Incoming wastes are sorted, with POPS/WUDS waste shredded, and made suitable for transfer to Energy from Waste. Waste is loaded into articulated bulkers and transferred to a suitable EfW facility.

2.4 Sampling Plan (currently not in use)

RDF material will be sampled as detailed in the individual sampling procedure. Where necessary other materials will be sampled as required.

3 RECORDS

Records generated by this procedure and their retention arrangements are: Records relating to the transfer of waste at the weighbridge, and their retention arrangements are summarised below: -

<p style="text-align: center;">INTEGRATED MANAGEMENT SYSTEM</p> <p style="text-align: center;">Waste Handling</p>	Document No.	EMS-3.02.04-SCTS	
	Version No.	8.0	
	Author	R Harris	
	Page	6 of 6	

- Weighbridge tickets and manual tickets/disposal record sheets. These will be retained at FCC's Head Office for 6 months.
- Duty of Care transfer notes. These will be retained for five years. For the first two years they will be retained at the installation to satisfy the requirements of the Duty of Care Regulations. Thereafter they will be retained for another three years at FCC's Head Office to satisfy the requirements of the Landfill Tax Regulations 1996, as amended.
- Trans-frontier shipping agreements
RDF waste is currently sent to off takers in Holland for incineration; this transfer is subject to a trans-frontier shipping agreement. This is retained on site. **The site does not currently ship RDF for incineration.**
- As the site is listed as a hazardous waste producer all relevant documentation is retained and renewed as required.

INTEGRATED MANAGEMENT SYSTEM TS	Document No.	EMS-3-13.07 - SCTS
	Version No.	8.0
	Author	Rob Harris
	Page	1 of 2

INSPECTION AND RECORDS

1. INTRODUCTION

Materials Recycling Facilities **and Waste Transfer Stations** are open for inspection by a number of different bodies both external and internal. This procedure shows the basic inspection to be carried out by the Site Manager or Deputy and the reporting structure and response to EA inspections.

2. SITE MANAGER/SUPERVISOR INSPECTION

The site licence will dictate all site inspection protocol but as a minimum the following should be carried out: -

Daily Site Inspection/**Installation Log**

Condition of highway/hardstanding - Cleanliness

Fuel/Oil storage bunds

Oil/battery storage areas

Weighbridge operation

Windblown litter/litter fencing

Odour

Dust

Presence of pests

Noise

Fire Prevention Plan storage compliance

Condition of any clinical storage containers

Weekly Inspections

Site Licence

Section 17 records

Transfer notes and carrier registration if applicable

Perimeter fencing

Warning/Hazard signs

Site ID Board

Gas alarms (if installed)

Welfare Facilities

Monthly Inspections

Fire extinguishers/safety equipment

Condition of highway/hardstanding area repairs

Plant maintenance schedules

Water & Energy usage

INTEGRATED MANAGEMENT SYSTEM TS	Document No.	EMS-3-13.07 - SCTS
	Version No.	8.0
	Author	Rob Harris
	Page	2 of 2

3. ENVIRONMENT AGENCY INSPECTIONS

The Environment Agency carries out regular inspections of licensed facilities. The type of facility and any existing or potential problems at the facility dictates the frequency. An inspection report will normally be issued at the end of the visit. The EA have statutory powers to enter and inspect all facilities without permission from the operator.

Site personnel, preferably the site manager or other technically competent person should accompany all inspections by the EA. Any non-compliance should be discussed at this stage before any comments are entered on the inspection sheet any remedial action agreed should be entered into the daily log.

Inspection Sheet

The EA inspection will be recorded on the inspection sheet a copy of which will be left on site or forwarded to the manager at a later date. These records will form part of the public record. Any non-compliances identified through the inspection should be addressed within the given timescales and a response sent to the EA. If the non-compliance cannot be rectified immediately then an action plan should be drawn up and the EA notified accordingly.

A copy of all inspection sheets should be forwarded immediately to the Environment Team if they have not been copied in.

Major non-compliances

In the event of a major non-compliance your line manager should be contacted whilst the EA are still on site. If the EA officer decides that the non-compliance is serious enough that it may warrant a caution, warning or even prosecution then they may decide to interview under caution. A date and time should be agreed, and your line manager informed at once. **Do not agree to be interviewed under caution without consulting your line manager.**

4. RECORDS

Details of all inspections should be included on the Installation Log. Any complaints and/or corrective action should also be recorded on EcoOnline

5. RETURNS

All sites must submit quarterly returns of materials accepted, recycled and sent for disposal.

Quarterly returns will be submitted to the Environment Agency (EA) on the standard format and by the agreed submission date set by the EA

INTEGRATED MANAGEMENT SYSTEM Dust Management & Monitoring	Document No.	EMS-3.13.09-SCTS	
	Version No.	8.0	
	Author	R Harris	
	Page	1 of 4	

DUST MANAGEMENT AND MONITORING

1.0 OPERATIONAL MEASURES

1.1 Fugitive Emissions to Air

The control of fugitive emissions at the site is achieved largely through design (i.e., processing/handling of materials within buildings), and the implementation of good management practices and housekeeping. The monitoring of site conditions will be undertaken on a daily basis to ensure the tracking of materials and generation of fugitive emissions does not occur.

The following control measures are employed to reduce the incidence of dust emissions: -

- All haul routes will be maintained in good condition and be kept clean and free of debris, including use of road sweepers and water bowsers as required.
- All loads will be sheeted, or kept in enclosed containers where appropriate, whilst in transit.
- Loading of all vehicles will be supervised to ensure containers are not overfilled.
- All waste storage will be conducted to the highest of housekeeping standards.
- Roller doors will be kept closed where practicable to prevent dust emissions

1.2 Management Responsibility

The site manager will have responsibility for ensuring that nuisances and hazards arising from the site due to dust are minimised.

1.3 Vehicle Speed Limits

To minimise the emissions of dust arising from the use of installation roads, speed limits of 10 mph will be imposed for all vehicles using the installation and 15mph on the main Portway access road.

1.4 Sweeping of Access Road and Highway

The main access road will be swept with a mechanical road sweeper as and when conditions dictate to minimise emissions of dust.

INTEGRATED MANAGEMENT SYSTEM Dust Management & Monitoring	Document No.	EMS-3.13.09-SCTS	
	Version No.	8.0	
	Author	R Harris	
	Page	2 of 4	

1.5 Static Water Sprays

Static water sprays are not required.

1.6 Seeding of Earth Bunds, Stockpiles and Surfaces

If necessary, bare earth surfaces will be seeded to provide protection against wind erosion and associated dust emissions.

1.7 Acceptance of Dusty and Friable Waste

It is unlikely that any waste will be very dusty due to the material streams being identified for acceptance at the TS (commercial and industrial collection waste, transfer station wastes and residual wastes).

Dusty and friable waste which could cause a potential dust problem during and immediately following its deposit will only be accepted if the waste is bagged, otherwise contained, or has been conditioned with water prior to delivery. These wastes have to have been identified upon account set up and agreed with site to accept them.

Closure of the installation to these waste streams or use of an emergency tipping area for these waste streams, in certain meteorological conditions is not considered necessary.

1.8 Tipping Area

In order to minimise the escape of dust from the facility and minimise the impact of any escape that may occur, roller doors not in use will be kept closed where practicable.

1.9 Sheeting of Vehicles

All vehicles using the installation will be instructed to ensure that their loads are adequately sheeted or otherwise contained.

To avoid the escape of dust from vehicles whilst they are traversing site roads, they will not be permitted to un-sheet (except for the purposes of waste inspection) other than at the installation

1.10 Operation of machinery

Roller shutter doors that are not used for access will be kept closed where practicable to limit dust leaving the building. It is not thought likely that dust emission to the outside will be at nuisance levels.

INTEGRATED MANAGEMENT SYSTEM Dust Management & Monitoring	Document No.	EMS-3.13.09-SCTS	
	Version No.	8.0	
	Author	R Harris	
	Page	3 of 4	

1.11 Construction Work

Engineering works carried out, as part of the installation construction activities can be a potential source of dust. Procedures to minimise the environmental impacts of these activities, with respect to dust emissions, will be incorporated within the contract documentation.

2.0 DUST MONITORING PLAN

2.1 Monitoring of Meteorological Conditions

Due to the nature of the operation, it is not considered that dust emissions present a high risk as most operations are internal. However, the site access roads may give rise to dust and so the site manager will use the Meteorological Office weather forecast to predict weather conditions such as prolonged dry, hot spells, which may give rise to high levels of dust, and ensure the necessary precautionary measures are in place.

2.2 Visual Monitoring

All personnel employed on site will undertake visual monitoring for dust throughout the working day. Any problem that is observed will be reported to the site manager (or the next level of management if they are unavailable), who will be responsible for investigating the cause and implementing any necessary remedial action.

2.3 Quantitative Monitoring

Additional quantitative monitoring of the installation boundary or at sensitive receptors will only be carried out in circumstances where complaints have been received, corrective action has not resolved the problem, and where such monitoring will assist in determining the source/cause and what further action may be appropriate.

3.0 DUST ACTION PLAN

If significant volumes of dust are being noted at the installation during routine visual monitoring, the following action will be taken:

3.1 Dust Generation during Vehicle Movements

- Take action to ensure that vehicles are obeying the speed limits.
- Organise additional road sweeping.

3.2 Dust Generation during waste processing

- Establish cause of emissions.

INTEGRATED MANAGEMENT SYSTEM Dust Management & Monitoring	Document No.	EMS-3.13.09-SCTS	
	Version No.	8.0	
	Author	R Harris	
	Page	4 of 4	

- If a problem is caused by a particular waste type, cease accepting the relevant waste until a suitable method statement detailing how the waste will be handled, has been prepared and implemented, if this is possible.

3.3 Dust Generation During Construction

- Establish cause of the problem and implement revised procedures to minimise emissions. This may involve the use of water sprays during excavation activities or the temporary relocation of work away from receptors pending a change in wind direction or other weather conditions.

4.0 RECORDS

A record relating to the management and monitoring of dust will be maintained in the installation log. It will include the following details: -

- A record of all dust events including date, time, and cause of the problem.
- A record of all complaints; and
- Details on the corrective action taken and any subsequent changes to operational procedures.

INTEGRATED MANAGEMENT SYSTEM Odour Monitoring and Control	Document No.	EMS-3.13.10-SCTS	
	Version No.	8.0	
	Author	R Harris	
	Page	1 of 6	

ODOUR MONITORING AND CONTROL

1 INTRODUCTION

This procedure details the causes and control measures for odour at the Sutton Courtenay Transfer Station (TS).

2 CAUSES

Odour generating processes have been identified as the following.

- i. newly delivered waste that has its own odour.
- ii. delivered waste that has been stored for an extended period of time
- iii. processed material that is stored on site
- iv. surface water collection drains

3 MONITORING

3.1 Weather recording

Daily weather monitoring is carried out to undertake efficient odour monitoring. At a minimum this should include the general weather (sunny, raining, and snowing), strength and direction of wind and an idea of temperature (cold, warm, hot, or correct measurements). The site weather station is used to record daily conditions. All data is therefore stored and can be accessed at all times when needed.

3.2 Regular Inspection/Olfactory Monitoring

On a daily basis, all site personnel are vigilant to odours that may cause an impact outside the permit boundary. Olfactory observations are made throughout the day and any significant odours result in investigation, monitoring and remedial measures. If necessary, odour monitoring will be carried out outside the working hours of the Site. Appropriate records will also be made daily in the Installation Log.

All designated persons responsible for assessing odour will be trained in the use of this procedure

INTEGRATED MANAGEMENT SYSTEM Odour Monitoring and Control	Document No.	EMS-3.13.10-SCTS	
	Version No.	8.0	
	Author	R Harris	
	Page	2 of 6	

4 CONTROL MEASURES

The following control measures will be considered.

- Waste received on site will be handled and stored within the building.
- Waste that has been on site and developed an odour will be isolated and removed from site as soon as possible, normally via bulker to the landfill.
- Waste must be processed promptly
- Shut any doors that are not in use and others where practicable
- Good stock management of waste and materials
- Malodorous waste that is transferred to the landfill will be buried as soon as possible as per the landfill procedures
- On-site weather station – this will be monitored as required.

5 PROCEDURES FOR ODOUR COMPLAINTS – ACTION PLAN

Odour monitoring, by olfactory (sniffing) method must be undertaken in response to a complaint close to the point of complaint and at any other point deemed necessary by the Manager. In response to a complaint, it is advisable to include one assessment down wind of the site. Any odour monitoring will be carried out in conjunction with the odour monitoring for the adjacent FCC compost facility and in line with the Odour Management Plan (OMP).

In the event that odour is found to be causing a problem at the installation, as determined by substantiated off-site complaints or during routine monitoring, appropriate action will be taken to determine the source if deemed necessary as detailed below.

5.1 Procedure for Odour Complaints

5.1.2 Complaint during operational hours

In the event of receiving a complaint:

- obtain as much information as possible from the complainant / EA contact
- investigate to obtain the following information:
 - wind direction
 - can an odour be determined
 - is there any unusual activity on site
- Carry out an odour investigation if an odour has been identified

INTEGRATED MANAGEMENT SYSTEM Odour Monitoring and Control	Document No.	EMS-3.13.10-SCTS	
	Version No.	8.0	
	Author	R Harris	
	Page	3 of 6	

- Complete the odour monitoring record form
- Record the information in the appropriate form (if appropriate i.e., substantiated)
- Report back to the EA as per locally agreed procedure.

5.1.3 Complaint out of operational hours

It is very unlikely for complaints received out of hours as the building is closed up fully.

The responsible person on duty will only attend site in exceptional circumstances e.g. if there are significant numbers of complaints received that are attributed to the TS specifically or if the complaint suggests there could be a fire (e.g., burning odour).

The following procedure will be followed in the event that the responsible person is required to investigate complaints out of hours:

- Investigate if complaints are downwind of the facility (if not then it is likely that investigation will take place the following morning)
- attend site within a practical timescale (if calls received after 12 midnight, then this may be at 06:00 the following morning).
- advise manager of attendance (if not the manager)
- investigate to obtain the following information:
 - wind direction
 - can an odour be determined?
 - is there any unusual activity on site
- Carry out an odour investigation if an odour has been identified
- If requested, report findings to the EA contact and the Duty Officer if they have not attended site with you
- Advise the manager that you have completed the investigation
- Complete the odour monitoring record form
- Record the information in the appropriate form (if appropriate)

6 Odour Management Plan

The site is considered unlikely to present a nuisance odour due to most operations being contained within a building and the nature of the waste accepted. The above controls are thought to be suitable to prevent nuisance odour off the site boundary.

However, should a number of substantiated complaints be attributed specifically to the TS or site inspections regularly detect unacceptable odour these controls will be reviewed, and an Odour Management Plan put in place as per the permit requirements.

INTEGRATED MANAGEMENT SYSTEM Odour Monitoring and Control	Document No.	EMS-3.13.10-SCTS	
	Version No.	8.0	
	Author	R Harris	
	Page	4 of 6	

7 RECORDS

All records of inspections are noted in the installation log/site diary.

Any odour monitoring will be recorded on the site odour monitoring form (Appendix 1)

Any complaints will be recorded on the site complaint log on the electronic Site Filing System

INTEGRATED MANAGEMENT SYSTEM Odour Monitoring and Control	Document No.	EMS-3.13.10-SCTS	
	Version No.	8.0	
	Author	R Harris	
	Page	5 of 6	

Appendix 1

SUTTON COURTENAY - ODOUR ASSESSMENT REPORT

1. FIELD LOG

Name		Start Time	
Date		Finish Time	
General Weather Comment		Wind Direction (Blowing to)	
Temperature (°C)		Wind Speed (mph)	

2. COMPLAINT INFORMATION

Complaint received (Y/N)		Time	
Location/Name of complainant		Substantiated by site (Y/N)	
Details		Activity on site at time of complaint	

If more than complaint on the day record on separate sheet

3. ASSESSMENT RECORD

Test No	Location	Sensitivity (Low/Med/High)	Intensity (0-6)	Odour Description	Is odour attributable to site? (Y/N)
1	Ladygrove Estate	High			
2	Hartright House and Hill Farm	Medium			
3	South Appleford	High			
4	Appleford Village	High			
5	Sutton Courtenay - Appleford Road	High			
6	Sutton Courtenay - Ladyplace Park	High			
7	Sutton Courtenay - Village Hall	Medium			
8	Sutton Courtenay - Harwell Road	High			

INTEGRATED MANAGEMENT SYSTEM Odour Monitoring and Control	Document No.	EMS-3.13.10-SCTS	
	Version No.	8.0	
	Author	R Harris	
	Page	6 of 6	

PROCEDURE

1. The duration spent at each monitoring locations should be a minimum of 1 minute
2. During this time the assessment record for the location should be completed.
3. The field log should be completed for each monitoring visit using observations and the on-site weather station
4. Completed assessment sheets should be kept in the record folder.
5. It is important to record site specific information for the monitoring visit and any departures from normal operating conditions (e.g., Odour Spray System not working)
6. It may be of benefit for an independent individual to accompany the regular assessor to periodically check the data quality.
7. The assessor should avoid strong food or drinks for at least half an hour before undertaking the assessment. Strongly scented toiletries should also be avoided and since colds/sore throats can affect the sense of smell it may be necessary for the assessment to be made by a separate individual.
8. Frequency of monitoring should be assessed at regular intervals, dependent on the potential for odour generation with the assessment times being varied to cover different on-site activities.

INFORMATION FOR COMPLETION OF ASSESSMENT FORM:

1. Field Log

- **General Weather Comment** - Sunny, Raining, Overcast
- **Temperature/Wind Speed & Direction** – this information is to be recorded from the on-site weather station.

2. Complaint Information

Where the assessment is being made in response to a complaint the starting point for the odour assessment will be the location from where the complaint has arisen and details specific to the complaint will be recorded on the form.

3. Assessment Record

- **Test Location** – 1-8 represent the off-site monitoring locations as shown on the odour monitoring location plan. The locations have been chosen to reflect sensitive receptors, areas where complaints have been received and the wind direction at the time of monitoring. There is space on the form for additional points to be added if necessary.
- **Intensity (Definitions from H4 guidance, descriptions developed by FCC Environment)**
 0. No detectable odour
 1. Very faint odour (only just detectable)
 2. Faint odour (barely detectable, need to stand still and inhale facing into the wind)
 3. Distinct odour (odour detected while walking and breathing normally)
 4. Strong odour (odour easily detected while walking and breathing normally, possibly offensive)
 5. Very strong odour (bearable, but offensive odour)
 6. Extremely strong odour (not bearable)
- **Sensitivity of location**
 Low – e.g., Footpath, Road
 Medium – e.g., Industrial or Commercial Workplaces.
 High – e.g., Housing, Pub/Hotel etc.
- **Odour Description** – this should record any odours detected and should include agricultural/industrial sources.
- **Is the odour attributable to site? (Y/N)** – if the compost site is considered to be the source record that here.

INTEGRATED MANAGEMENT SYSTEM Litter Management and Monitoring	Document No.	EMS-3.13.12-SCTS	
	Version No.	8.0	
	Author	R Harris	
	Page	1 of 3	

LITTER MANAGEMENT AND MONITORING

1.0 INTRODUCTION

The risk assessment has identified that litter could be fugitive from the installation under some of the following conditions: -

- Spillage during operations leaving the building
- Unsheeted loads

2.0 RISK ASSESSMENT

The measures necessary to control litter have been considered in the context of the installation setting and the proposed operations that will be carried out. The majority of operations occur inside a building so litter is limited. Additionally, the site is surrounded by palisade fencing.

Should the measures identified below be inadequate then an action plan will be drawn up by site management detailing the actions to be taken, responsibilities and timescales.

3.0 OPERATIONAL MEASURES

3.1 Management Responsibility

The site manager will have responsibility for ensuring that nuisances and hazards arising from the operation due to litter are minimised.

3.2 Additional Personnel

If deemed necessary from the inspections and ongoing monitoring of the installation, personnel will be employed to collect litter both from inside the site boundary and beyond it if required

3.3 Plant and Equipment

Sufficient plant and equipment will be maintained at the site to ensure that all delivered waste can be adequately handled. Roller shutter doors will be kept closed where practicable.

3.4 Sheeting of Vehicles

To avoid litter problems on the adjacent highway caused by items falling or being blown from vehicles carrying waste, all vehicles using the installation will be instructed to ensure that their loads are adequately sheeted or otherwise contained.

Should vehicles arrive at the installation unsheeted, the customer may be refused access to the installation. Unsheeted loads would only be accepted in exceptional circumstances.

INTEGRATED MANAGEMENT SYSTEM Litter Management and Monitoring	Document No.	EMS-3.13.12-SCTS	
	Version No.	8.0	
	Author	R Harris	
	Page	2 of 3	

To avoid the escape of materials from vehicles whilst they are traversing installation roads, they will not be permitted to unsheet (other than for the purposes of waste inspection) other than at the inside of the TS boundary.

3.5 Cleaning of Vehicles

To avoid the escape of residual materials that may be adhered to the waste vehicles after waste discharge, drivers will be instructed to ensure the full discharge of a vehicle, and to examine their vehicles to ensure there is no residual waste, prior to exiting the installation. This is included in the site rules.

3.6 Perimeter Fencing

The fencing that is located around the perimeter of the installation will be constructed such that it will provide a final barrier to the escape of litter.

3.7 Restrictions on Waste Types and Installation Closure

In the event of particularly adverse weather conditions giving rise to litter problems roller shutter doors will be closed behind vehicles. It is considered very unlikely that closure to waste will ever be required.

3.8 Containment of High Litter Risk Waste Streams

It is not considered likely due to the construction of the facility and the operation that any waste stream will offer particular high litter risk.

3.9 Litter Collection

Regular and diligent litter collection patrols will be employed prioritising off boundary litter first and then clearing the litter within the perimeter.

4.0 MONITORING TECHNIQUES

4.1 Monitoring of Meteorological Conditions

The site manager will consult with the Meteorological Office weather forecast on a daily basis, in order to be aware of potentially adverse weather conditions and to ensure that the necessary precautionary measures are in place.

4.2 Daily Inspections

The site manager will ensure that daily inspections are made of the installation and its perimeter. If necessary, clean-up will be arranged as soon as possible. Within the installation, particular attention will be paid to areas that are prone to accumulations of debris such as ditches and haul roads.

INTEGRATED MANAGEMENT SYSTEM Litter Management and Monitoring	Document No.	EMS-3.13.12-SCTS	
	Version No.	8.0	
	Author	R Harris	
	Page	3 of 3	

5.0 LITTER ACTION PLAN

Litter escaping from the deposition area but remaining within the installation boundary will be collected within **7 working days** and will be returned to the deposition area.

In the event that litter is found to be escaping from the operational areas of the installation, the following actions will be undertaken and/or considered: -

- Litter picking personnel will be deployed to collect fugitive litter
- Additional temporary litter picking personnel will be employed if necessary

If litter becomes a regular and unacceptable issue, then the following may be considered: -

- Specific litter fencing may be installed to complement existing palisade fencing

In the event that litter escapes from the installation boundary, immediate action will be taken to organise litter collection and retrieval. Priorities for clearing litter will be related to the meteorological conditions and any sensitive receptors that may be affected.

6.0 RECORDS

A daily record relating to the management and monitoring of litter will be maintained **in the site filing system and installation log**. It will include the following details: -

- The results of inspections and monitoring carried out by installation personnel.
- Wind speed and direction.
- Problems including date, time, duration, prevailing weather conditions and cause of the problem.
- Complaints received including address of complainant.
- Corrective action taken.
- Details on the corrective action taken and any subsequent changes to operational procedures; and
- An evaluation of the effectiveness of the techniques used.

INTEGRATED MANAGEMENT SYSTEM Pest Control	Document No.	EMS-3.13.13-SCTS	
	Version No.	9.0	
	Author	R Harris	
	Page	1 of 2	

PEST CONTROL

1 Introduction

This procedure describes the actions to be taken in the event of infestation by rodent, insects and birds

2 Procedure

2.1 Rodents

The Site Manager will set up and monitor a pest control contract on site. This will normally include active baiting and monthly inspections according to the site requirements and these requirements will be decided both by on site daily inspections and assessment by a competent contractor. Baiting will be located as advised by the contractor with due recognition of potential impacts on neighbouring property. Baiting sites will be checked regularly, and advice sought from the contractor in the event of problems.

In the event of a noticeable increase in rodent activity the preferred contractor will be contacted, and an action plan designed to manage the problem and reduce pest levels.

2.2 Insects

Waste will be processed quickly after arrival on site and waste streams are unlikely to present infestation issues as they are selected to be low in organic wastes.

Should an insect infestation occur in the working area then a reputable pest control contractor will be contacted immediately, and active control measures put in place. This is likely to include spraying at the working area with a pesticide. The Site Manager should ensure that the contractor has all necessary permits, training and protective clothing before spraying commences. The Manager should ensure that the contractors spraying plan avoids contamination of any surface water run off systems.

2.3 Birds

In the event that scavenging birds give rise to problems at Dix-Pit the following bird abatement techniques will be considered: -

- Human Presence
- Scaring devices
- Birds of prey

INTEGRATED MANAGEMENT SYSTEM Pest Control	Document No.	EMS-3.13.13-SCTS	
	Version No.	9.0	
	Author	R Harris	
	Page	2 of 2	

Selection of the most appropriate technique/s will be dependent upon a number of factors e.g.; preference will be given to passive techniques to minimise disturbance to neighbours.

Consideration will be given to the presence of protected bird species in the vicinity of the site, prior to utilising falconry/birds of prey.

Techniques can also be rendered ineffective due to habituation and therefore a combination of different techniques will be used to ensure their individual effectiveness.

3 Records

All details of inspection, results and any action taken will be recorded in the Site Logbook. This will be kept for the life of the site.

INTEGRATED MANAGEMENT SYSTEM Noise & Vibration	Document No.	EMS-3.13.14-SCTS	
	Version No.	8.0	
	Author	R Harris	
	Page	1 of 4	

NOISE AND VIBRATION

1.0 INTRODUCTION

Owing to the nature of the operations carried out at the installation, there will be emissions of noise, however with the controls below it is not expected that these will be perceptible by sensitive receptors, particularly owing to the distance that any receptors are located (the installation is within a wider landfill boundary). The main sources of noise are considered to be as follows:

- Vehicles using the installation.
- Reversing alarms.
- Mobile plant, e.g., Loading Shovels, excavators.
- Fixed plant, e.g., screens, trommels, ventilation; (Mothballed at present)

Risk assessment has concluded that the generation of vibration as a result of operations at the installation will not be significant and is therefore given no further consideration.

This procedure outlines the management techniques that will be used at the installation to minimise emissions of noise.

2.0 RISK ASSESSMENT

The measures necessary to control noise have been considered in the context of the installation setting, the proximity of sensitive receptors and the proposed operations that will be carried out.

Should the measure identified below be inadequate then an action plan will be drawn up by site management detailing the actions to be taken, responsibilities and timescales.

3.0 OPERATIONAL TECHNIQUES

3.1 Management Responsibility

The site manager will have responsibility for ensuring that nuisances and hazards arising from the landfill due to noise are minimised.

3.2 Liaison with Neighbours

Regular liaison will be maintained with neighbours to ensure they are notified in advance of activities, which may give rise to increased noise levels. Quarterly liaison meetings are held with local parish council representatives.

INTEGRATED MANAGEMENT SYSTEM Noise & Vibration	Document No.	EMS-3.13.14-SCTS	
	Version No.	8.0	
	Author	R Harris	
	Page	2 of 4	

3.3 Training

All relevant installation personnel (e.g., Managers and Supervisors) will be trained in the need to minimise installation noise and will be responsible for monitoring and reporting excessive noise when carrying out their everyday roles.

3.4 Operational Hours

Except in an emergency and when agreed with relevant regulators, in order to minimise disturbance to neighbour's waste disposal operations involving the use of mobile plant and equipment and the importation of waste will not be carried on outside permitted operational hours.

3.5 Engineering Works

Contract documentation governing engineering works will incorporate specific responsibility for minimising emissions of noise during the work.

3.6 Noise Suppression Equipment

Consideration will be given to the fitting of noise suppression kits on items of plant and equipment where a point source emission issue is noted.

3.7 Selection of Plant and Equipment

During the selection process for new plant and equipment, consideration will be given to the need to meet all legislation and statutory guidance on noise levels and to minimise levels of noise from selected equipment.

If older items of plant are found to give rise to unacceptable noise levels, consideration will be given to their replacement with quieter designs.

3.8 Positioning of Plant and Equipment

When positioning noisy equipment, consideration will be given to the proximity of receptors.

3.9 Maintenance of Plant and Equipment

All plant and equipment in use at the installation will be regularly maintained to minimise noise resulting from inefficient operation of pumps, generators and engines.

3.10 Modification to Plant and Equipment

If an item of plant is found to generate unacceptable noise levels, consideration will be given to modifying the equipment to incorporate noise suppression equipment.

INTEGRATED MANAGEMENT SYSTEM Noise & Vibration	Document No.	EMS-3.13.14-SCTS	
	Version No.	8.0	
	Author	R Harris	
	Page	3 of 4	

3.11 Reversing Alarms

In the event that reversing alarms are found to give rise to complaints, alternative alarms or technology will be investigated. White noise reversing alarms will be preferred wherever available.

3.12 Sound Barriers

If noise levels are unacceptable in the vicinity of receptors, sound bunds and barriers may be constructed around operational areas (if relevant permissions granted) and acoustic screening erected around fixed plant where practicable.

For temporary plant enclosures will be considered if necessary.

3.13 Speed Limits

The imposition of a speed limit of 15 mph for vehicles delivering waste to the installation will reduce noise associated with high engine speeds.

3.14 Vehicle Circulation Routes

Vehicles using the installation will travel across designated routes that have been designed and located so as to minimise nuisance and hazard to both internal installation users and receptors located outside the installation boundary.

3.15 Road Maintenance

The regular maintenance of roads to prevent the development of potholes will significantly reduce the noise generated particularly by empty vehicles exiting the installation.

4.0 MONITORING TECHNIQUES

4.1 Monitoring of Meteorological Conditions

Wind speed and direction will be routinely monitored and recorded on site although little impact is expected from any weather variations

4.2 Regular Inspection/Monitoring

The site manager will ensure that regular inspections are made of the installation and its perimeter in order to identify any unacceptable or unexpected sources of noise and to establish whether noise is discernible at the perimeter of the installation.

INTEGRATED MANAGEMENT SYSTEM Noise & Vibration	Document No.	EMS-3.13.14-SCTS	
	Version No.	8.0	
	Author	R Harris	
	Page	4 of 4	

4.3 Quantitative Noise Monitoring

Quantitative noise monitoring will be carried out if it is identified that problems are being caused and to demonstrate conformance with any noise levels imposed by the planning consent. The monitoring will be carried out either within the installation at the noise source, on the boundary of the installation, or at specific receptor locations. The monitoring will be carried out using an integrated sound level meter, at sensitive locations around the perimeter of the installation. The monitoring will be carried out in accordance with the Environment Agency’s Noise Guidance ‘Internal guidance for the Regulation of Noise at Waste Management Facilities’.

5.0 ACTION PLAN

If a noise problem is noticed or a complaint received by installation personnel, it will be immediately reported to the site manager or the next level of management if they are unavailable. The source of the problem will then be investigated, and appropriate corrective action will be taken.

In the event that noise derived from the site is perceived beyond the installation boundary and gives rise to complaints, action will be taken without delay. The remedial action will be related to the meteorological conditions and the high sensitivity receptors. The following remedial action may be appropriate: -

- Construct or erect acoustic bunds, barriers or screens.
- Undertake maintenance on equipment that will reduce noise levels; and
- Modify plant to incorporate noise suppression equipment.

6.0 RECORDS

A record relating to the management and monitoring of noise will be maintained **in the site filing system and installation log**. It will include the following details:

- The results of inspections and monitoring carried out by installation personnel.
- Problems including date, time, duration, prevailing weather conditions and cause of the problem.
- Complaints received including address of complainant (if provided)
- Details on the corrective action taken, and any subsequent changes to operational procedures; and
- An evaluation of the effectiveness of the techniques used.