Appendix F

EMS & OPERATIONAL PROCEDURE

PR037 Picking Line Working Procedure

It is the responsibility of all employees to ensure that this procedure is followed.

Procedure

Only authorised and trained personnel are to operate the picking line and trommel. There must be at least two employees in the vicinity of the plant whilst it is in operation or in a 'live' condition.

Lone Working is not permitted at any time, regardless of your position.

Start-Up/Shut Down

Before starting the plant, you must:

- Ensure there is no maintenance or repair works being undertaken or any outstanding 'permit to work' in force. Please remember that someone may be working on a part of the plant that you cannot see. Starting the plant may cause him/her injury.
- Carry out a visual inspection to ensure all guarding and locks are in place and that the plant and belt is in good condition.
- Familiarise yourself with the positions of the 'Emergency Stop' controls located around the picking line and check they are not damaged. These are to be used in an event of an emergency to stop the plant.
- The plant should only be started after the daily inspections have taken place and if there are no defects on the plant.
- All defects must be rectified prior to starting the plant.

You Must

- Ensure all persons are clear of the MRF before starting up
- Remove isolation lock and engage power on control panel
- Press the start button, pre start up siren will sound for 5 seconds
- Trommel system will start in sequence
- The allocated person will then inspect the plant, belt, guards and bearings ensuring they are running smoothly.
- If a defect is found the plant needs to be stopped and the defect is to be reported to the supervisor.

The plant must NEVER be left unattended in a 'live' condition. Before stopping the plant for breaks or on completion of work, isolate the plant and lock off at the main panel.

To Shut Down the Picking Line/Trommel

- Ensure all material has been removed from all lines/trommel
- Press the stop button on the control panel
- Shut off isolator switch

Checks and Defects

Under no circumstances must the picking line/trommel be operated when the guarding is damaged or with any guarding missing.

You must report any defects or problems to your supervisor/manager immediately. NEVER use or attempt to start defective machinery, if you have any doubts please ask your supervisor.

Report any faults, damage or non-functioning safety features immediately to the supervisor or manager.

DO NOT attempt to rectify any problems yourself.

NEVER ATTEMPT TO START A FAULTY PLANT

Blockages

If the plant blocks or malfunctions activate the 'emergency stop' control and inform your supervisor/manager immediately. DO NOT attempt to clear any blockages until instructed to do so.

Blockages should only be attempted to be cleared when the plant is fully isolated and locked off.

NEVER attempt to clear a blockage on your own; there must be a minimum of two people and a supervisor present to clear any size blockage.

Isolation and Lock Off

All personnel must be familiar with the full isolation and lock off procedure prior to commencing

- Shut down the plant.
- Switch of the power supply to the plant using the isolator switch on the main control panel.
- Lock Off the plant and the cabinet ensuring only authorised persons have access to the main controls.
- Only trained persons are allowed to lock off the plant.

Maintenance and repair work will be carried out by trained and authorised personnel only. Before the work is carried out the full isolation and lock off procedure must be followed.

If you need to leave your station on the line throughout the day please inform your supervisor to ensure we are aware of your whereabouts.

When working within the MRF please stay alert to mobile plant, vehicle and people movement

PR050 Spill Procedure

Purpose
This procedure outlines the steps to manage a chemical spill in order to minimise the potential for injury and damage to the environment.

Scope
The procedure applies to any event that results in the uncontained spill of a hazardous substance at any R Collard site.

Major Chemical Spill
Emergency Procedures should consider the immediate danger to persons and ensure effective containment and clean up, appropriate disposal of waste material and notification to all relevant authorities.

- Do not touch any harmful substance. Take precautions to protect yourself if necessary.
- Raise the alarm – evacuate persons not involved in contamination from the area. Isolate contaminated individuals and treat as per MSDS. Isolate affected persons and keep on site. If required, call a first aider
- Contact your line manager and a member of the Health and Safety team. Notify Emergency Services if necessary.
- Close all doors to prevent further contamination. Secure the area to keep non-emergency response personnel away from danger.
- Assist the emergency response personnel and supply the Material Safety Data Sheet/s if the chemicals are known.
- In conjunction with expert assistance, minimise the spread of contamination and commence decontamination/clean up procedures.

Guidelines For Spills
Environmental Health and Safety Manager must be informed. Prior to cleaning up a spill, be sure that you can do so safely. You must have the right personal protective equipment, including, at a minimum, appropriate eye protection and protective gloves. Additional protective equipment may be required for spills that present special hazards (such as corrosive or reactive spills or spills that have a splash potential).
As a rule of thumb, if you need a respirator, you should request outside assistance because you do not have a simple spill. The following steps should be taken during spill clean-up.

Prevent the Spread of Dusts and Vapours
If the substance is volatile or can produce airborne dusts, close all doors and increase any internal ventilation systems if available (i.e. fume hoods) to prevent the spread of dusts and vapours to other areas.

Neutralise Acids and Bases (if possible)
Spills of most liquid acids or bases, once neutralised, can be mopped up and rinsed down the drain. However, be careful because the neutralization process is often vigorous, causing splashes and yielding large amounts of heat. Neutralize acids with soda ash or sodium bicarbonate. Bases can be neutralized with citric acid or ascorbic acid. Use pH paper to determine when acid or base spills have been neutralized.

Control the Spread of the Liquid
Contain the spill. Make a dyke around the outside edges of the spill. Use absorbent materials such as vermiculite, cat litter, or spill pillows.

Absorb the Liquid
Add absorbents to the spill, working from the spill's outer edges toward the centre. Absorbent materials, such as cat litter or vermiculite, are relatively inexpensive and work well, although they are messy. Spill pillows are not as messy as other absorbents. Note that special absorbents are required for chemicals such as hydrofluoric and concentrated sulfuric acids.

Collect and Contain the Clean Up Residues

The neutralised spill residue or the absorbent should be scooped, swept, or otherwise placed into a plastic bucket or other container. For dry powders or liquids absorbed to dryness, double bag the residue using plastic bags. Additional packaging may be required before the wastes can be transported. For spills of powders or solid materials, you may need to add a dust suppressant. Be sure to place descriptive labels on each container.

Dispose of the Wastes
Keep clean up materials separate from normal waste. Contact your environmental health and safety officer for guidance in packaging and labelling clean up residues. Promptly place clean up wastes in an appropriate hazardous waste receptacle.

Decontaminate the Area and Affected Equipment.
Ventilating the spill area may be necessary. Open windows or use a fan unless the area is under negative pressure. Test the air to ensure that hazardous vapours are gone. For most spills, conventional cleaning products, applied with a mop or sponge, will provide adequate decontamination.

Spill Kits
All our sites are supplied with spill kits available to deal with spills. The kit may include:

- A barrier to contain a spill such as clean, dry sand or a commercial product.
- Materials to absorb the spill
- Personal protection equipment including protective clothing
- Chemically resistant gloves
- Appropriate containers in which to store waste and contaminated materials e.g. plastic bags and buckets.
- Warning signs and barriers.

Incident Reporting

Incidents involving a hazardous material must be reported to a member of the health and safety team and an investigation will be carried out.

PR061 Waste Acceptance Procedure

Purpose

To detail the correct procedure for safely accepting waste on-site and ensuring that the required legal paperwork is completed correctly in order to ensure all waste acceptance and removal is correctly recorded.

Scope

All waste streams arriving onto site.

Relevant Legislation

- Environmental Protection Act 1990 (Duty of Care)
- Environmental Permitting Regulations 2016 (as amended)

General

It is important that Transfer Notes for the receipt of waste on site are completed correctly and with sufficient level of detail to ensure knowledge of, and therefore control over, the waste streams generated and removed from the site.

Procedure for Waste Transfer Facility

Upon arrival to the waste transfer facility, all waste delivery vehicles will be directed to the weighbridge or site office. Drivers will then report to the weighbridge/ site office and provide documents detailing the source and description of the waste. Where possible, loads will be visually inspected by the weighbridge operator to ensure compliance with the permit.

If the waste is Inert and from a site that has more than 100m3 to dispose of, the customer must have submitted a Waste Information Form (SD123) that has been fully reviewed and approved by a member of the management team. Site is responsible for recording the volume of waste delivered against the authorised Waste Information Form and ensuring only the authorised volume is delivered.

Waste will only be accepted from licenced waste carriers.

The following details will be recorded;

- The date and time of delivery of the load;
- The origin of the waste;
- The quantity and characteristics of the waste;
- The producer;
- Details and description of the vehicle delivering the waste, the driver's signature and the operator of the vehicle.
- Any other information as applicable, such as whether the load is 'hot' and requires quarantine prior to processing, or whether a non-permitted waste code has been received.

All waste must be accompanied by a waste transfer note in order to be accepted at the site. The waste transfer note will be check at the weighbridge and all paper work will be completed at the weighbridge office. A waste acceptance check will be undertaken at the weighbridge with additional visual checks being undertaken at the point of discharge and during the processing of the waste. Site operatives are made aware of the permitted waste types.

Waste will be received in line with the relevant Waste Acceptance Procedure Flows below.

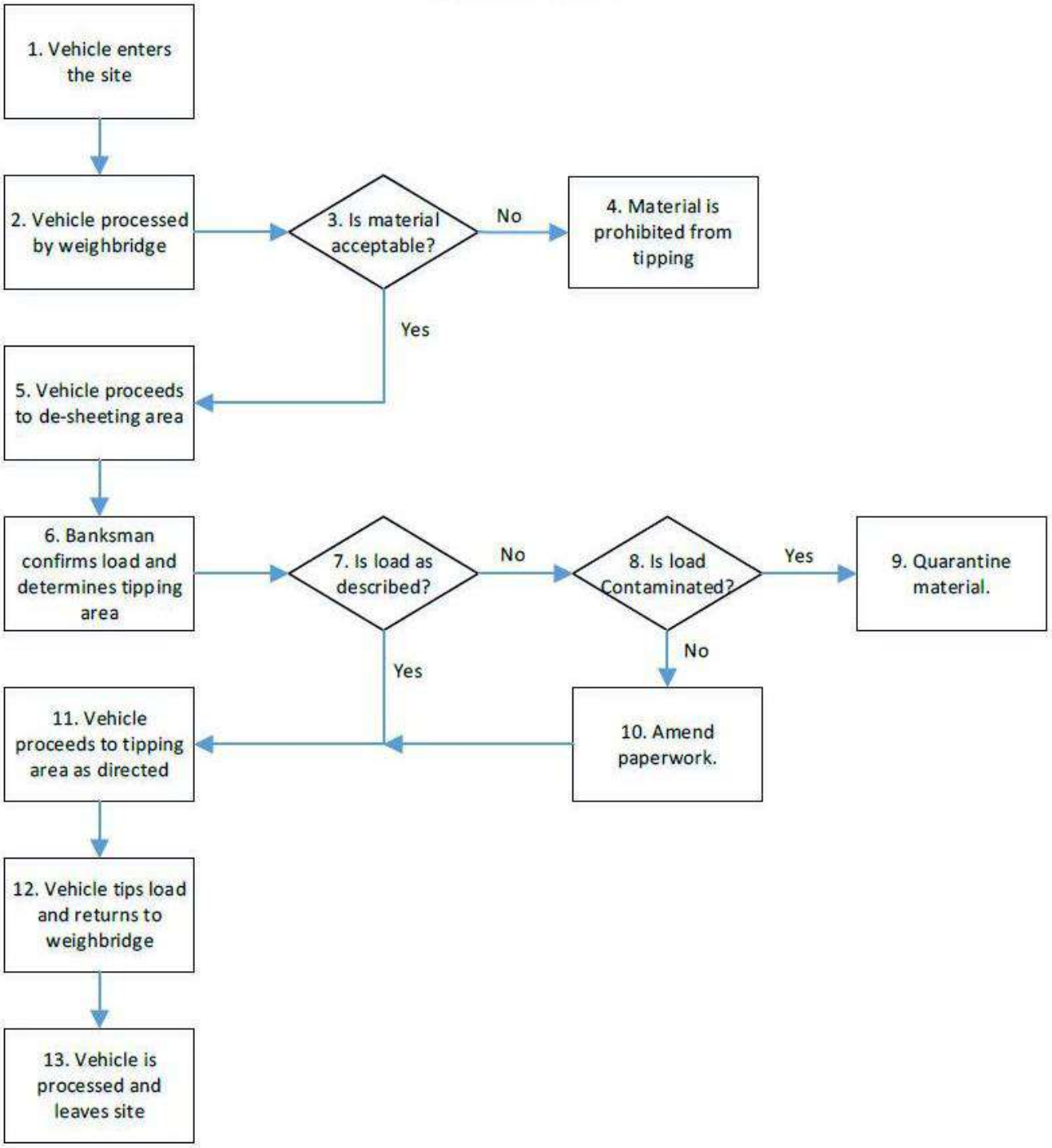
No waste will be accepted at the site which does not comply with the conditions of the Environmental Permit. Any loads that are found not to comply with the conditions of the Permit, or do not conform to the description provided by the waste producer/carrier will not be accepted at the site. A note will be made in the site diary of any incidents involving unauthorised waste, and a record of the rejected waste will be maintained.

In the event that non-permitted wastes are inadvertently delivered to the site, the unauthorised waste will be loaded back onto the vehicle that discharged it, if it is possible and safe to do so. If this is not possible, then the unauthorised waste will be stored on the site in the quarantine area.

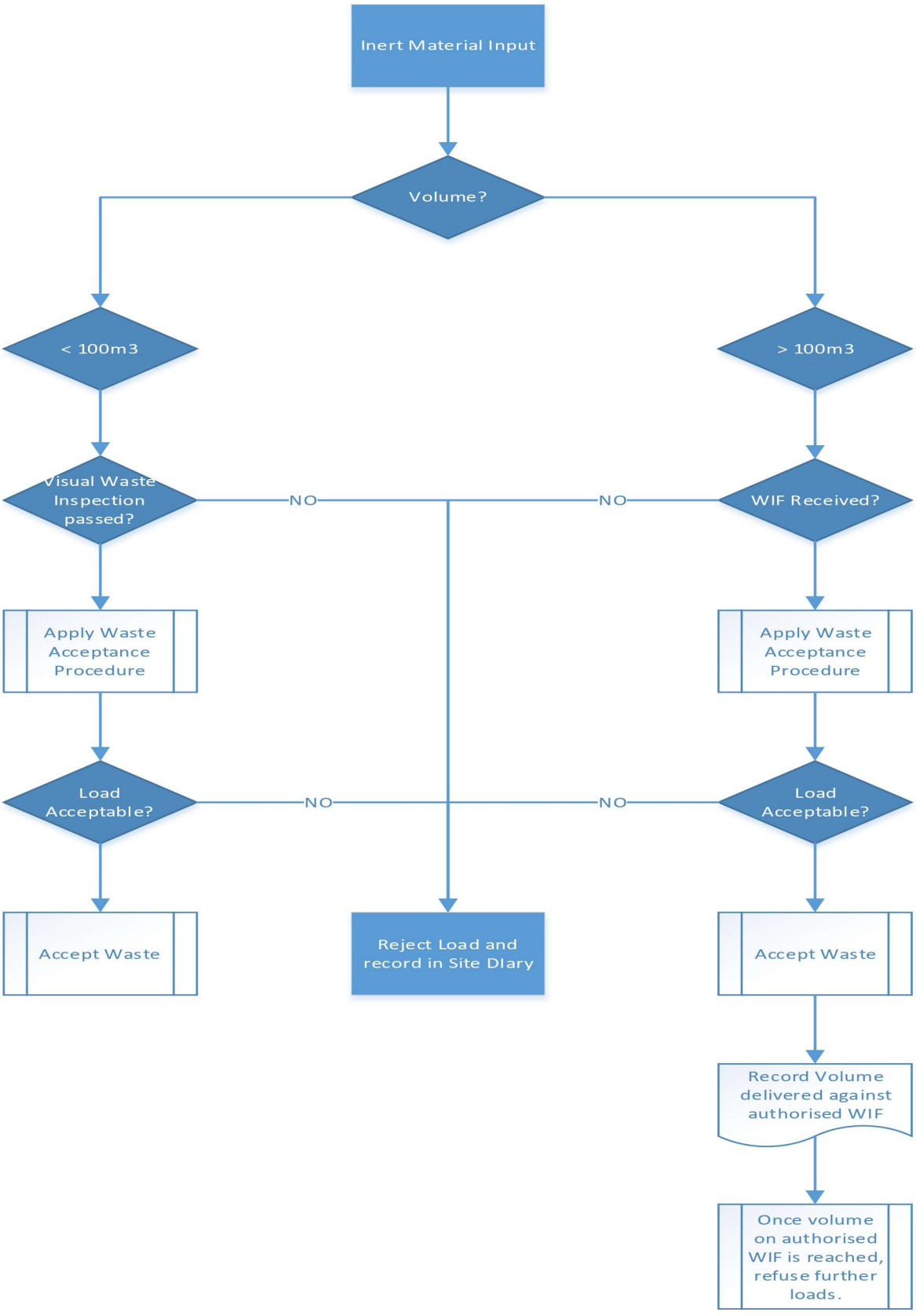
Such wastes will be removed from the site as soon as practicable. The incident management procedures in the company Management System will be employed and appropriate records will be kept of the incident and subsequent action.

In the event that a hot load is received, for example, a load which is emitting steam, smoke or has a temperature of >10°C above ambient, the load will be quarantined to allow it to cool sufficiently to allow processing.

Waste Acceptance Process Flow



Inert Waste Acceptance Procedure



PR075 Dangerous Goods Procedure

1. Purpose:

This procedure sets out our arrangements to ensure our duty of care in respect of waste carriage and to ensure that at all times waste is transported in a safe and professional manner and that all risks to driver / passenger safety and the general public have been identified and appropriate controls are in place to mitigate these risks.

Our carriage of dangerous goods and waste policy is designed to meet the Environmental Protection Act 1990 (EPA). In relation to the duty of care set out in that Act.

2. Relevant Legislation:

- Environmental Protection Act 1990 (Duty of Care)
- Environmental Permitting Regulations 2016 (as amended)

3. General:

It is important that Transfer Notes for the receipt of waste on site are completed correctly and with sufficient level of detail to ensure knowledge of, and therefore control over, the waste streams generated and removed from the site.

4. Procedure for Waste Transfer Facility:

Upon arrival to the waste transfer facility, all waste delivery vehicles will be directed to the weighbridge or site office. Drivers will then report to the weighbridge/ site office and provide documents detailing the source and description of the waste. Where possible, loads will be visually inspected by the weighbridge operator to ensure compliance with the permit. This inspection will be recorded on the Waste Inspection Form (SD123)
If the waste is Inert and from a site that has more than 100m3 to dispose of, the customer must have submitted a Waste Information Form (SD123) that has been fully reviewed and approved by a member of the management team. Site is responsible for recording the volume of waste delivered against the authorised Waste Information Form and ensuring only the authorised volume is delivered.
Waste will only be accepted from licenced waste carriers.
The following details will be recorded;

- The date and time of delivery of the load;
- The origin of the waste;
- The quantity and characteristics of the waste;
- The producer;
- Details and description of the vehicle delivering the waste, the driver's signature and the operator of the vehicle.
- Any other information as applicable, such as whether the load is 'hot' and requires quarantine prior to processing, or whether a non-permitted waste code has been received.

All waste must be accompanied by a waste transfer note in order to be accepted at the site. The waste transfer note will be check at the weighbridge and all paper work will be completed at the weighbridge office. A waste acceptance check will be undertaken at the weighbridge with additional visual checks being undertaken at the point of discharge and during the processing of the waste. Site operatives are made aware of the permitted waste types.
Inert Waste will be received in line with procedure below (page 3).
No waste will be accepted at the site which does not comply with the conditions of the Environmental Permit. Any loads that are found not to comply with the conditions of the Permit, or do not conform to the description provided by the waste producer/carrier will not be accepted at the site. A note will be made in the site diary of any incidents involving unauthorised waste, and a record of the rejected waste will be maintained.
In the event that non-permitted wastes are inadvertently delivered to the site, the unauthorised waste will be loaded back onto the vehicle that discharged it, if it is possible and safe to do so. If this is not possible, then the unauthorised waste will be stored on the site in the quarantine area.
Such wastes will be removed from the site as soon as practicable. The incident management procedures in the company Management System will be employed and appropriate records will be kept of the incident and subsequent action.
In the event that a hot load is received, for example, a load which is emitting steam, smoke or has a temperature of >10°C above ambient, the load will be quarantined to allow it to cool sufficiently to allow processing.

5. Hazardous Waste:

Waste is hazardous when it contains substances or properties that might make it harmful to human health or the environment. The legal definition of "hazardous" is based around 14 different properties, some of which are in everyday usage, i.e. explosive and flammable, while others are more obscure.

From July 2004 the introduction of new legislation meant that the number of landfill sites able to accept hazardous waste dramatically reduced. In conjunction with this, the Hazardous Waste Regulations have expanded the definition of hazardous waste to include over 180 additional types of waste, e.g. fluorescent tubes, electrical equipment, fridges and batteries. The combination of these two major changes is placing considerable extra pressure on the management of hazardous waste.

Further changes have been introduced requiring waste to be treated before it goes to landfill; waste management companies pass this cost onto businesses producing the waste. It is also worth noting that transport costs will increase as waste management companies have to travel further to find a suitable landfill site.

Duty of care requires that waste must be properly described in relation to the European Waste Catalogue (EWC) to ensure safe handling and disposal. Where waste is mixed, more than one code may be necessary to properly describe the mixture. There is no limit on the number of EWC codes that can be used, but the producer must adequately describe each of the individual waste streams in the mixture.

Prior to the handling of suspect waste, safe working procedures shall be drawn up for the specific hazards. These safe systems shall include:

MINIMISING OF EXPOSURE

There are a number of techniques that can be used. These consist of:

- Placing a barrier layer of material, if specified, as soon as possible.
- Providing suitable protective clothing for all exposed personnel.
- Providing adequate washing and changing facilities.
- Handling suspect waste away from offices, stores and workshops to reduce the numbers of those at risk.
- Instructing all personnel on the dangers from the waste.
- Programming the works, where possible, so that they are not carried out in dusty conditions, or damping down the area to prevent or reduce the dust.
- Prohibiting smoking, eating and drinking on the site.

There are also specific precautions that are necessary for the handling of certain substances, such as asbestos and lead, and the relevant section of this manual should be consulted. Expert advice should be taken wherever there is any doubt regarding the method of minimising or reducing exposure.

CONTAINMENT OF CONTAMINATION

Where the dust from the waste is likely to be contaminated, dust monitoring and wetting down of the site shall be carried out.

The waste shall be located, where possible, at a sufficient distance from the site boundary to ensure that contamination leaving the site is at acceptable levels.

Vehicles, which may be contaminated, shall be washed down before leaving the site.

MONITORING OF EMPLOYEES

If employees are likely to be absorbing any of the chemicals on site, an occupational physician, as recommended by the Employment Medical Advisory Service (EMAS), shall carry out medical examinations. All records of these medicals shall be confidential and copies shall be forwarded to EMAS for retention on their data bank.

AUTHORITIES AND ADVISORY BODIES

Prior to work commencing on suspect waste the following authorities and/or advisory bodies shall be consulted, where appropriate:

- The Health and Safety Executive;
- The Local Authority Environmental Health Department;
- The Local Authority Waste Disposal Department;
- The Interdepartmental Committee of the Redevelopment of Contaminated Land, Department of the Environment, 43 Marsham Street, London SW1 3PY.

6. Vehicle Requirements and Driver Competence

All vehicles carrying packaged asbestos over the load limit exemption require marking with orange plates front and rear. (ADR 5.3.2.1.1) and drivers must carry their ADR driver training certificate ("ADR license"). In addition, all vehicle crew, anyone loading fibrous asbestos and drivers of loads under the load limit must have received dangerous goods awareness training in compliance with ADR 1.3.

Skips meet the definition of "container" (ADR 1.2.1) so, unless the load limit exemptions apply (very unusual for skips), they must be marked as required by ADR 5.3.1.2 (UN Class 9 hazard placards on all four sides), and the vehicle must also display plain orange plates front and rear (ADR 5.3.2.1.1).

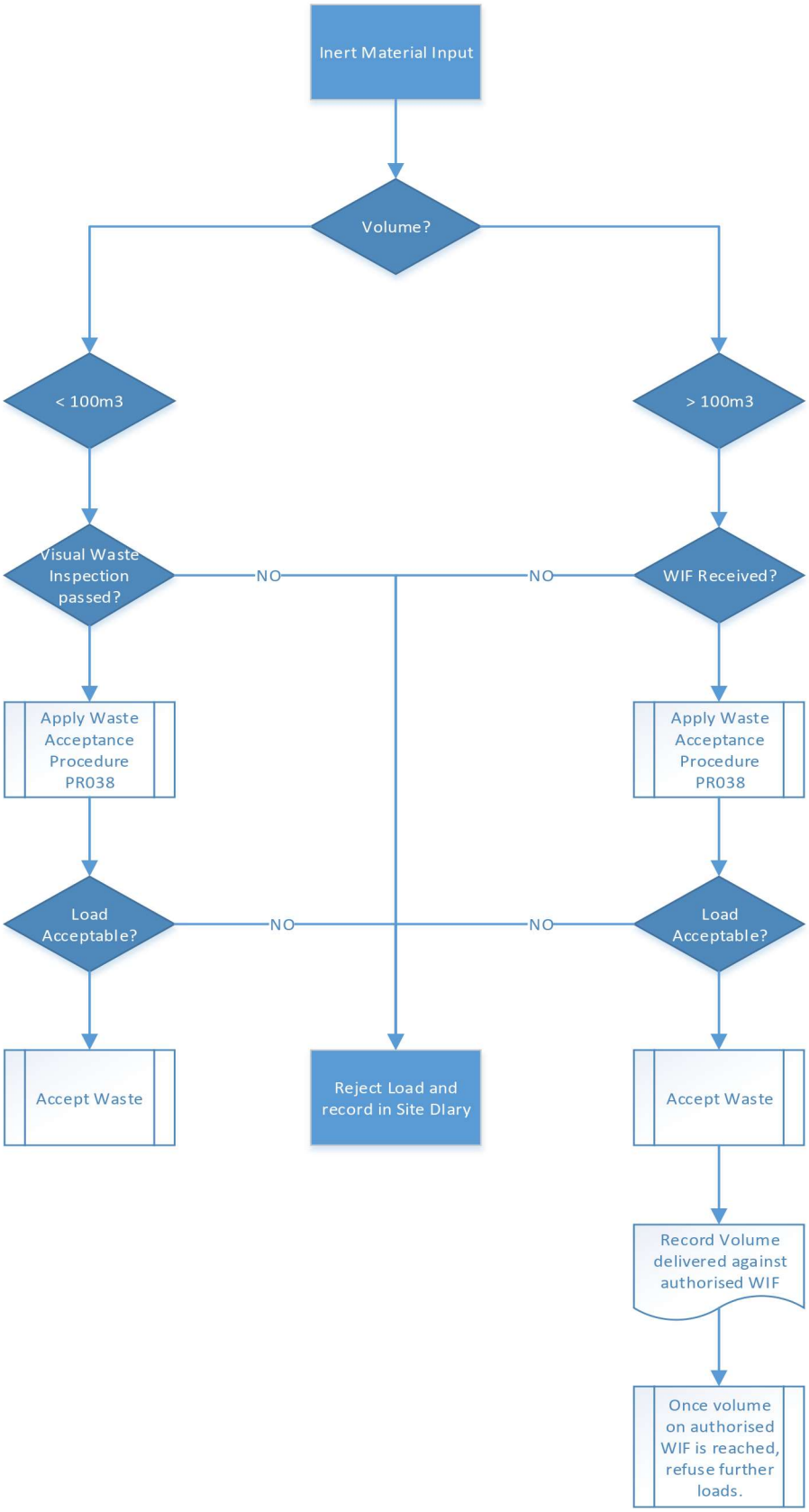
7. Dangerous Goods Advice

Professional dangerous goods advice services are provided by;

Ward International Consultant Ltd
70 Marks Tey Road
Fareham
Hampshire
PO14 3UR

+44 (0)1329 280280
Info@wardint.co.uk

PR075 Dangerous Goods Procedure



PR0201 Sampling, Testing and Categorising Waste Fines

Purpose

Within the Collard Environmental Ltd business, it is very important that all waste fine materials entering and leaving any permitted facility are sampled, tested and categorised correctly in line with the correct legal requirements.
Relevant Legislation

- Environmental Protection Act 1990 (Duty of Care)
- Environmental Permitting Regulations 2016 (as amended)
- Technical Guidance WM3

General good practise

In the interests of best practice, the following processes should be applied wherever possible: -

- Actively encourage customers to source segregate waste materials wherever possible
- Engagement with customers to ensure where segregation is taking place on site it is being completed in line with industry standards
- Upon collection of waste materials from customers premises, the driver/operator is visually inspecting the materials to match the description and EWC code detailed on the WTN
- Upon arrival at any Collard MRF for treatment PR061 Waste Acceptance Procedure is adhered to
- All wastes to be presented to the correct segregated storage areas on site

Fines Production

- The fines produced from waste are typically small bottom end fractions generated from the mixed waste being fed into the process. Typically, the screen sizes passing fine materials will range between 10 – 25mm dependant on the technology, environment, weather and outlet.
- It is very important that all plasterboard within any facility is never mixed or processed through the mixed waste line where fines are produced.

Sampling

All sampling should be conducted in line with Appendix D of WM3 Technical Guidance. It is the site managers responsibility to ensure the sampling is completed correctly.

- You must properly plan and conduct the sampling programme to ensure you obtain accurate and representative results, so a reliable assessment takes place.
- You need to prepare a sampling plan before you take the first sample. This will help you ensure you've considered relevant factors and take sufficient representative samples.
- Then all parties will have confidence in the reliability of the results and their interpretation.
- You should be prepared to provide a copy of your sampling plan to support any waste classifications and hazardous waste assessments you have made.

PR0201 Sampling, Testing and Categorising Waste Fines

Testing

Once a sample has been collected it should be sent to a UKAS Accredited laboratory for analysis and classification. The testing frequencies are set out in the table below: -

Site	Address	Permit	Fines LOI	Fines Chemical (solid & WAC, full suite under WM3)	Catagorisation under WM3 of Fines Chemical test
Eversley Recycling & WTS	Brickhouse Hill, Eversley, Hook, Hants, RG27 0PZ	EPR/QP3490EA/V002	<300m3	<1000m3	<1000m3
Reading Recycling & WTS	128 Cardiff Rd, Reading RG1 8PQ	EPR/EP3893VZ/V002	<300m3	<1000m3	<1000m3
Ewshot WTS	Beacon Hill Road, Farnham, Surrey	EAWML100104	<300m3	<1000m3	<1000m3
Longparish Recycling & WTS	A303 Enviropark, Drayton Road, Barton Stacey, Hampshire, SO21 3QS	ERP/ZP3698EQ	<300m3	<1000m3	<1000m3
Nursling WTS	Lee Lane, SO16 0AD	ERP/FB3033DA	<300m3	<1000m3	<1000m3
Chilton WTS	Old Newbury Road, Chilton, OX11 0RP	ERP/MP3940VG/T001	<300m3	<1000m3	<1000m3

Classification

- Must be worked out before the waste is moved
- Must be included on waste documents and records
- Determines the controls that apply to movement of the waste
- Classification is needed to identify a suitably authorised waste management option for end destination

PRO201 Appendix 1 Template Sampling Plan

Sampling plan for waste classification and assessment	
Sampling plan name / ref. Date prepared: Prepared by: Prepared for:	
Preparatory steps	
Involved parties:	
Objectives :	Technical goals:
Background information researched: • site details • process or nature of arising • type, form and amount of material • known physical, biological or chemical characteristics • operational procedures that may affect characteristics • previous investigations or analysis	
Determine level of testing required:	
Constituents to be tested:	
Health and safety precautions, and access restrictions:	
Technical Goals	
Define • populations, and • subpopulations	
Variability and causes: • spatial, • temporal	
Scale of sampling	

Practical instructions and sampling methodology (CEN/TR 15310-1&2)	
Name and Organisation of sampler	
Other parties present during sampling (name and organisation)	
Statistical approach to be used	
Sampling approach and pattern (including justification)	
Identify sampling place and points	
Sampling equipment needed	
Sampling equipment to be used	
Sample details • individual or composite • number of samples / increments • size of samples / increments	
Requirements for sample reduction	
Requirements for on-site determinations	
Sample ref. number methodology	
Anticipated restrictions or limitations that may impact on data reliability	
Sub-sampling (CEN/TR 15310-3)	
Detail procedure used (if applicable)	
Packaging, preservation, storage, and transport requirements (CEN/TR 15310-4)	
Packaging (type, size, material considering risk of adsorption/reaction, cleaning etc.)	
Preservation (samples shall be packed and transported in such a way that their condition at the time of sampling is preserved)	
Storage	
Transport method	
Transport company details: Contact:	Delivery date:
Analytical laboratory	
Company details :	Contact name:

PR0203 Processing of Active Material – Process Flow