

Port of Wisbech

784-B059539

Operating Techniques

Environmental Permit Application

Port of Wisbech Limited

May 2024

**Document prepared on behalf of Tetra Tech Limited. Registered in England number:
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APPENDICES

Appendix A - Waste Types
Appendix B – Management System Summary
Appendix C – Technical Competence

1.0 INTRODUCTION

1.1 REPORT CONTEXT

- 1.1.1 This Environmental Permit Application has been prepared by Tetra Tech on behalf of the Operator, Port of Wisbech Limited (PWL), to support an environmental permit application.
- 1.1.2 The application relates to the proposed PWL facility at Port of Wisbech (the site), Nene Parade, Wisbech, PE13 3BB, at approximate National Grid Reference TF 45689 11023. The site location and permit boundary are presented on Drawing Number PWL/B059539/PER/01.
- 1.1.3 PWL initially purchased the site in 2004 and have since been running an established load and discharge operation, currently holding the sole stevedoring licence from Fenland District Council enabling the company to load and un-load all the ships that use Port of Wisbech. The Site predominantly stores timber product within the ownership boundary. Due to the nature of this activity a permit has not been required at the site.
- 1.1.4 It is the intention of PWL to apply for a new bespoke environmental permit to allow the operation of an RDF Waste Transfer Station to allow for the storage of baled RDF prior to export to near continent. The facility will accept up to 75,000 tonnes of RDF per annum, and due to all waste storage taking place outdoors, a bespoke environmental permit is required. There will be no waste processing undertaken on site, only storage pending export.

2.0 SITE DESCRIPTION

2.1 OVERVIEW OF SITE ACTIVITIES

- 2.1.1 The site will operate a Non-Hazardous waste transfer station and will comprise of various outdoor stockpiles of baled RDF. The site will accept up to 75,000 tonnes of RDF per annum, and all stockpiles will be stored outdoors and in accordance with Environment Agency (EA) guidance. There will be no waste treatment or processing undertaken on site.
- 2.1.2 The operation of the waste transfer station will fall under the following Recovery and Disposal codes (R and D codes) shown in Table 1, provided for in Annex II to Directive 2008/98/EC of the European Parliament and The Council of 19th November 2008 Waste.

Table 1: R/D Codes for the Proposed Waste Transfer Station

R/D Code	Activity Description
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 consisting of materials for submission to any operation numbered R1 to R12 but excluding temporary storage pending collection on the site where it is produced.

2.2 OPERATING HOURS

- 2.2.1 The operation of the waste transfer station will operate in accordance with the hours that are stipulated under the existing planning permissions which are as follows: -
- 07.00 – 19.00 Monday to Saturday

2.3 WASTE TYPES

- 2.3.1 A complete list of waste codes for the waste transfer station is provided in Appendix A.

2.4 WASTE QUANTITIES

- 2.4.1 The maximum quantity of waste stored at the facility at any one time shall not exceed 2,000m³ and the total quantity of waste accepted at the site per year shall not exceed 75,000 tonnes.
- 2.4.2 There will be no hazardous waste accepted on site.

2.5 SITE LAYOUT

- 2.5.1 A site layout plan is provided on Drawing Number PWL/B059539/LAY/01.
- 2.5.2 There will be a designated waste unloading area and storage areas, including a quarantine area for non-conforming incoming wastes. Also, there is a weighbridge outside of the permitted area as part of the larger Port of Wisbech site.

2.6 PLANT AND EQUIPMENT

- 2.6.1 The following items and machinery may be available for use on site:
- Forklift Trucks
 - Fuchs Rehandlers
- 2.6.2 All plant and equipment will be maintained in accordance with the manufacturer's guidance. A planned preventative maintenance programme for all machinery on site will be implemented to ensure that equipment is repaired prior to failure. Staff will only be permitted to operate machinery and undertake activities for which they have received appropriate training.

2.7 SITE SURFACING/INFRASTRUCTURE

- 2.7.1 All areas of impermeable concrete surface will be visually inspected at least weekly to ensure their continuing integrity and fitness for purpose. The inspection and any necessary maintenance will be recorded. In the event that any damage breaches the integrity of the engineered containment so that it no longer meets the required standards, necessary remedial work will be completed as soon as practicable.
- 2.7.2 Site drainage will be provided in all areas of hardstanding as detailed indicatively in Drawing P146 - Port Estate Drainage. The site drainage system will be subject to weekly visual inspection to ensure effective operation and integrity of the system. Maintenance will be undertaken to ensure the effective operation and defects will be rectified as soon as possible.
- 2.7.3 The sites drainage mechanism will comprise a sealed system whereby an interceptor will be used prior to the tankering of water off site.
- 2.7.4 The site lighting system will be visually inspected weekly during the site operation. Any defects will be recorded and rectified as soon as practicable.
- 2.7.5 Provision for the parking of staff and visitor vehicles is situated outside of the Environmental Permit boundary.
- 2.7.6 Fuels and lubricants associated with the mobile plant on site will be stored outside of the permitted area.

3.0 WASTE ACCEPTANCE PROCEDURES

3.1 PRE-ACCEPTANCE

- 3.1.1 All waste pre-acceptance procedures will be undertaken in accordance with the EA's guidance 'Non-hazardous and inert waste: appropriate measures for permitted facilities'.
- 3.1.2 Prior to accepting waste from new customers, Port of Wisbech will obtain and record information on the types of wastes to be accepted, the process producing the waste, predicted quantities, the form of the waste and any potential hazards associated with the wastes.
- 3.1.3 The information provided is reviewed against the site permit and the site-specific requirements relating to incoming waste and discussed with the Site Manager.
- 3.1.4 If the waste is confirmed to be acceptable at the site, a contractual arrangement is made with the waste supplier. The contract details the criteria for acceptance/rejection of loads delivered to the site for processing.
- 3.1.5 Regular feedback on the quality of waste delivered to the site is provided verbally to each waste supplier.
- 3.1.6 If the waste is deemed unacceptable, the customer will be notified, and the waste will not be accepted at the site.
- 3.1.7 The waste transfer station will require the following information in written or electronic form prior to acceptance: -
- Details of the waste producer including their organisation name, address and contact details;
 - A description of the waste;
 - The waste classification code (also referred to as a List of Waste (LoW) or European Waste Classification code);
 - The source of the waste (the producer's business and the specific process that has created the waste);
 - Information on the nature and variability of the waste production process;
 - Information about the history of the producer site if it may be relevant to the classification of the waste (for example soils and other construction and demolition arisings from a site contaminated by previous industrial uses);
 - The waste's physical form;
 - The waste's composition (based on representative samples if necessary);
 - A description of the waste's odour and whether it is likely to be odorous; and,
 - An estimate of the quantity you expect to receive in each load and in a year.
- 3.1.8 Following the assessment and classification of waste for the WTS, the site operators will technically assess the suitability of waste with regard to the treatment and storage facilities on site to ensure the conditions of the permit are met. Should the waste comply, the WTS are permitted to accept the waste.
- 3.1.9 All records relating to the pre-acceptance will be kept for cross-reference a verification at the waste acceptance stage. These records will be kept for a minimum of 3 years.
- 3.1.10 PWL will reassess the information required at pre-acceptance on an annual basis or if the following apply: -
- Waste changes;
 - Process giving rise to the waste changes; and,

- Waste received does not conform to the pre-acceptance information.

3.2 ACCEPTANCE PROCEDURES

- 3.2.1 All waste acceptance procedures will be undertaken in accordance with the EA's guidance 'Non-hazardous and inert waste: appropriate measures for permitted facilities'.
- 3.2.2 All documentation accompanying a load will be checked on arrival at the site office. If it is incorrect or the waste does not match the written description, then it will be rejected from the site.
- 3.2.3 The site manager shall then notify the driver to proceed to the relevant area on site.
- 3.2.4 Materials will be tipped directly into the stockpiles or deposited on the impermeable surface in front of the stockpiles, where a forklift truck will be operated to move the material into the stockpiles.
- 3.2.5 A site operative will visually inspect each load deposited at the site. A copy of the relevant part(s) input load inspection record sheet should be provided once per month to each waste supplier.
- 3.2.6 All loads received at the site will be recorded at the site office outside of the permitted area. The weight of material received at the site will be determined via the weighbridge outside of the permitted area at the Nene Parade entrance to the site.

3.3 WASTE REJECTION

- 3.3.1 Any non-conforming loads will either be rejected from the site and redirected to an appropriate permitted facility or placed in quarantine prior to removal from site. A record will be made in the Site Diary.
- 3.3.2 Any non-conforming waste identified following tipping will either be reloaded into the delivering vehicle and rejected from the site or placed in quarantine prior to removal from site.
- 3.3.3 Quarantined wastes shall be removed from the site within 7 days and the maximum quantity of wastes kept in quarantine shall not exceed 225m³ (50% of the maximum stockpile volume).
- 3.3.4 Whenever site specific acceptance criteria detailed in the contract are not met, this will be clearly communicated to the waste supplier and records of the communication shall be kept.
- 3.3.5 The site may cease accepting loads from a particular supplier if contamination has occurred repeatedly and the supplier has not attempted corrective action or, in the composer's opinion, the action taken has been ineffective.

4.0 WASTE TREATMENT AND STORAGE ACTIVITIES

4.1 STORAGE CAPACITIES

4.1.1 There will be no waste treatment undertaken on site. The maximum storage capacities of material on site at any one time are detailed in table 2 below:

Table 2: Storage capacities

Specified Waste Management Operation	Permitted Waste Types	Capacity Limits on Specified Waste Management Operations
D15: Storage pending any of the operations numbered D1 to D14	All waste types permitted under permit	Maximum storage capacity of the facility to be 2000m ³ . There will be no hazardous waste accepted on site.
R13: Storage of waste consisting of materials for submission to any operation numbered R1 to R12, but excluding temporary storage pending collection on the site where it is produced		

4.1.2 Imported wastes will be stored on an impermeable concrete surface with sealed drainage system.

4.1.3 The impermeable concrete surface meets the following intended design objectives:

- Impermeable to incidental rain fall;
- Sufficient strength to accommodate plant and equipment;
- Designed with kerbing or edge bunds so as to retain all incidental rainfall; and,
- Designed with sealed joints where applicable and with sufficient falls so that collected surface water can only discharge to engineered sump/s.

4.1.4 Vehicles will be directed to discharge their loads by the designated waste transfer station operative. The site manager and site foreman will have a clearly defined role to ensure that vehicles are directed to the correct area of the site.

4.1.5 There will be external areas designated for the storage of the waste streams identified on the Site Layout Plan.

4.2 STORAGE AND OPERATION CRITERIA

Non-Hazardous Wastes

4.2.1 The open areas in the north and south of the permitted area will be used for the outdoor storage of baled RDF. Each stockpile will not exceed a volume of 450m³ or 4m in height and will be separated by a 6m separation distance.

4.2.2 The site will accept baled and wrapped RDF only, therefore there will be no risk of the cross-contamination of waste streams.

4.2.3 There will be no treatment of any nature on site. The RDF will arrive baled and will be stored pending export via ship on the River Nene.

- 4.2.4 Stockpiles will be stored on site for approximately 3 weeks prior to dispatch and the First-In First-Out (FIFO) procedure will be applied. An auditable bale identification system will be implemented to ensure bales are removed in date order.

5.0 EMISSIONS CONTROL

5.1 POINT SOURCE EMISSIONS TO AIR

- 5.1.1 According to the EA's 'Non-hazardous and inert waste: appropriate measures for permitted facilities' guidance, securely wrapping bales of RDF with high-density polyethylene (HDPE) membrane or equivalent will prevent water entering, as well as prevent access by pests and odour release. Securely wrapped bales also enable stockpiles of this nature to be stored outside. In addition, the implementation of an auditable bale identification system will facilitate the effectiveness of the FIFO principle as it will allow the Operator to remove bales in date order, which in turn minimises storage durations. These appropriate measures are site specific and will work successfully together to significantly reduce the risk of potential pollution.
- 5.1.2 However, measures will be implemented on site to further prevent the risk of a potential adverse impact on sensitive receptors. Such measures are provided in the following management plans: -
- Dust Management Plan (Appendix G of the Environmental Permit Application);
 - Odour Management Plan (Appendix I of the Environmental Permit Application) and,
 - Environmental Risk Assessment (Appendix D of the Environmental Permit Application).

5.2 FUGITIVE EMISSIONS TO AIR (INCLUDING ODOUR)

- 5.2.1 Fugitive emissions to air have been identified as a potential environmental risk resulting from the proposal, as detailed in the Environmental Risk Assessment that accompanies this application as Appendix D.
- 5.2.2 It is anticipated that, due to the nature of the waste accepted on site, the risk of odour is minimal. However, procedures to manage and minimise the risk in the event of odour are detailed within the Odour Management Plan that accompanies this application as Appendix I.

5.3 PESTS

- 5.3.1 Pests have been identified as a potential environmental risk resulting from the proposal, as detailed in the Environmental Risk Assessment that accompanies this application as Appendix D.

5.4 NOISE AND VIBRATION

- 5.4.1 A Noise Management Plan (NMP) has been prepared to describe the measures that will be in place to minimise the risk of noise from the proposed activities. The NMP is provided as Appendix F of the Environmental Permit application.

5.5 FUGITIVE EMISSIONS TO LAND AND WATER

- 5.5.1 Fugitive emissions to land and water have been identified as a potential environmental risk resulting from the proposal, as detailed in the Environmental Risk Assessment that accompanies this application as Appendix D.

6.0 PROCESS EFFICIENCY

6.1 ENERGY EFFICIENCY

- 6.1 The energy requirements of the facility are very low and are mainly associated with outdoor lighting within the permitted area.
- 6.2 The energy requirements of the facility in general are low and no improvements are considered necessary. In line with the Environmental Management System (EMS), basic energy saving measures are adopted and continually reviewed. This includes measures such as:
- Efficient use of plant to avoid unnecessary ignition;
 - Plant to be switched off when not in use; and,
 - Regular maintenance of all plant.

6.2 RAW MATERIALS

- 6.2.1 The activities on site require low amounts of resources.
- 6.2.2 Fuels and chemicals associated with on-site plant will be appropriately stored and banded outside of the permitted area. Monitoring of the use of fuel and chemicals will be undertaken in accordance with the site's EMS.

6.3 WATER USE

- 6.3.1 There is no intention to utilise any water in the storage of the baled RDF and therefore the amount of water that will be used is expected to be low.
- 6.3.2 As required under the environmental permit, a water efficiency audit will be undertaken within 4 years of permit issue, and this will be submitted to the EA within 2 months of completion. Following this, an audit will be carried out at least once every 4 years. The audit will identify opportunities to improve water efficiency by taking the following approach: -
- Use of water flow diagrams and mass balances to map water usage;
 - Establish water efficiency objectives within identified constraints;
 - Identify opportunities for reduction; and,
 - Develop an action plan to implement the improvements. Waste Minimisation, Recovery and Disposal.

6.4 WASTE MINIMISATION, RECOVERY AND DISPOSAL

- 6.4.1 In accordance with the EA's 'Select a Waste Recovery or Disposal Method for your Environmental Permit', an assessment was undertaken to determine the environmental impact of the proposed disposal/recovery method. This assessment forms part of the Environmental Risk Assessment provided as Appendix D of the Environmental Permit application.
- 6.4.2 The results of this assessment conclude that the proposed disposal/recovery method of the wastes produced on site represents the lowest impact scores that may be achieved. As such, it is considered that the risk of the proposed disposal/recovery methods are low and that there is little potential to further

minimise the impact of these waste streams. Consideration will be given to seeking alternative treatment and disposal routes in the future where new technologies are brought online.

6.4.3 As required under the Environmental Permit, Port of Wisbech will have a programme of waste minimisation audits to ensure that an audit is carried out at least once every 4 years. Audits will include the following: -

- Methodology used;
- Analysis of raw materials used;
- Assessment of opportunities for reduction; and,
- An action plan for improvements.

6.4.4 The audit will be submitted to the EA within 2 months of completion.

6.4.5 Data will be incorporated for each principal stage of the operation, which will enable the calculation of the actual mass balance of the operation. This will then be used to assess opportunities to improve efficiency and reduce waste production. Following this, an action plan will be prepared which will set out a timescale for the implementation of the improvements.

7.0 ACCIDENT MANAGEMENT

- 7.1.1 All necessary measures will be taken to prevent the occurrence of accidents. The types of accidents and the potential environmental consequences associated with them have been identified in the Environmental Risk Assessment that accompanies this application.
- 7.1.2 It is considered that the most significant risk associated with the site is the unauthorised acceptance of non-compliant waste types. The waste acceptance procedures listed in Section 2 of this document aim to control and minimise this risk.

7.2 FIRE CONTROL

- 7.2.1 In accordance with the EA's 'Fire prevention plans: environmental permits' guidance updated in January 2021, a Fire Prevention Plan has been prepared due to the nature of waste accepted on site as specified in Appendix A: Waste Types. The report identifies the potential causes and effects of a fire and describes the measures that will be in place to prevent occurrence of a fire at the site.
- 7.2.2 Firefighting equipment of a suitable type shall be kept at appropriate locations as advised by the Health and Safety Manager or the local Fire Service. Where appropriate, mobile plant will be fitted with firefighting equipment. All firefighting equipment shall be kept in good condition, unobstructed and be serviced at least once a year by a competent person. The site will be designated as a "no smoking area" and signed accordingly.
- 7.2.3 Any fire on the site will be treated as an emergency and will be extinguished at the earliest opportunity. If necessary, the Fire Service will be summoned. Any incidents of fire will be reported to the EA and recorded in the Site Diary.

7.3 MAINTENANCE PROCEDURES

- 7.3.1 A Planned Preventative Maintenance programme (PPM) will be put in place to minimise the risk to safety, health, and the environment by ensuring that all appropriate items and elements within the site are serviced and inspected on a regular basis or to the manufacturers' maintenance schedules.
- 7.3.2 Details of faults, breakdowns and repairs are documented, and records are maintained at the site office. Faults and breakdowns will be investigated, and the service schedule revised if necessary.

7.4 SPILLAGE PROCEDURE

- 7.4.1 There will be no waste oils accepted on site.
- 7.4.2 The most likely source for spillages will be from spillages of fuel/oil associated with site plant or vehicles.
- 7.4.3 In the event of a spillage of fuel/oil from site plant or vehicles, the following procedures will be implemented:
- Clear the area straight away;
 - Lay absorbent granules over the spill to soak up the spillage;
 - Use Personal Protective Equipment (PPE) provided on site if required;
 - Once the liquid has all been absorbed use a shovel to clear up the waste, put it in a plastic sack and then place it in the container for non-compliant waste for disposal at a suitably permitted facility; and
 - A record of the spill incident and remedial action taken will be recorded in the Site Diary.

- 7.4.4 Spillage kits will be maintained on site in order to respond to any spillage incident. The spillage kits will be stored strategically around the site to ensure their availability.

8.0 SITE MANAGEMENT

8.1 TECHNICAL COMPETENCE

- 8.1.1 The Site Manager possesses the required level of technical competence which is provided as part of Appendix C of the Environmental Permit Application.
- 8.1.2 All site operatives will be adequately trained in health, safety and environmental issues. Staff will only be permitted to undertake activities that they have been trained for. They will be made aware of the procedures they must follow in the event of an accident or incident and will be able to access any relevant documentation that they may require. All training, experience and qualifications of staff will be noted, and these records will be maintained and kept up to date.
- 8.1.3 Staff competence will be managed in accordance with the Staff Competency and Training Plan that forms part of the site's management system.

8.2 ENVIRONMENTAL MANAGEMENT SYSTEM

- 8.2.1 As noted in the EA's 'Develop a Management System: Environmental Permits' guidance, all permitted facilities are required to have an Environmental Management System (EMS) to describe the procedures in place to minimise the risk of pollution from the activities covered in the environmental permit.
- 8.2.2 PWL have an Environmental Management System in place which meets the requirements of the EA's 'Develop a management system: environmental permits' guidance. A summary of the EMS is provided in Appendix B.
- 8.2.3 All site operatives would be adequately trained in health, safety, and environmental issues. Staff would only be permitted to undertake activities that they have been trained for. They would be made aware of the procedures they must follow in the event of an accident or incident and would be able to access any relevant documentation that they may require. All training, experience and qualifications of staff would be noted, and these records would be maintained and kept up to date.

9.0 MANAGEMENT OF DOCUMENTATION

9.1 RECORD KEEPING

- 9.1.1 PWL have an EMS which includes procedures for the management of documentation.
- 9.1.2 A record will be kept that provides details on all soils/sands at the site. This will include details on waste types, quantities, and the origin. This will be provided to the EA at three-monthly intervals, within one month of the end of each period. A record of basic waste characterisation and any compliance testing or on-site verification will be maintained in the site office.
- 9.1.3 A site diary will be kept in the site office, and this will be updated daily. The diary will be used to record any accidents, incidents, or complaints. This will provide an ongoing record throughout the period of operation at the site, and this will enable any investigative or corrective action that may be required.
- 9.1.4 The Environmental Permit and other documents containing information regarding the operation of the site will be kept in a convenient location, allowing access for any person that may be working at or visiting the site.

10.0 INCIDENT AND NON-CONFORMANCES

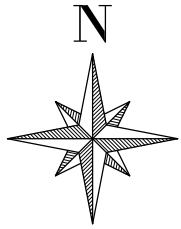
- 10.1 PWL have procedures for investigating and recording any incidents and non-conformances at the site, and for taking any corrective action. Port of Wisbech have an EMS which this includes procedures for handling incidents and non-conformances.
- 10.2 The following types of incidents will require investigation:-
- Malfunction, breakdown or failure of plant and equipment;
 - Deviation from site procedures and operating techniques;
 - Near misses; and,
 - Complaints from external parties.
- 10.3 All staff will be trained to detect and report any such occurrences. Procedures will be taken to allow operations to resume and preventative measures may be put in place to ensure that the incident does not reoccur.

DRAWINGS

Proposed Site Layout – PWL/B059539/LAY/01

Boundary Plan - PWL/B059539/PER/01

Drainage Plan – P146 - Port Estate Drainage



Quarantine Area
(Fire wall bay constructed from Legio blocks)

Fire Hydrant

Access for Forklifts

Access for Firefighting Vehicles

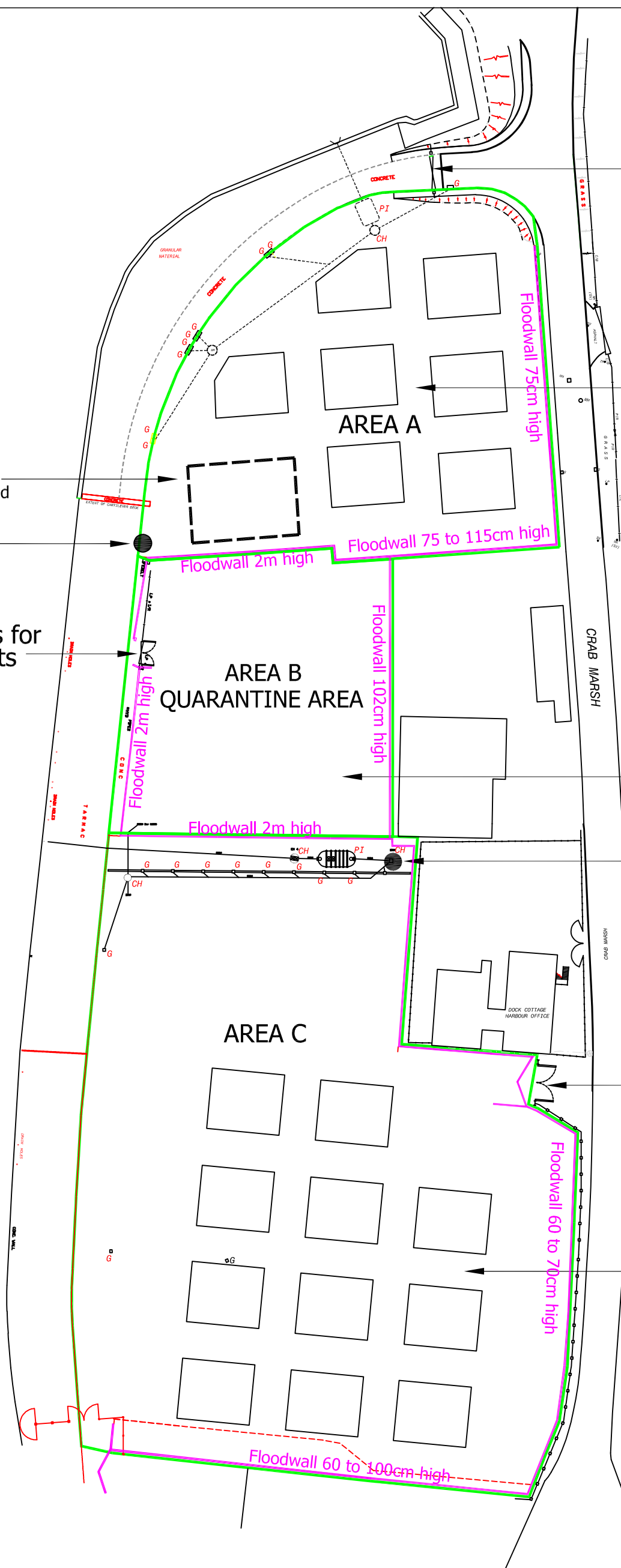
Impermeable Surface with Sealed Drainage

Impermeable Surface

Interceptor Tank with Penstop Valve

Access for Firefighting Vehicles

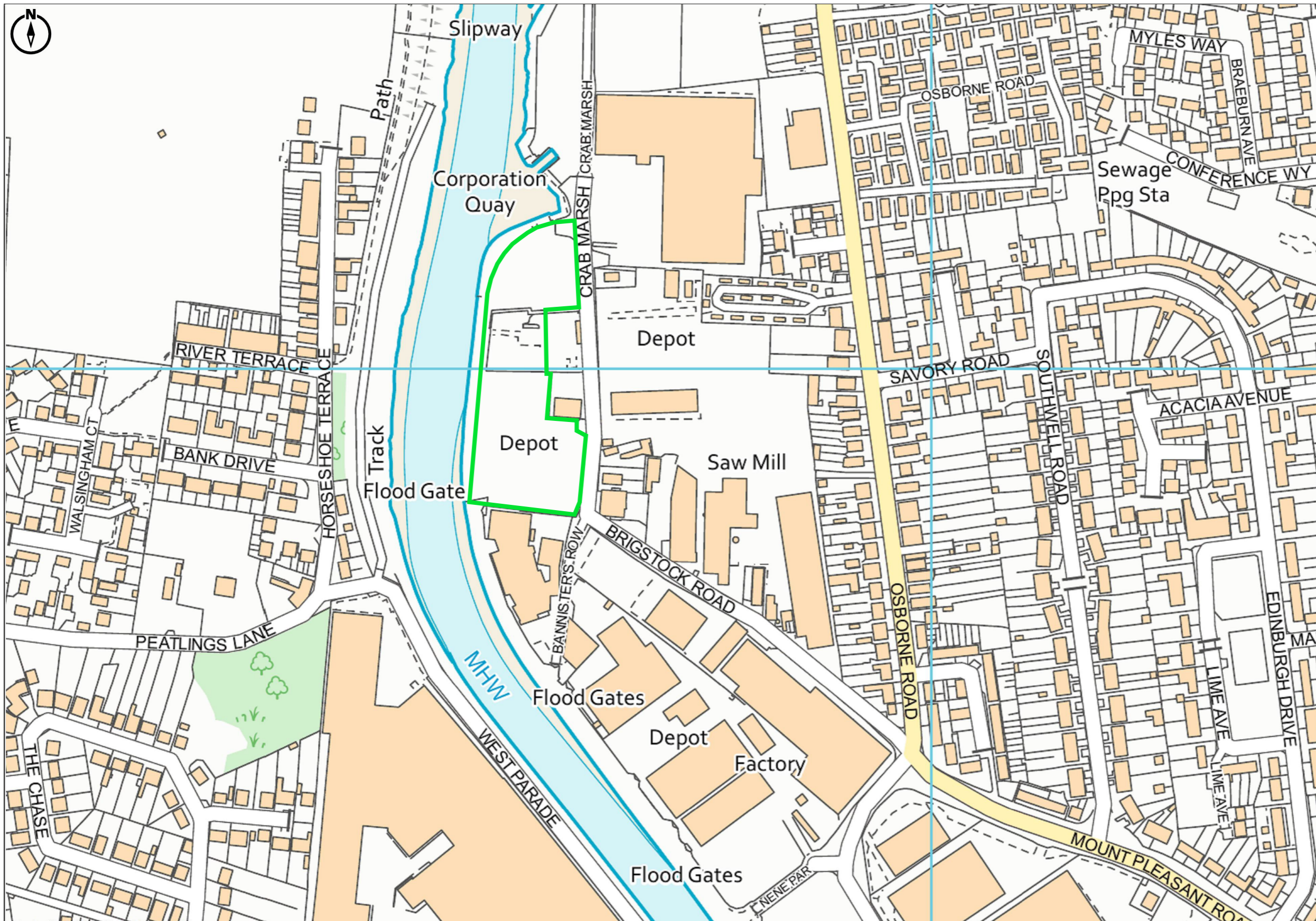
Impermeable Surface with Sealed Drainage



- Notes:-
- No firewalls, all 6m between piles of 450m3
 - No Buildings
 - No storage of hazardous or flammable materials e.g. fuels, gas cylinders
 - No ignition sources
 - No storage of vehicles or mobile plant
 - Spill kits stored outside of permitted area at Port of Wisbech offices to the south

This drawing should solely be used for permitting purposes, it is not intended as a design drawing.

REV	DESCRIPTION	BY	CHK	APP	DATE
Port of Wisbech Nene Parade, Wisbech Cambridgeshire PE13 3BB					
Tetra Tech Leeds 3 Sovereign Square, Sovereign Street, Leeds, United Kingdom, LS1 4ER Tel: +44 (0)11 3278 7111 www.tetrateteurope.com					
Project: PORT OF WISBECH PERMIT APPLICATION					
Drawing Title: PERMIT BOUNDARY AND LOCATION OF RDF STOCKPILES					
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Project No. B059539	Office 784	Type ENV	Drawing No. PER-01		Revision -



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Project: Port of Wisbech Waste Transfer Station

Title: Permit Boundary Plan

Drawing No: PWL/B059539/PER/01

Created: GA

Checked: LS

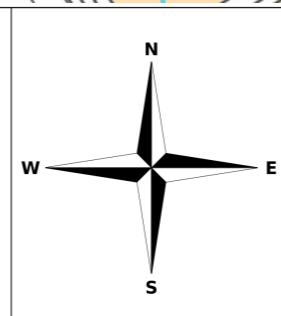
Date: 12/01/2024

Version: 1

Scale: 1:25,000

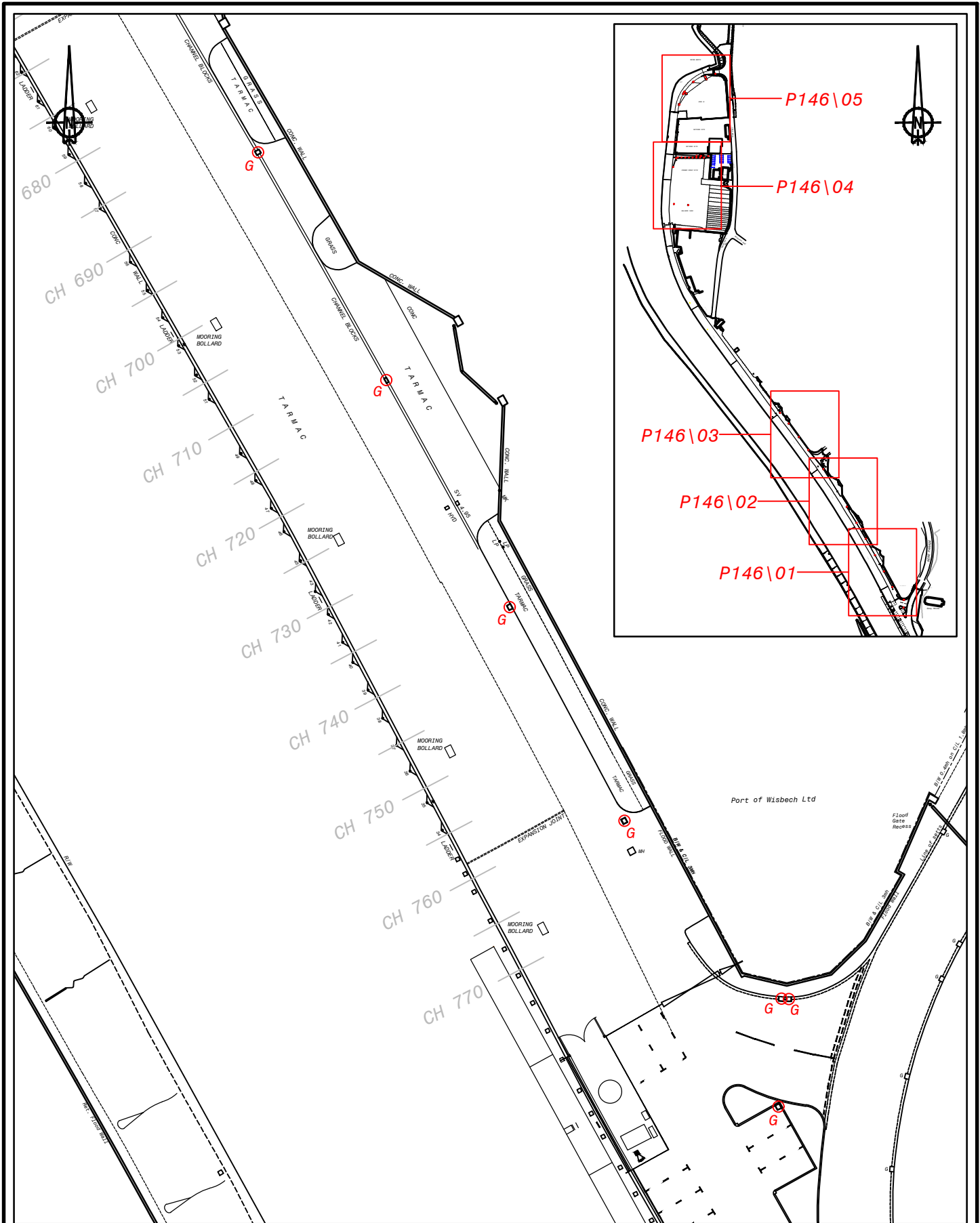
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ENVIRONMENTAL PERMIT BOUNDARY



2nd Floor,
11 York Street,
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M2 2AW


+44 161 874 4659



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Drawn	K. GOVE	OCT '23	Approved	M. GREENWOOD	OCT '23

Project
**PORT OF WISBECH
 AUTHORITY
 PORT ESTATE DRAINAGE**

Title
**NENE PARADE
 SHEET 1**



Fenland District Council
 Fenland District Council, Fenland Hall, County Road,
 March, Cambridgeshire, PE15 8NQ
 Tel: 01354 654321 www.fenland.gov.uk


Scale	Drawing No	Rev.
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Revisions					
Rev	By	Date	Aprvd	Description	
Designed	K. GOVE	OCT '23	Eng. Chk	G. EDWARDS	OCT '23
Drawn	K. GOVE	OCT '23	Approved	M. GREENWOOD	OCT '23

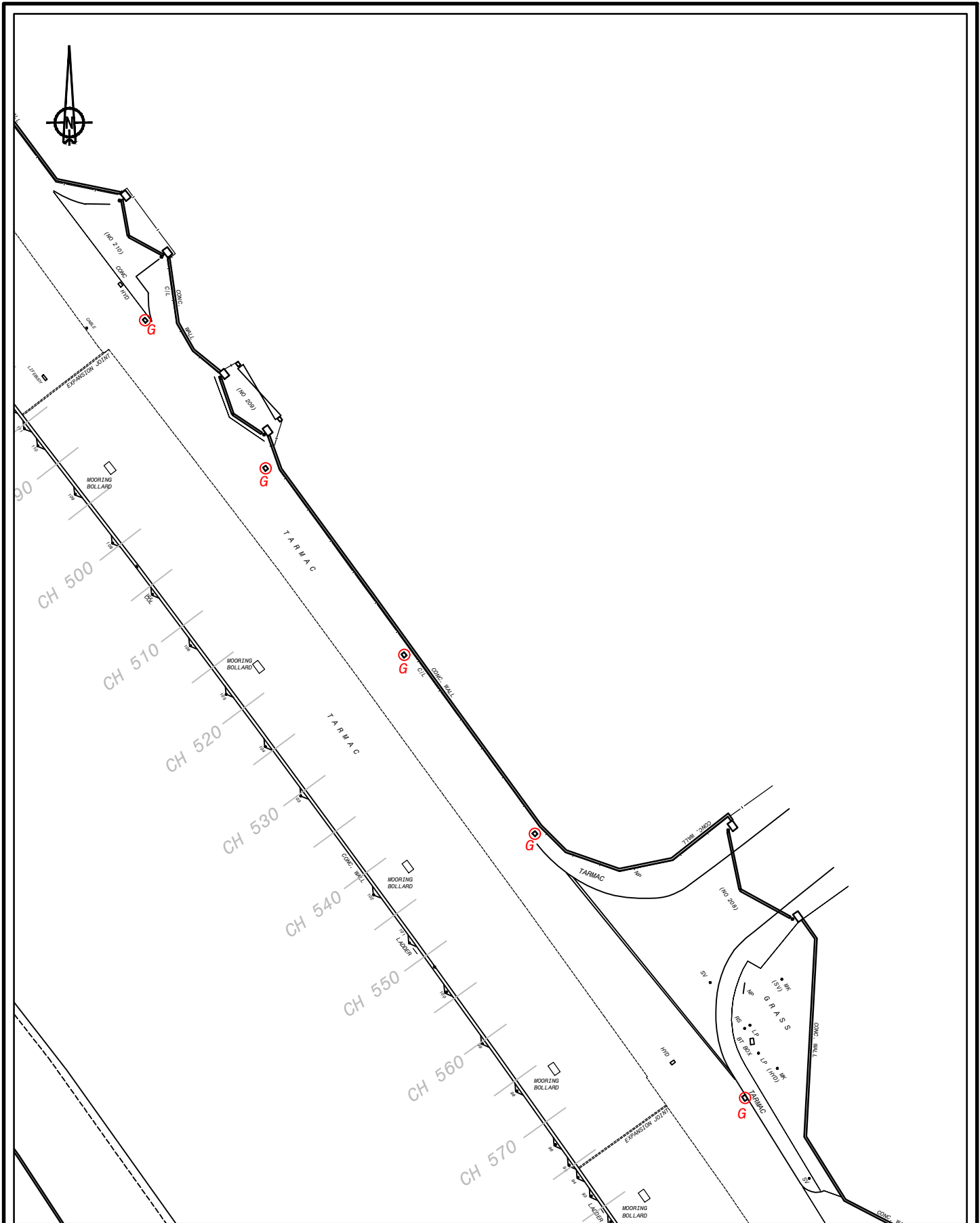
Project
**PORT OF WISBECH
 AUTHORITY
 PORT ESTATE DRAINAGE**

Title
**NENE PARADE
 SHEET 2**



Fenland District Council
 Fenland District Council, Fenland Hall, County Road,
 March, Cambridgeshire, PE15 8NQ
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Scale	Drawing No	Rev.
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Revisions					
Rev	By	Date	Aprvd	Description	
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Drawn	K. GOVE	OCT '23	Approved	M. GREENWOOD	OCT '23

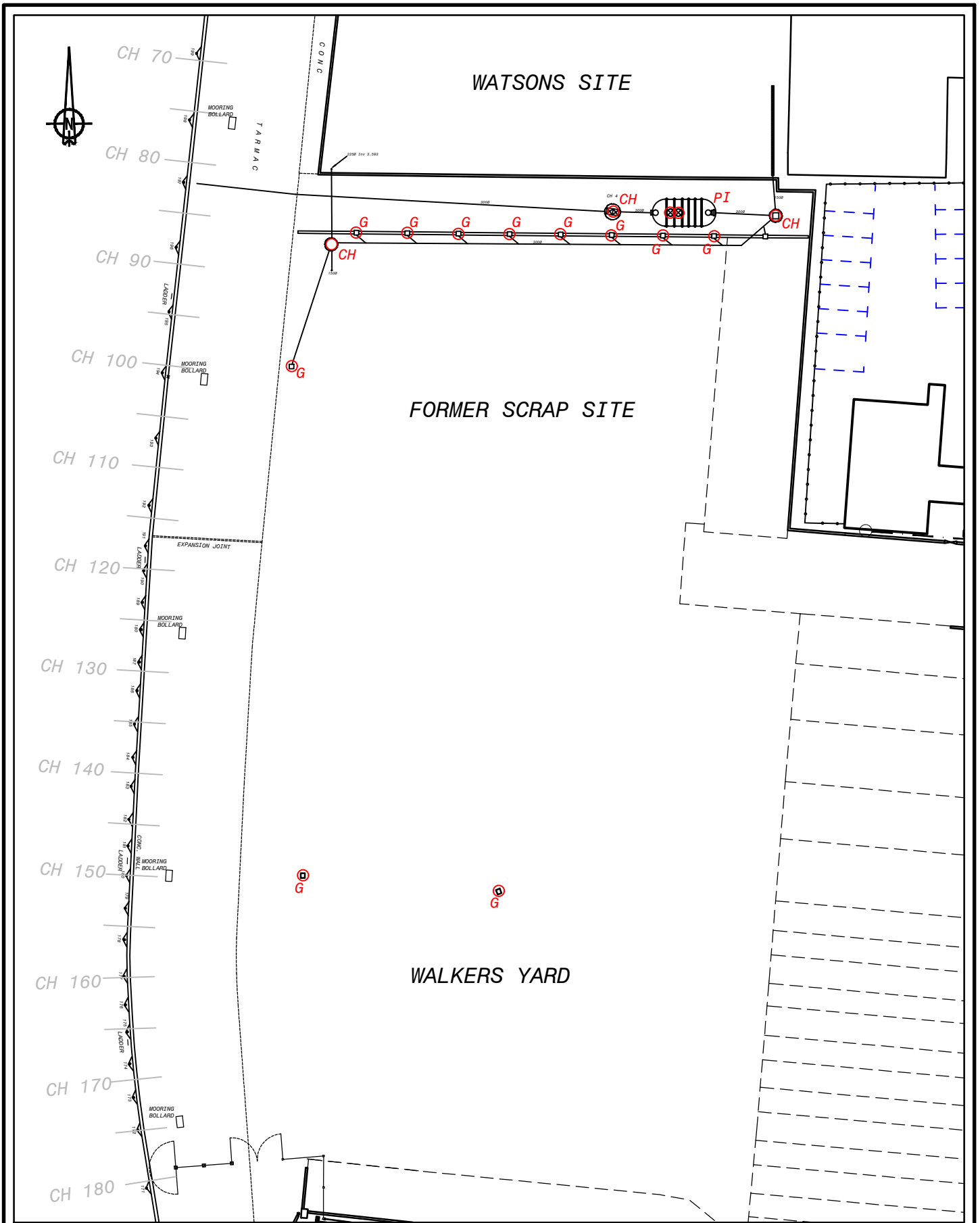
Project
**PORT OF WISBECH
 AUTHORITY
 PORT ESTATE DRAINAGE**

Title
**NENE PARADE
 SHEET 3**



Fenland District Council
 Fenland District Council, Fenland Hall, County Road,
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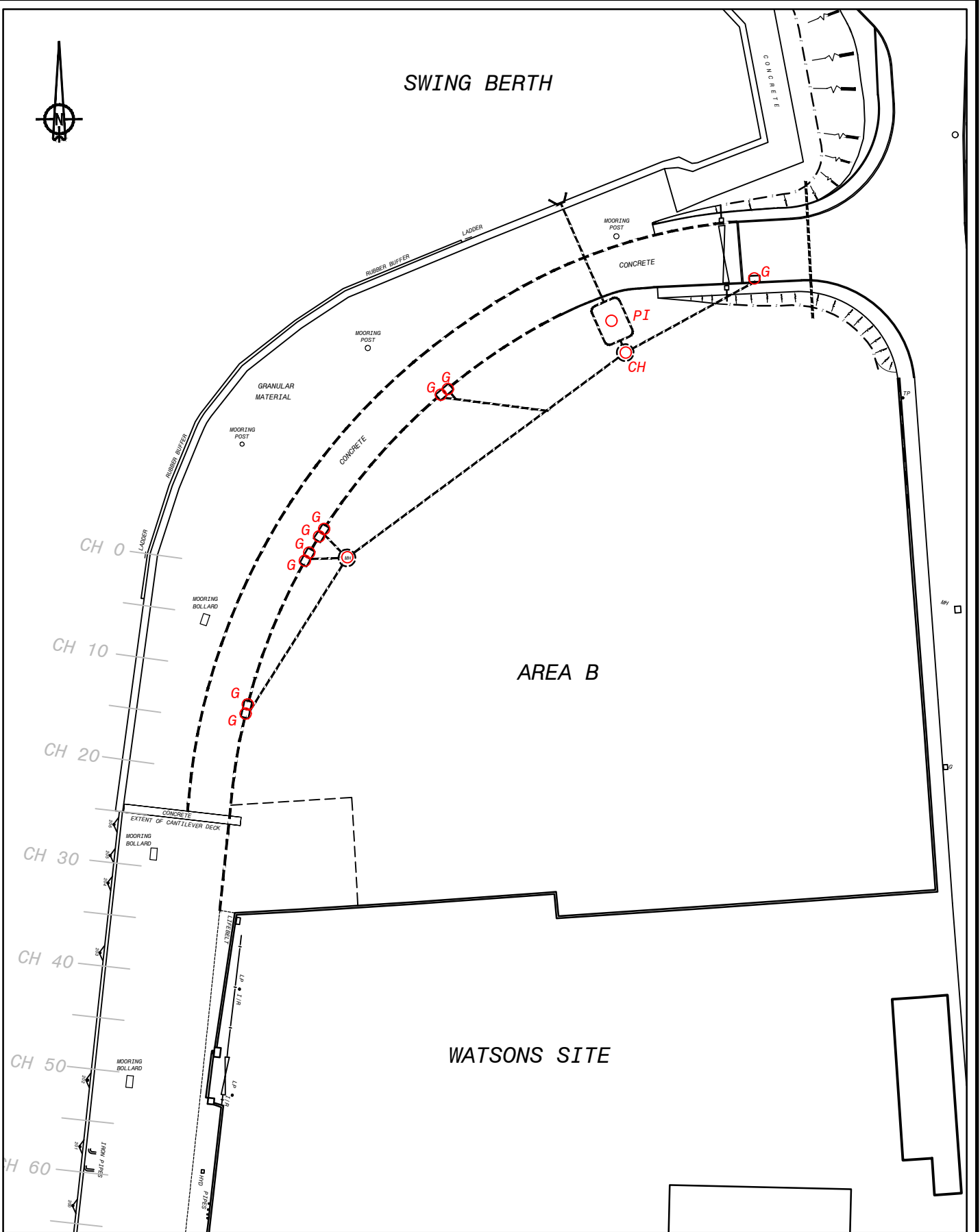
Project	PORT OF WISBECH AUTHORITY PORT ESTATE DRAINAGE
Title	WALKERS YARD



Fenland District Council
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 March, Cambridgeshire, PE15 8NQ
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SWING BERTH



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Drawn	K. GOVE	OCT '23	Approved	M. GREENWOOD	OCT '23

Project
**PORT OF WISBECH
 AUTHORITY
 PORT ESTATE DRAINAGE**

Title
AREA B



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P146\05

Rev.
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APPENDIX A - WASTE TYPES

Table A1: Waste Types

EWC Code	Description
19	Wastes from waste management facilities, off-site wastewater treatment plants and preparation of water intended for human consumption/industrial use
19 12 10	Combustible waste (refuse derived fuel)

APPENDIX B – MANAGEMENT SYSTEM SUMMARY

Port of Wisbech

784-B059539

Environmental Management System Summary

Environmental Permit Application

Port of Wisbech Limited

May 2024

**Document prepared on behalf of Tetra Tech Limited. Registered in England number:
01959704**



Tetra Tech Manchester, 2nd Floor, 11 York Street, Manchester, United Kingdom, M2 2A

Tetra Tech Limited. Registered in England number: 01959704
Registered Office: 3 Sovereign Square, Sovereign Street, Leeds, United Kingdom, LS1 4ER

DOCUMENT CONTROL

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Date:	April 2024	Checked by:	Andrew Bowker
Status:	Draft to client	Approved By:	Andrew Bowker
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1.0 SITE OPERATIONS AND INFRASTRUCTURE

1.1 SITE OPERATIONS

- 1.1.1 The management system will comprise documented procedures for all site operations in relation to start-up, normal operation and shut down. These procedures will also provide details of what measures will be undertaken in order to prevent or minimise the environmental risk from site operations.
- 1.1.2 All operational procedures will be reviewed on an annual basis as part of the management system (Section 5) and under the following circumstances: -
- After any accident, complaint, or breach of the Environmental Permit; and,
 - Changes to site operations.

1.2 SITE EQUIPMENT AND MAINTENANCE PLAN

- 1.2.1 A Planned Preventative Maintenance programme (PPM) will be incorporated into the site's management system to minimise the risk to safety, health, and the environment by ensuring that all appropriate items and elements within the site are served and inspected on a regular basis or to the manufacturer's maintenance schedules.
- 1.2.2 Details of faults, breakdowns and repairs will be documents and records will be maintained by the operator. Faults and breakdowns will be investigated, and the service schedule will be revised if necessary.

1.3 CONTINGENCY PLANS

- 1.3.1 All operational procedures will comprise contingency plans which details what actions will be undertaken in the event of any breakdown, enforced shutdowns and any changes to normal operations (e.g., flooding, or extreme weather). This will ensure that the necessary measures are employed to minimise the environmental risks arising from abnormal operating conditions.

2.0 ACCIDENT PREVENTION AND MANAGEMENT PLAN

- 2.0.1 The Accident Prevention and Management Plan will identify potential accidents that could arise from the site's operations, and the environmental consequences of those accidents. It will also provide details on how the operator will reduce the likelihood of accidents and indicates how the operator will respond should any such events occur.
- 2.0.2 The Accident Prevention and Management Plan will be reviewed on an annual basis and under the following circumstances: -
- After any accident or complaint;
 - Changes to site operations that may affect the likelihood of accidents; and,
 - Changes to emergency contacts.

2.1 CONTACT INFORMATION FOR THE PUBLIC

- 2.1.1 Given that the proposed facility comprises a waste operation, a notice board will be situated at the site entrance which will include the following information: -
- The permit holder's name;
 - An emergency contact name and telephone number;
 - A statement that the site is permitted by the Environment Agency;
 - The permit number; and,
 - Environment Agency telephone number 03708 506506 and the incident hotline 0800 807060.

2.2 COMPLAINT PROCEDURE

- 2.2.1 A complaints procedure will be incorporated into the site's management system to ensure that complaints will be handled by the operator to reassure the Environment Agency and the public that any of their concerns will be acknowledged and acted upon where appropriate. The procedure will be reviewed on an annual basis as part of the management system review (Section 5) or in the event of any significant complaints.
- 2.2.2 As mentioned in Section 2.1, a notice board will be situated at the site entrance which details the operator's and the Environment Agency's contact details. This will ensure that any member of the public can report their complaint and be confident that it will be received by the appropriate party even if they do not wish to discuss their complaint directly with the operator.
- 2.2.3 Any complaint that is received by the operator will be investigated in order to identify the cause of the complaint. Once established, necessary actions will be undertaken to prevent re-occurrence.
- 2.2.4 The operator will maintain a record of all complaints, how the complaint was investigated and any actions that were undertaken as a result of the complaint.

3.0 MANAGING STAFF COMPETENCE AND TRAINING RECORDS

- 3.0.1 To ensure that the site is operated by personnel who are suitably trained, the operator will maintain a record which identifies each job role and the training requirements for each role. This will be monitored against a training checklist which will identify whether each member of staff has received the required training to undertake their role on site.
- 3.0.2 The operator will also maintain a record of all training, experience and qualifications of staff and kept will be kept up to date.
- 3.0.3 The training requirements and training checklist for all personnel will be reviewed on annual basis as part of the management system review (Section 5) and in the event of any significant alterations to the site operations or procedures.

4.0 KEEPING RECORDS

- 4.0.1 The operator will maintain a record of documents containing information regarding the operation of the site. This will include the following: -
- Environmental permits and variation notices issued to the site;
 - Legal requirements;
 - Risk assessment for site operations;
 - Any plans that are required by the Environmental Permit;
 - Operating procedures;
 - Staff competence and training;
 - Compliance checks, findings of investigation and actions taken;
 - Complaints made, findings of investigation and actions taken;
 - Audits of management system, findings and actions taken; and,
 - Management reviews and changes made to the management system.
- 4.0.2 These documents will be kept in a convenient location on site, allowing access for any person that may be working or visiting the site.

4.1 WASTE RECORDS

- 4.1.1 The operator will keep a record that details all wastes that are accepted at the site. This will include the following details: -
- The quantity of waste to be imported;
 - The List of Wastes (England) Regulations 2005 code;
 - Original source of the waste;
 - The identity of the waste producer;
 - The date the waste arrives on site;
 - Any non-compliant materials that were received on site and what was done to the material; and,
 - Results of basic waste characterisation, compliance testing or on-site verification.
- 4.1.2 The information listed above will be provided to the Environment Agency at three-monthly intervals, within one months of the end of each period.

4.2 SITE CONDITION REPORT

- 4.2.1 A Site Condition Report was prepared by RPS Group Limited on behalf of Sims Group UK Limited for the site which is dated May 2023.
- 4.2.2 The SCR provides an assessment of the site's current condition, including details of any past uses, historic pollution events and the environmental characteristics of the site. The report concluded that whilst there may be potential for historical contamination prior to activities commencing on site, no significant breaches have been reported and no concerns have been raised by the EA since the site ceased trading in 2018.

- 4.2.3 Following an incident on-site, a report will be produced to include details of the incidents, measures that were undertaken and the effectiveness of these measures to protect the land or groundwater. This information will demonstrate that the necessary measures were undertaken to avoid any pollution risk at the point the operator seeks to surrender the environmental permit.

5.0 REVIEW OF MANAGEMENT SYSTEM

5.1 DOCUMENT REVIEW PROCEDURES

- 5.1.1 The management system will be reviewed on an annual basis to ensure compliance with the relevant guidance and regulations. The management system will also be reviewed under the following circumstances: -
- After any accident, complaint or breach of the Environmental Permit;
 - Changes to the site or operations that will require the Environmental Permit to be varied (changed); and,
 - If a new environmental problem or issue is encountered on site and a new control measure has been implemented.
- 5.1.2 The operator will maintain a record of any changes to the management system.

6.0 SITE CLOSURE

- 6.1.1 In accordance with the EA's "Develop a management system: environmental permits" Guidance, due to the nature of the site, a site closure period is not required.
- 6.1.2 In order to surrender the environmental permit in the future, a site condition report will be submitted in accordance with the Environment Agency's H5 SCR template and incorporate the site closure portions of the document.
- 6.1.3 As such no further monitoring or post closure monitoring is deemed necessary and therefore no further closure and aftercare plan has been prepared in support of this Environmental Permit Application.

APPENDIX C – TECHNICAL COMPETENCE



CIWM

CIWM (WAMITAB)
Qualifications



HSEC Services



01502 712209



6b The Walk, Beccles, Suffolk NR34 9AJ

info@hsecservices.co.uk



www.hsecservices.co.uk

Ms Rebecca Line
6 Boon Close
Chelmsford
Essex
CM3 3GX

Date: 29/02/2024

Notification of Registration with CIWM (WAMITAB) and Health, Safety & Environmental Compliance Services Limited.

Dear Ms Rebecca Line

We are pleased to confirm that you have been registered with Health, Safety & Environmental Compliance Services Ltd and the Awarding Organisation "CIWM (WAMITAB)" for the below award / unit:

- ✓ **Award:** CIWM (WAMITAB) Level 4 Certificate In waste and Resource Management – VRQ
- ✓ **Optional Unit 1:** VRQ406 - Principles and practices of managing a physical treatment processing facility (Transfer and Treatment of non-hazardous waste)

Please see below registration numbers and dates that you will be required to provide, when contacting either the Centre or the Awarding Organisation – CIWM (WAMITAB).

- ✓ **Centre Delegate Number:** H00654S
- ✓ **CIWM (WAMITAB) Number:** 134260
- ✓ **CIWM (WAMITAB) Registration Date:** 28/02/2024
- ✓ **Expiry Date:** 28/02/2025 – (Please do not input the expiry date into your question papers)

You now have 12 months from the above mentioned CIWM (WAMITAB) registration date to achieve the award. Should reregistration be required after this period, all work supplied and marked will be carried over, however this is subject to our terms and conditions and an additional reregistration fee will be incurred.

Prior to making any submission to admin@hsecservices.co.uk please ensure the above information is inserted into the top of each unit question paper (Section 1. Delegate). Please also ensure that you read the declaration page for each unit question paper "Declaration and Notes for Delegates" prior to signing section 2.

Please let us know if any information transmitted to you, such as address and most importantly names are incorrect as this is how your name will appear on any Certificate claimed. Additionally, if any personal information changes such as home address, place of work or names please contact admin@hsecservices.co.uk at your earliest opportunity, or alternatively complete "HSEC0055 – Change of details" which can be sent via a postal service and can be found at the back of section 2 in your portfolio.

These details will remain on file for the duration of your chosen qualification and for a period as outlined in "HSEC0023 - GDPR Policy".

Good luck in the completion of your qualification, remember if you need anything or you have any queries don't hesitate to contact us.

Yours sincerely

Ben Saville

Director / Centre Manager



Company Registration Number: 1123 7054



VAT Registration Number: 9467 63185



CIWM

CIWM (WAMITAB)
Qualifications



HSEC Services



01502 712209



6b The Walk, Beccles, Suffolk NR34 9AJ

info@hsecservices.co.uk



www.hsecservices.co.uk

Mr Mark Ayling
65 County Road
March
Cambridgeshire
PE15 8NB

Date: 29/02/2024

Notification of Registration with CIWM (WAMITAB) and Health, Safety & Environmental Compliance Services Limited.

Dear Mr Mark Ayling

We are pleased to confirm that you have been registered with Health, Safety & Environmental Compliance Services Ltd and the Awarding Organisation "CIWM (WAMITAB)" for the below award / unit:

- ✓ **Award:** CIWM (WAMITAB) Level 4 Certificate In waste and Resource Management – VRQ
- ✓ **Optional Unit 1:** VRQ406 - Principles and practices of managing a physical treatment processing facility (Transfer and Treatment of non-hazardous waste)

Please see below registration numbers and dates that you will be required to provide, when contacting either the Centre or the Awarding Organisation – CIWM (WAMITAB).

- ✓ **Centre Delegate Number:** H00653S
- ✓ **CIWM (WAMITAB) Number:** 134259
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These details will remain on file for the duration of your chosen qualification and for a period as outlined in "HSEC0023 - GDPR Policy".

Good luck in the completion of your qualification, remember if you need anything or you have any queries don't hesitate to contact us.

Yours sincerely

Ben Saville

Director / Centre Manager



Company Registration Number: 1123 7054



VAT Registration Number: 9467 63185