

# **MANAGEMENT SYSTEM**

**WasteCare Ltd.  
Unit 1  
Colthrop Business Park  
Colthrop Lane  
Thatcham  
Berkshire  
RG19 4NB**

***Facility Type:***

***Hazardous & Non- Hazardous - Commercial and Industrial Waste Transfer  
Station with Treatment***

**Document Reference WC/THMMS-001**

# Table of Contents

1.0 GENERAL INTRODUCTION .....	1
2.0 OPERATIONS.....	1
3.0 REGULATED ACTIVITIES .....	1
<i>SCHEDULE 1</i> .....	2
Aerial Site Plan .....	3
Waste Storage and Site Plan .....	4
<i>SCHEDULE 2</i> .....	5
<i>MANAGEMENT SYSTEM</i> .....	5
MS4.1 SPECIFIED WASTE MANAGEMENT OPERATIONS .....	6
MS4.2 HOURS OF OPERATION .....	6
MS4.3 STAFFING AND SUPERVISION .....	7
MS4.4 ENGINEERED SITE CONTAINMENT AND DRAINAGE SYSTEM.....	7
MS4.5 SITE IDENTIFICATION BOARD .....	7
MS4.6 SITE SECURITY.....	7
MS4.7 WASTE ACCEPTANCE, CONTROL SYSTEMS AND PROCEDURES .....	8
MS4.8 WASTE QUANTITY MEASUREMENT SYSTEM .....	13
MS4.9 SPECIFIED WASTE TREATMENT PROCESS PLANT EQUIPMENT AND PROCEDURES.....	14
MS5.0 CONTROL, MONITORING AND REPORTING OF AERIAL EMISSIONS OF DUST, FIBRES AND PARTICLES.....	21
MS5.1 CONTROL OF ODOUR EMISSIONS .....	21
MS5.2 CONTROL OF LITTER.....	21
MS5.3 SECURITY AND AVAILABILITY OF RECORDS .....	21
MS5.4 SITE DIARY .....	22
MS5.5 STORAGE OF WASTE WITH SPECIFIED HAZARDOUS PROPERTIES OR FORMS .....	22
Appendix 1 - Incident and Emergency Procedure (7.7/2 THM).....	27

### *Document References*

- MS4.7      Waste Acceptance Procedure SOP-GP-ENV-2 (7.1/20)  
Laboratory Chemicals Handling Procedure 7.2/13A & B  
Waste Rejection Procedure 7.1/9
- MS4.8      Weighing Procedure 7.1/14
- MS4.9      Waste Despatch Procedure 7.1/5  
Bulking Procedure SOP-GP-ENV-5
- MS5.5      Waste Storage Procedure SOP-GP-ENV-3THM (7.1/17THM)  
Spillage Procedure 7.7/4  
Site Checks Instruction WI 95
- Appendix 2      Incident and Emergency Procedure 7.7/2 THM

All company procedures and work instructions are stored on the company intranet system and are available both on and off site at all times along with the site training matrix which ensures all staff have completed necessary training and refresher training.

## 1.0 GENERAL INTRODUCTION

The main features of the site are as follows.

1. To act as a regional collection and waste transfer station covering the East of England for WasteCare Ltd, where non-hazardous and hazardous wastes will be stored on a short term basis prior to shipment off-site to a suitable recovery outlet. This can be a WasteCare owned and operated facility or an approved and audited third party specialist supplier
2. To carry out the off-loading, repackaging, bulking and despatch of hazardous and non-hazardous packaged waste streams.
3. Baling and compaction of polystyrene, plastic bags and cardboard waste stream to increase off-site recycling of each stream separately.

## 2.0 OPERATIONS

- 2.1 The site is operated in accordance with an Environmental Management System (EMS), which meets the requirements of the Environment Agency's Guidance.
- 2.2 Permitted wastes, including the European Waste Catalogue (EWC) references, are detailed in section MS4. Waste acceptance procedures will be employed at the site to ensure that only permitted wastes are accepted at the site. Permitted wastes and waste acceptance procedures are detailed in sections MS4.7 and MS4.9.
- 2.3 All waste storage and treatment activities will be undertaken to ensure that environmental protection is ensured at all times. Details of the waste treatment process and the robust site infrastructure provided to ensure environmental protection during normal and abnormal operational scenarios are discussed in section MS4.8 and MS4.9 respectively.
- 2.4 Environmental monitoring and record keeping will be undertaken and completed in accordance with the conditions included in the environmental permit when issued. Further information is provided in MS5.

## 3.0 REGULATED ACTIVITIES

- 2.1 The site is classed as an installation under the Environmental Permitting (England and Wales) Regulations 2016
- 3.1 The proposed installation activities and waste operations and are set out below:

Transfer station operations for hazardous wastes, to permit the transfer of wastes collected in the East to be moved on for further treatment / recovery. EWC's various > 50 tonnes

Consolidation and repackaging of hazardous wastes as part of transfer station bulking up activities for disposal or recovery. EWC's various >10 tonnes per day

Waste operation to allow the Transfer of non-hazardous wastes collected to be collated and moved on for further treatment / recovery. EWC's various

Consolidation and repackaging of non-hazardous wastes as part of transfer station bulking up activities for disposal or recovery. EWC's various

Manual treatment of Weee consisting only of sorting and separation from other waste streams, this includes separation of items for re-use and scrap. EWC's various >10 tonnes per day

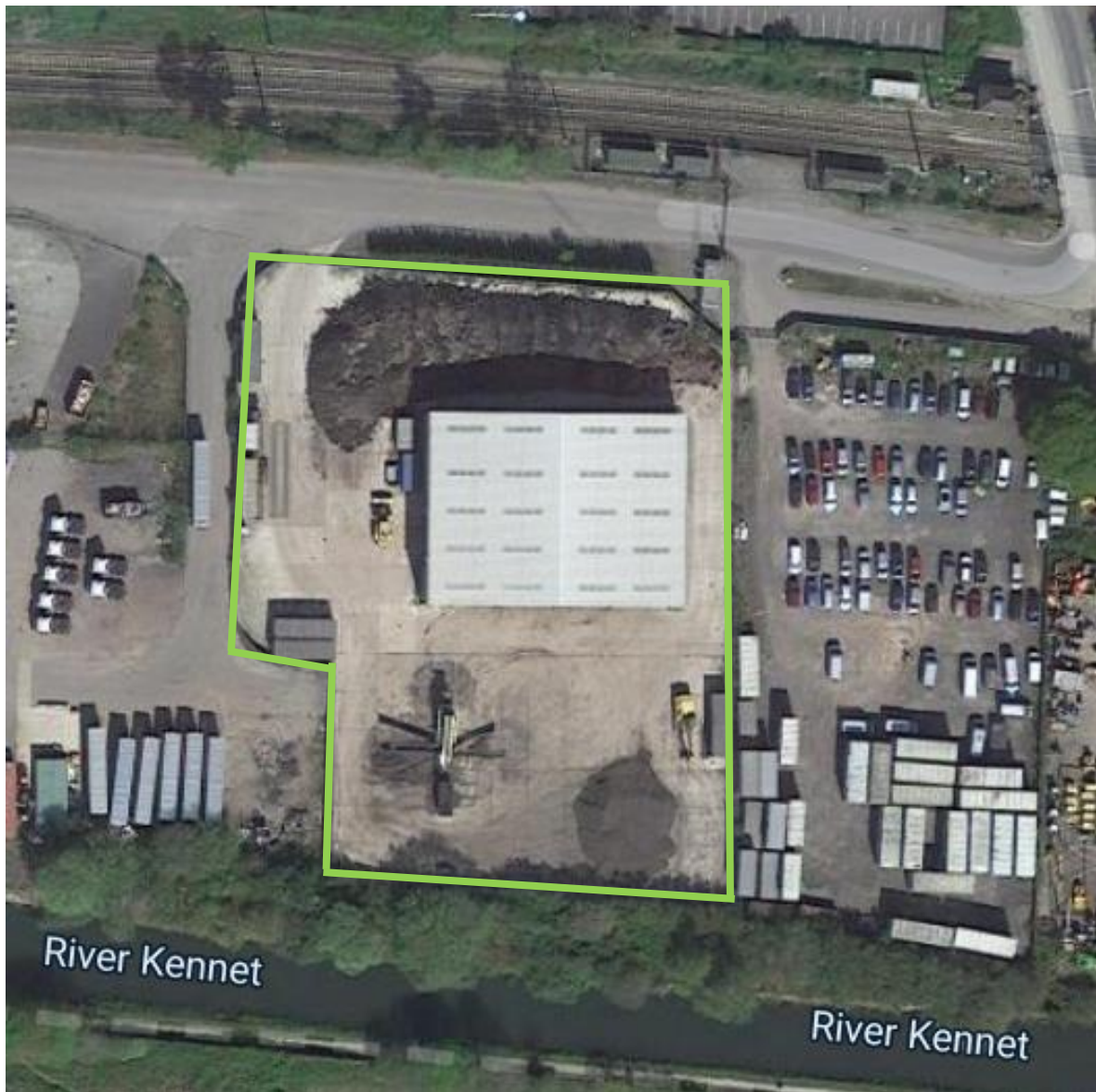
Separate compaction and baling of polystyrene, plastic bags and cardboard for recycling off site

***SCHEDULE 1***

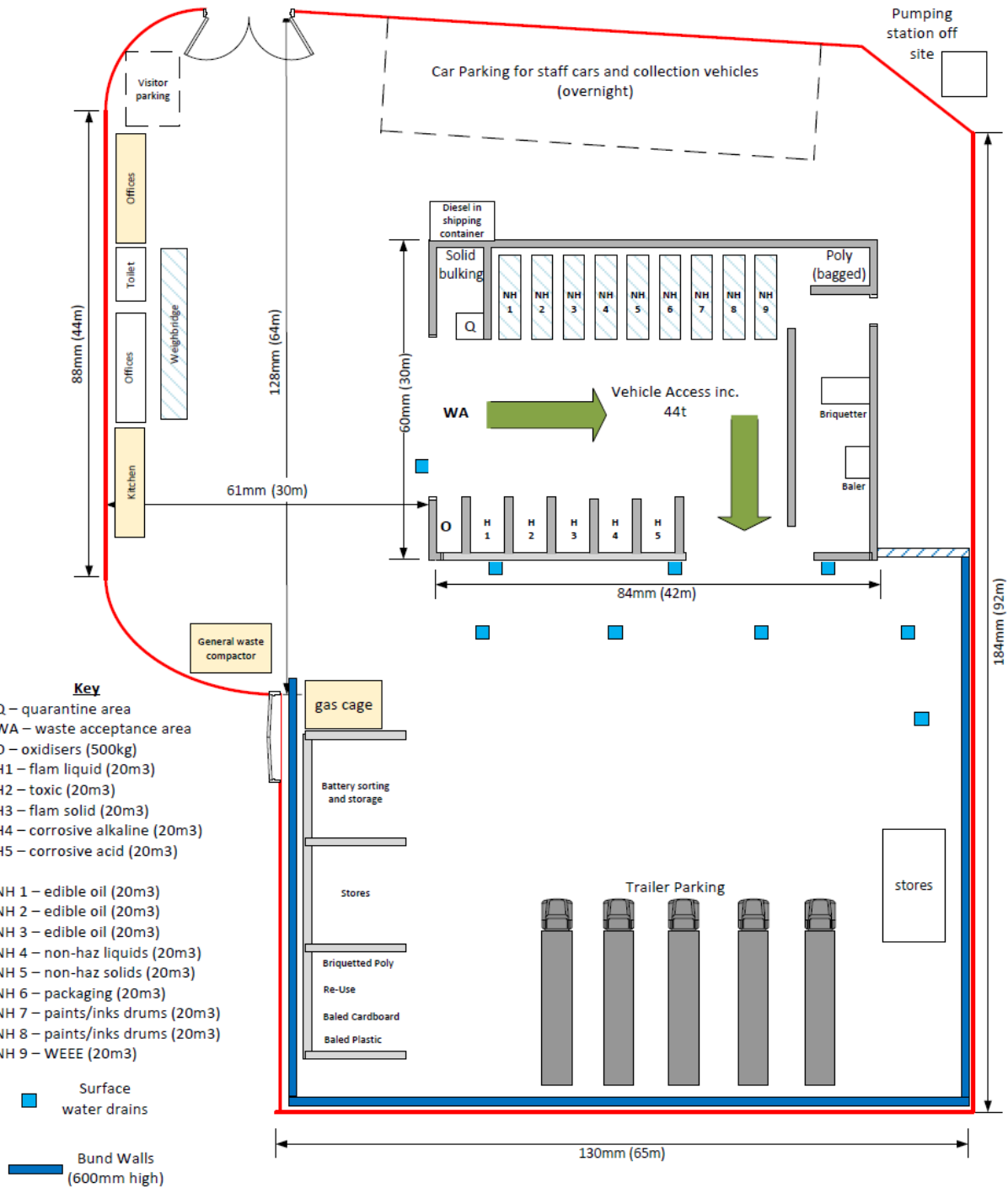
***SITE PLANS***

## Aerial Site Plan

The basic site boundary is marked in green on the image below. Please note that the aerial view is not representative of the recent building works on this site.



## Waste Storage and Site Plan



***SCHEDULE 2***  
***MANAGEMENT SYSTEM***



## **MS4.1 SPECIFIED WASTE MANAGEMENT OPERATIONS**

The Thatcham site uses are:

1. To act as a regional collection and waste transfer station for WasteCare Ltd, where non-hazardous and hazardous wastes will be stored on a short term basis prior to shipment off-site to a suitable recovery outlet. This can be a WasteCare owned and operated facility or an approved and audited third party specialist supplier
2. To carry out the off-loading, repackaging, bulking and despatch of hazardous and non-hazardous packaged waste streams.
3. Baling and compaction of polystyrene, plastic bags and cardboard waste stream to increase off-site recycling of each stream separately.

### **Specified Recovery and Disposal Operations:**

- R04** Recycling / reclamation of metals and metal compounds
- R05** Recycling/reclamation of other inorganic materials
- R13** Storage of wastes pending any of the operations numbered R01 to R12 (excluding temporary storage pending collection on the site where it is produced).
- D14** Repackaging prior to submission to any of the operations numbered D01 to D12
- D15** Storage pending any of the operations numbered D01 to D14 (excluding temporary storage pending collection on the site where it is produced).

*The site will not accept wastes with HP1 or HP9 hazardous properties*

## **MS4.2 HOURS OF OPERATION**

The site will be opened for the receipt of waste as follows:

Weekdays	06:00 – 18:00
Weekends	06:00 – 18:00

The transport operation based at the site will have vehicles entering and leaving the site at different hours to the above as the transport operation operates 24 hours a day.

### **MS4.3 STAFFING AND SUPERVISION**

The site at all times will be operating under the control of a Manager / Supervisor who is experienced and qualified to WAMITAB standard. There is also be a Site Chemist who is HND qualified working full time on site. The site will also carry an appropriate number of trained personnel to carry out all site operations. Additionally, WasteCare operates a number of other permitted facilities supervised by qualified technical managers and further WAMITAB and academically qualified staff throughout the UK. Consequently there is considerable experience and support for site supervisory staff within the organisation.

### **MS4.4 ENGINEERED SITE CONTAINMENT AND DRAINAGE SYSTEM**

All activities are undertaken within the bunded area on site. The drainage system on site is sealed and all surface water passes into a 10,000 litre underground storage tank. This storage tank will be pumped out regularly and contents transferred to our site in Liverpool or Leeds for disposal.

All liquid and high hazard wastes are stored inside the building where there is no access to the drainage system. Unloading and loading activities are carried out within the building. WasteCare have installed a roll over bund to the right of the building to ensure any spillages drain into the underground storage tank and contained within the drainage system on site.

The yard area is made of concrete, all waste activities are carried out on the impermeable concrete area which drains into the underground storage tank as part of the sealed drainage system.

The storage areas are within the covered warehouse, each area is clearly signed showing hazard type, and segregation complies with HSG 71 to prevent incompatible wastes coming into contact with each other.

### **MS4.5 SITE IDENTIFICATION BOARD**

This board will be displayed at or near to the entrance to the site and displays the name and full address of the operating company, the daytime telephone number and out of hours telephone numbers along with contact name. Also on the board is the out of hours emergency contact number for the Environment Agency.

### **MS4.6 SITE SECURITY**

The site has a fence around all operating areas, with heavy gates to the entrance to the site; these gates are locked outside of the operating hours. The site also has CCTV coverage and at times when the site is not operating; this is automatically relayed back to a 24hr manned centre. The whole building is protected by an intruder alarm system which is monitored externally.

## MS4.7 WASTE ACCEPTANCE, CONTROL SYSTEMS AND PROCEDURES

The site operates a waste acceptance procedure SOP-GP-ENV-2 (7.1/20), detailed below:

This procedure forms part of the company Quality and Environmental Management System, and is independently audited every 6 months, a copy is held on the company intranet system and is available at all times.

Quality Management System Standard Operating Procedure					
<u>Group Waste Acceptance Procedure 7.1/20</u>					
Document ID	SOP-GP-ENV-2 Waste Acceptance	Version	2.0	Status 1) Issued 2) Under Review 3) Draft	Issued
		Date	01.10.14		

*This procedure has been developed in line with BAT and the underpinning key issues of the sector guidance note 5.06; and as the site will handle a high number of low volume waste streams it is a key requirement of our waste acceptance procedure to base any activity upon the risk and it is neither desirable or effective to implement the same levels of assessment to all wastes being received upon the site.*

**For full acceptance processes consult both this procedure (SOP-GP-ENV-2 Waste Acceptance) and the Pre-Acceptance for Empty Packaging procedure below.**

The site handles a range of hazardous and non-hazardous waste streams. At the point of collection a unique code is assigned to the waste containers to ensure that the waste is traceable at all times throughout the process. The same labelling, waste acceptance and control systems are in place at the facility for all hazardous and non-hazardous waste streams, regardless of nature, to ensure the highest standard of acceptance.

At the point of collection, all waste containers are labelled in line with the waste characterisation from the waste pre-acceptance. This will consist of a standard label on all containers for all waste streams. Subject to the specific hazards, a classification diamond identifying the primary hazard will then be attached. For example, for a waste printing solvent a typical label would be marked "Solvents UN No. 1993" and will have a flammable diamond attached. Dry cleaning residues are labelled with the toxic diamond to identify the hazard as "Tetrachloroethylene" as well as the UN number 1897. All other materials received at the site are identified in a similar fashion with the standard label, UN number (if required), reference to the specific waste and an additional primary hazard label depending upon the waste stream.

Vehicles arriving on site follow a pre-booking system to ensure that capacity is available within the operation to safely unload the vehicle. Upon arrival at the facility the vehicle containing hazardous or non-hazardous waste material will be directed to an appropriate acceptance area. All waste loads arriving on site must be subject to the following checks before the load is offloaded.

1. Check the load is booked in and there is a job entered on the company computer system (to ensure pre acceptance has taken place).
2. Check the consignment note is **FULLY** completed with **CORRECT** information and the job ID. Non Hazardous waste must be accompanied by a duty of care document.
3. Check the waste(s) description correspond to those on the company computer system (in terms of waste specification, quantity, number and types of containers/packages).

4. Check that the vehicle carrying the waste is displaying the correct placards and labels for the materials being delivered.
5. Check that the waste(s) delivered is securely loaded and safely packed and that containers are properly labelled including the job ID number.
6. Ensure that the driver of the vehicle is in possession of and uses the correct PPE. Provide them with the necessary equipment if they do not have it.

Upon satisfactory completion of these initial checks the waste acceptance team should be informed so the inspection and validation procedures can be undertaken.

**In the event that on receipt of a load the check-in procedure highlights a non-conformance, this must be reported to the Depot Manager immediately and recorded on the company computer system. Their decision on what action should be taken will depend on the nature of the non-compliance.**

The waste acceptance team shall carry out the following procedure to establish the validity of the waste(s).

**All receipt of wastes shall be supervised by the HND qualified Site Chemist.**

**All inspection and validation operations on loads received on WasteCare sites may only be undertaken in the Waste Acceptance area.**

1. Waste can only be received if the site is adequately manned and there is sufficient capacity in the Waste Acceptance Area.
2. Once the vehicle for off-loading is in the transfer station. The driver will manoeuvre into the waste acceptance area and switch the engine off and open the curtains to allow access to the load area of the vehicle.
3. A visual inspection of the load is made to ensure safety is not compromised when off-loading. All containers should be labelled and in good condition. Following inspection, the waste can be off loaded.
4. The containers are unloaded and taken to the platform scales and weighed, the weight is recorded on the paperwork.
5. When two vehicles are being unloaded, to avoid a delay at the weighing facilities mobile pallet scales are used to weigh the containers as they are being unloaded from the vehicle.
6. All unloading, inspection and sampling shall be undertaken on an impervious surface with a sealed drainage system. A fully stocked spill kit will be available in the Waste Acceptance area.
7. The paperwork for the load should then be referenced before the load inspected. The paperwork gives the following information:
  - Waste Producer
  - Process from which waste is produced
  - Quantity and container sizes
  - Waste description
  - State
  - Hazard code
  - Chemical components and concentrations
  - Expected weight
8. Each container shall be labelled with the unique number generated by the company computer system and date of arrival. Each container is labelled clearly showing primary hazard type.

9. The opening of all containers will be done with due consideration being paid to their resealing. If a container cannot be resealed then its contents will be immediately re-drummed.

**All sampling of wastes shall be completed by the HND qualified Site Chemist.**

Adequate sampling and analysis must be carried out to characterise the wastes. In all cases the number of samples taken must be based on an assessment of the risks of potential problems. Sampling at the waste acceptance stage does not mean that we will sample every drum.

When wastes from merchants arrive at site the following calculation is applied  $\sqrt{n} + 1$ , (where n is the total number of drums)

10. Sampling of containers is carried out as per the sampling procedure SOP-GP-06. All containers must be closed immediately after sampling.
11. A representative sample is taken as per the list below (1 -5) with the composite samples going to the lab for analysis.

### **Sampling of Waste Streams**

#### **1. Non Hazardous Wastes:**

Analysis required will vary depending upon the nature of the waste, the process to be used and what is known about the waste already.

These details should include:

1. check on constituents declared by waste producer/holder to ensure Permit compliance and final disposal
2. Physical Appearance
3. Colour
4. pH
5. COD
6. Ammonia
7. Flashpoint
8. presence, strength and description of odour assessment

#### **2. Hazardous Wastes:**

A number of waste streams managed by the facility will not require physical sampling and analysis.

Examples of these waste streams are:

WEEE

Batteries

Fluorescent Tubes

Further lists of wastes that are exempt from the Waste Acceptance sampling process are listed within the site Management System.

#### **3. Wastes arising from a large number of small-volume sources**

A large number of wastes handled at the facility come from a large number of small volume sources. After the waste has been initially characterized the arisings will not be sampled as the risk of contamination is low due to the known processes, high collection rates and low collection volumes.

Examples of hazardous wastes falling into this category are:

Engine Oils from garages

Photographic solutions from photo shops

Dry cleaning residues from dry cleaners

#### 4. Laboratory Smalls

Laboratory smalls generally contain pure chemical elements in containers of less than 5 litres generated when laboratories are cleared or products are out of date. Company Procedures numbers 7.2/13 A & B will be followed to ensure laboratory chemicals are handled correctly.

#### 5. Wastes arising from merchants or single / one-off sources

Where hazardous wastes are generated from one-off industrial arisings or from activities that could lead to contamination of the waste stream then pre-acceptance checks in line with sector guidance note S5.06 will be undertaken.

In this case the following information will be generated:

1. The nature of the process producing the waste, including the variability of this process
2. The composition of the waste (chemicals present and individual concentrations)
3. A representative sample(s) of the waste will be taken from the production process and analysed for each new waste enquiry, a comprehensive characterisation of the waste and identification of a suitable treatment method is undertaken.

In all cases the number of samples taken must be based on an assessment of the risks of potential problems. Sampling at the waste acceptance stage does not mean that we will sample every drum arising from merchant wastes.

The following calculation is applied  $\sqrt{n} + 1$ , (where n is the total number of drums)

12. On completion of the pre-checks, the composite sample of each waste type within the load is labelled and taken to the lab. The sample will be tested by the site lab according to our test procedure. The tests required for each sample is defined in the waste characterization testing matrix. The results of the analysis will be saved on the company computer system and the results compared with the waste characterization information for that material. All samples are retained for a minimum of two days after the waste has been removed from site. All samples are disposed of through bulking.
13. In the case of drums that are received as nominally empty they must be checked to ensure that they contain less than 1% of the normal volume of the container. This should be done either visually or by using a dry stick. Such drums must also be checked for odour and pH.

**Analysis of wastes will be completed in the laboratory or safe designated area on site.**

14. Waste may only be stored in the waste acceptance area for a maximum of five working days.
15. On satisfactory completion of the above the containers are then prepared for storage. The containers must be palletised, wrapped securely and any non-relevant labels removed.
16. Waste should be stored safely stacked in the correct bay based on its hazard classification.
17. Re-defining waste is not the norm, and only happens when; for example upon sampling a waste it is found to have a flash point greater than 65°C when the waste was originally classed as H3B. The waste would not be rejected and would be handled on site, and is either moved to the correct storage bay on site or is moved off site as a non-hazardous waste.
18. Waste which arrives and is not expected, fails our inspection and validation procedure and will be labelled as quarantine. This is then stored in the quarantine bay whilst the non-conformance procedure is followed. Items can be in quarantine for a maximum of five working days.
19. Waste will not be bulked until all waste acceptance checks have been completed and compatibility has been assessed.

## **Waste Acceptance of Laboratory Smalls**

Laboratory smalls will only be accepted onto site providing that the company Laboratory packing procedure has been followed. See Company Procedures numbers 7.2/13 A & B.

1. Each container shall be labelled with the unique number generated by the company computer system and date of arrival. Each container is labelled clearly showing primary hazard type.
2. The opening of all containers will be done with due consideration being paid to their resealing. If a container cannot be resealed then its contents will be immediately re-drummed.
3. Drums containing laboratory smalls will be opened by the Site Chemist to ensure that there are no incompatible wastes inside and to check that there is a full list of contents inside the top of the drum.
4. All containers must be closed immediately after inspection.
5. If on opening a drum it is found that it contains incompatible substances, or that the substances have not been packaged adequately, then the drum should be sorted and repacked immediately and the non-conformance procedure followed.
6. Sorting and repackaging of laboratory smalls will take place in a dedicated area. Once the wastes have been sorted according to hazard classification, and repacked, then these drums will be stored in the appropriate storage bay.

## **Non-conformance at the point of inspection and validation**

Any non-conformance highlighted by the inspection and validation procedure must be reported to the Depot Manager immediately. On the basis that a waste stream as received does not conform to the waste characterisation of the waste, site management must establish exactly the nature of the material, its suitability for the site and its permit and stock levels for that material type.

A non-conformance is raised on the company computer system on the customer account detailing the nature of the non-conformance and any required corrective and preventative actions.

Following discussion with the waste producer and in compliance with relevant statute or regulation, decide whether to return the waste, quarantine it for further investigation or redefine it within the system. The Environment Agency should be notified accordingly.

Drums can only be stored in quarantine for a maximum of five working days.

The written procedure for Waste Rejection (see document 7.1/9) describes how to report rejected wastes. Written records of rejected wastes are held on the company computer system along with full customer details and descriptions of waste.

Rejected wastes will be held in the quarantine area until they are delivered back to the waste producer or the site has received authorisation to dispose of the waste.

The waste will be labeled to show:

- the hazards posed by the rejected wastes
- all information necessary to allow proper storage and segregation

Full written records will be held on site and in the company computer system.

**Reception, Inspection, Unloading and sampling will take place in the same working area marked on the Site Plan as Waste Acceptance Area.**

The site normally uses platform scales or occasionally other weighing systems, which are capable of measuring 1 Tonne IBC's or individual pallets. The weigh scale is calibrated annually by an independent company and the working area around the scale is inspected and cleaned weekly, calibration certificates and site inspection record are held on site within a labelled file within the main office.

Solid materials arriving at site, e.g. litho plates, WEEE, film, ink tins etc. are weighed and the transfer note numbers and weights are entered on our internal system records, as well as details added on to the transfer notes. All other materials arriving e.g. photographic fixer, developer, solvents, inks etc. are detailed by the number and size of the storage containers and this information will have been entered on the transfer notes by the collection drivers.

On arrival at the site, the waste details are checked against the information on the Waste Transfer Note, in particular the size and number of containers. If this is satisfactory the operator would sign against the individual entry in section B to verify all volumes are correct and would also fill in section E to complete the transfer note, where the appropriate time and date is also recorded. From this point, all of the information is transcribed from the notes to the computer system. For conversion purposes; 1lt is treated as 1kg, with minor adjustments being made either by the operator or automatically by the computerised management system itself to compensate for a significant difference in the density of any waste compared to a baseline of S.G.1. At any time, any material being delivered to the site by either weight or volume can be checked by cross referencing the transfer note number with the computer database to give a full breakdown of all the materials, type and weight collected on individual days. The database is subject to stringent security, backup and recovery procedures to ensure data can be stored and accessed at any time. The hard copy of the transfer notes are filed on site in date order, by the Transport manager, all paperwork is scanned onto the company computer system creating a permanent record.

Company Procedure 7.1/14 below, is followed to ensure weighing of waste materials is completed correctly. A copy of this procedure is held on the company intranet system and is available at all times.

### **7.1/14 Weighing Procedure**

1. The driver parks in the waste acceptance area and switches the engine off and opens the curtains to allow access to the load area of the vehicle.
2. A visual inspection of the load is made to ensure safety is not compromised when offloading. All containers should be labelled and in good condition. Following inspection, the waste can be off loaded.
3. The containers are offloaded and taken to the platform scales, the operator will ensure that the scale is reading zero and gently lower the container onto the platform using a fork lift truck; the operator will then reverse the fork lift truck away from the scale and allow the reading to settle. The operator records the weight on the paperwork and in the site computer system.
4. When two vehicles are being unloaded, to avoid a delay at the weighing facilities mobile pallet scales are used to weigh the containers as they are being unloaded from the vehicle.
5. All unloading, inspection and sampling shall be undertaken on an impervious surface with a sealed drainage system. A fully stocked spill kit will be available in the Waste Acceptance area.
6. Each container shall be labelled with the unique number generated by the company computer system and date of arrival. Each container is labelled clearly showing primary hazard type.
7. The containers are transferred to the correct storage area.



Waste Treatment processes carried out on site will be simple physical processes. For solid hazardous and non-hazardous wastes this will include the bulking of compatible wastes within the dedicated bulking area. Palletising or occasional repacking will also take place in line with company procedures and risk assessments. Polystyrene is briquetted prior to dispatch, in addition to the baling of cardboard and plastic bags.

It is common practice to despatch wastes from the site within 14 days of receipt.

A **suitable quantity** refers to two or more pallet spaces within the load area of the vehicle, which equates to 2 or more IBC's or 8 or more drums – this enables the site to keep volumes at a minimum.

For example if the site received 3 IBC's of printing solvent, these IBC's would be despatched from site within 14 days of receipt.

The site operates a strict Waste Despatch procedure 7.1/5, a copy of this procedure it accessed via the company intranet system and its supporting documentation is kept in the main site office on site.

### Treatment processes and handling methods

1. **Hazardous and Non Hazardous Waste Transfer Station** – the site operates a transfer station for packaged wastes, the largest package is 1000lt IBC. The transfer station will also accept wastes that are not packaged but arrive as whole single units for example tyres and items of Weee. Wastes arrive on site at the approved time, loads are checked and received as per Waste Acceptance procedure SOP-GP-ENV-2 Waste Acceptance. Once receipt has taken place, samples taken and waste identity confirmed the wastes are placed in the correct waste storage row. See Site Storage Plan for the site layout and designated storage rows. See section MS 4.4 for details about impermeable surface and waste storage areas. All waste storage rows will be located within the large warehouse on site and are clearly labelled to ensure the waste storage rows comply with segregation guidance HSG 71. Wastes arriving on site for transfer will be stored in storage rows, wastes that have been bulked on site will also be stored in these areas prior to despatch off site. All wastes will be clearly labelled to ensure there is no confusion between wastes that have arrived on site for treatment, transfer and waste generated on site. The storage of waste on site is managed via the Waste Storage Procedure SOP-GP-ENV-3THM Waste Storage. All third party disposal, treatment and recovery sites are audited at least annually to ensure full compliance with our responsibilities under the Duty of Care regulations.

Activity	Activity listed in Schedule 1 of the EP regulations		Description of specified activity and WFD Annex I and II Operations	Limits of specified activity and waste types
Storage of Hazardous Waste	S5.6A(1)(a) Temporary storage of hazardous waste with a total capacity exceeding 50 tonnes	D15	Storage pending any of the operations numbered D1 to D14 (excluding temporary storage, pending collection, on the site where it is produced)	<p>All wastes shall be stored on an impermeable surface with sealed drainage</p> <p>Lead acid batteries shall be stored in containers with an impermeable, acid resistant base and a cover to prevent ingress of water</p> <p>Wastes shall be stored for no longer than 6 months prior to disposal or recovery</p> <p>Wastes suitable for acceptance are limited to those specified in table <b>Permitted Waste Types Thatcham</b></p>

Storage of Non-Hazardous Waste		D15	Storage pending any of the operations numbered D1 to D14 (excluding temporary storage, pending collection, on the site where it is produced)	<p>All waste must be stored within a building or within a secure container.</p> <p>Wastes shall be stored for no longer than 6 months prior to disposal or recovery.</p> <p>Waste types suitable for acceptance are limited to those specified in table <b>Permitted Waste Types Thatcham</b></p>
		R13	Storage of wastes pending any of the operations numbered R1 to R12 (excluding temporary storage, pending collection, on the site where it is produced)	

2. **Bulking** – the site operates a bulking procedure (SOP-GP-ENV-5) which ensures that there will be no adverse reactions during the bulking operation. SOP-GP-ENV-5 forms part of the site EMS, and a copy of this procedure is kept on site, and on the company intranet.

Activity	Activity listed in Schedule 1 of the EP regulations		Description of specified activity and WFD Annex I and II Operations	Limits of specified activity and waste types
Treatment (Re-packaging) of Hazardous Wastes	S5.3 A(1) (a) (iv) Disposal or recovery of hazardous waste with a capacity exceeding 10 tonnes per day involving repackaging prior to submission to any of the other activities listed in this Section or in Section 5.1	D14	Repackaging prior to submission to any of the operations numbered D1 to D13 i.e. bulking up transfer stations prior to disposal	<p>All wastes shall be treated on an impermeable surface with sealed drainage system.</p> <p>Waste types suitable for acceptance are limited to those specified in table <b>Permitted Waste Types Thatcham</b></p>
		R4	Recycling/reclamation of metals and metal compounds	
		R5	Recycling/reclamation of other inorganic materials	
Non-Hazardous Waste Treatment		D14	Repackaging prior to submission to any of the operations numbered D1 to D13 i.e. bulking up transfer stations prior to disposal	<p>Treatment of non-hazardous waste consisting only of manual sorting, separation, screening, baling, shredding or compaction of waste into different components for disposal or recovery.</p> <p>All wastes shall be treated on an impermeable surface with a sealed drainage system.</p> <p>Waste types suitable for acceptance are limited to those specified in table <b>Permitted Waste Types Thatcham</b></p>
		R4	Recycling/ reclamation of metals and metal compounds	
		R5	Recycling/reclamation of other inorganic materials	

3. **Re-Packaging** – the site only completes basic re-packaging of waste, which consists of the following operations:

**Re-palletising** – moving one drum from one pallet onto another pallet and securing with shrink wrap.

**Re-drumming** – transferring liquids and solids from a faulty drum into a clean secure drum to prevent leakage during storage. The transfer process will take place in a dedicated area on site.

**Re-Shrink wrapping** – replacing the shrink-wrap around the drums which may have become loose, this ensures that drums are secure during transportation.

The basic operations listed above ensure that there will be no adverse reactions or spillages from wastes held in the storage areas on site or when the wastes leave site for recovery or disposal.

4. **Baling** – the site has a mill size baler which is used to bale plastic bags and cardboard. The bales of cardboard will be despatched form site for recycling.

Non- Hazardous Waste Treatment		R5	Recycling/reclamation of other inorganic materials	<p>Treatment of non-hazardous waste consisting only of manual sorting, separation, screening, baling, shredding or compaction of waste into different components for disposal or recovery.</p> <p>All wastes shall be treated on an impermeable surface with a sealed drainage system.</p> <p>Waste types suitable for acceptance are limited to those specified in table</p> <p><b>Permitted Waste Types Thatcham</b></p>
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5. **Compaction** – the site has a small briquetter, this machine is used to compact the clean expanded polystyrene into compressed blocks ready for recycling off site.

Non- Hazardous Waste Treatment		R5	Recycling/reclamation of other inorganic materials	<p>Treatment of non-hazardous waste consisting only of manual sorting, separation, screening, baling, shredding or compaction of waste into different components for disposal or recovery.</p> <p>All wastes shall be treated on an impermeable surface with a sealed drainage system.</p>
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				Waste types suitable for acceptance are limited to those specified in table  <b>Permitted Waste Types Thatcham</b>
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The waste types listed below including EWC codes describe the generic processes for the waste types handled on site.

### **Generic Processes by Waste Type and EWC code**

#### **Photographic Solutions (090101, 090102, 090103, 090104, 090105, 090106, 090113, 200117)**

This material is received from the site in various sized containers, ranging from 500ml bottles to 1000lt IBC's. At the time the material is collected from the customers a sample is regularly taken for silver analysis. Vehicles arriving at the site have paperwork and labels checked for confirmation.

#### **Process Method for Handling Solvents (140602, 140603, 200113, 160114, 130701, 130702, 130703)**

Solvents arriving at the site, after they have had the paperwork and labelling checked are stored in their designated area. See Site Storage Plan.

The solvents are then checked by the laboratory staff from this storage area all 1000lt IBC's and 205lt drums of solvent have the flash point checked via a composite sample. All 25lt drums also have the flash point checked by a composite sample. The small containers are brought into the warehouse and placed in the dedicated storage row, see Site Storage Plan. All material is despatched from the site under a hazardous waste consignment note for recovery or re-use.

#### **Acids and Alkalines (060101, 060102, 060104, 060105, 060106, 060204, 060201, 060203, 060205, 200114, 200115)**

These wastes are received on site in various sized containers; the containers are pH checked along with the labelling and identification. All containers are transferred to a designated storage area in the yard see Site Storage Plan. All material is despatched from the site under a hazardous waste consignment note for treatment.

#### **Dry Cleaning Waste (140604)**

The dry cleaning waste is collected from various shops throughout the country in containers including 30lt, 60lt, 120lt sizes which are specifically designed for the dry cleaning process. Empty drums are delivered to the shops and the full containers are removed. All drums are labelled at the point of origin and when they are received on site, the Hazardous Waste consignment notes are checked to ensure they are correct. The material is then taken to its designated storage row, see Site Storage Plan, where the material is palletised for storage until a suitable amount of material is collected. The site chemist or technically competent person visually inspects all drums to be consigned, ensuring all suitable drums have the lids security tagged shut. Full drums are transported off site to a transfer station and then onto a licensed reprocessing facility which reprocesses all of the sludge components into product grade materials, clean drums are returned to the company to be used on future dry cleaning sludge collections. Dry cleaning residues are exported via a TFS from our Avonmouth site, clean drums are imported back into the UK and despatched to our facilities nationwide.

#### **Edible Oils & Fats (200125, 200126)**

Edible Oils and fats are received on site in various sized containers. These containers are stored in designated storage bays in the warehouse, see Site Storage Plan. When a suitable quantity has been amassed they are transported from the site to a licensed facility for recovery under a waste transfer note.

#### **Engine and Machine Oils and lubricants (130104, 130105, 130109, 130110, 130111, 130112, 130113, 130204, 130205, 130206, 130207, 130208, 130306, 130307, 130308, 130309, 130310)**

Oils and oil water mixtures from garages or maintenance workshops are received on site in various sized containers. These containers are stored in the designated storage bay, see Site Storage Plan. When a suitable quantity has been amassed they are transported from the site to a licensed facility for either further treatment or recovery under a hazardous waste consignment note.

### **Handling Procedure for Batteries (160601, 160602, 160603, 160604, 160605, 160606, 200133, 200134)**

Batteries, which are handled at this site, are from collections from retailers, battery recycling points and waste producers.

Batteries are collected in either plastic drums or battery boxes, both types of container are fitted with lids to prevent water ingress and both are weather resistant.

Sorted and unsorted batteries are stored in such a manner that it removes the potential for electrical discharge causing electric shock to operators or sparking on electrical discharge, which could lead to a fire risk. Batteries are stored in weather resistant containers, which are resistant to acid and alkali.

The battery storage is inside in a dedicated shipping container in the yard, see Site Storage Plan. Batteries are then transported off site under waste consignment note applicable to the cell type to a specialist sorting and recovery site.

### **Fluorescent Tubes (200121)**

Once the tubes have been received onsite in specially designed containers which are sealed to prevent ingress of water and are weather resistant, the tubes are transferred to a storage area in the warehouse, see Site Storage Plan, and are despatched from site to a transfer station and then onto licensed a recycling facility. Fluorescent tubes remain in the collection containers to avoid manual handling and breakages.

### **Waste Electrical Electronic Equipment (160211, 160213, 160214, 160215, 160216, 200123, 200135, 200136)**

Once metal cages containing small mixed WEEE / TV's have been received onsite, the containers are transferred to the storage bay within the warehouse, see Site Storage Plan, and are despatched from site to the licensed recycling facility. Large appliances will arrive as individual items or strapped to pallets i.e. 4 washing machine to a pallet. Large appliances can be handled by fork lift truck or if the appliance is single and not strapped to a pallet, then a fork lift truck with a soft clamp attachment will be utilised.

Weee is not dismantled, repaired or refurbished on site, items are despatched to a licenced facility for either refurbishment or final treatment / recovery.

### **Aerosols (160504, 160505)**

Once the material has been through the waste acceptance procedure, the load manifest confirmed with containers present and all material accounted for, the aerosols are stored in sealed containers in a dedicated storage cage, see Site Storage Plan. Once a suitable volume has been amassed, they are transferred to a transfer station for sorting and onward shipment to the licensed recycling facility under a hazardous waste consignment note for further treatment and recovery.

### **Oil and Solvent Contaminated Rags (150202, 150203)**

Contaminated materials are collected and delivered to site in UN approved containers marked with appropriate materials description and transport codes. The materials are stored in the dedicated flammable storage cabinet under the canopy, see Site Storage Plan. The storage cabinet is fire resistant, water resistant, and fully bunded with sliding doors which can be locked to avoid unauthorised entry. The cabinet is located away from other waste storage bays and is surrounded by concrete blocks which prevent the cabinet being hit by vehicles and in the event of a fire the cabinet is protected from radiated heat and the blocks will prevent the fire spreading to the rest of the wastes on site. The materials are stored in line with the company segregation rules and are transported off site for further treatment at a licensed facility under a hazardous waste consignment note.

### **Tyres (160103)**

Material is collected strapped to pallets or inside metal cages, upon reaching site, relevant paperwork is checked and when matched to the load, the material is offloaded and transferred to the dedicated storage area within the yard, see Site Storage Plan. When enough material has been amassed the material is moved to a licensed recycling facility.

### **Unwashed Plastic Containers (150102, 150110, 200139)**

Material accepted on site as unwashed containers are moved on hazardous waste consignment notes or waste transfer notes depending on the previous contents.

Containers that cannot be reused will be despatched from site to a licensed packaging facility for laundering or granulating into plastic pellets for use in the manufacture of new plastic items e.g. pallets.

Unwashed containers for laundering or granulating are transported off site on a daily basis.

### **Metals for recycling (120101, 120102, 120103, 120104, 160117, 160118, 191001, 191002, 191005, 191006, 191202, 191203, 200140)**

Small amounts of metals are received at the site from customers, these consist of ferrous and non-ferrous metals, which are stored in the dedicated storage bay within the warehouse, see Site Storage Plan, and then transferred to licensed recycling facilities.

These are safely stored within the warehouse on site until a suitable quantity is obtained for recovery.

#### **Unwashed Metal Containers (150104, 150110)**

Metal containers which contain nominal residues are received on site from various manufacturing processes. The containers are checked by the site chemist and stored in the scrap metal skips in the yard. See Site Storage Plan.

#### **Photographic Film (090107, 090108)**

Waste photographic film is received at the site in various containers, ranging from sacks to cages. The film can also arrive on site as straight loose film or from hospitals etc. in the form of x-ray films contained in cardboard sleeves. The film may also be received as out of date product still in its original packaging or in rolls.

Upon receipt at site, the film is weighed and examined. Either a visual examination to judge its silver content will be undertaken or a representative sample of the film will be assayed to ascertain its silver content. The material will then be stored in a designated area within the warehouse, see Site Storage Plan, until a suitable quantity is available, it will then be despatched to our facility in Scotland and processed through the silver recovery plant on site.

#### **Ink, Paint Pots Plastic (080312)**

Ink and Paint in plastic pots are received at the site and can vary in size of containers from 500ml pots to 5lt containers. The large containers containing the ink tins/pots are taken into the warehouse and are visually inspected.

The operative will sort and separate the full, part full and empty with residues pots from each other, whilst also separating the plastic and metal pots from each other. Once the ink & paint pots have been correctly segregated they are despatched to our Leeds facility for processing through a compactor to recover the paint and ink and the recycle the packaging.

#### **Ink, Paint Tins Metal (080312)**

Ink and Paint in metal tins are received at the site and can vary in size of containers from 500ml pots to 5lt containers. The large containers containing the ink tins/pots are taken into the warehouse and are visually inspected.

The operative will sort and separate the full, part full and empty with residues pots from each other, whilst also separating the plastic and metal pots from each other. Once the ink & paint pots have been correctly segregated they are despatched to our Avonmouth facility for processing through a compactor to recover the paint and ink and the recycle the packaging.

#### **Paper and Cardboard (191201, 150101, 200101)**

Paper and cardboard is accepted onto site on a waste transfer note, the paper and cardboard arrives in metal cages and is stored within a dedicated area within the warehouse, see Site Storage Plan, and then baled on site.

The cardboard is baled into Mill Size bales on site and then despatched to a licensed recycling facility.

Some paper will arrive on site for secure shredding, this is stored within a dedicated area within the warehouse, see Site Storage Plan, and then despatched to a licensed paper shredding and recycling facility.

#### **Rubber pieces excluding tyres (191204)**

This description relates to rubber pieces, strips and matting from various industries, and excludes tyres.

Waste rubber is collected in sealed drums, upon reaching site, relevant paperwork is checked and when matched to the load, the material is offloaded and transferred to the dedicated storage area. When enough material has been amassed the material is moved to a licensed recycling facility.

#### **Glass (191205, 150107)**

Material is collected on a waste transfer note, upon reaching site, relevant paperwork is checked and when matched to the load, the material is moved to a dedicated storage bay in the warehouse, see Site Storage Plan. Drums containing glass jars with hazardous and non-hazardous residues will be despatched to a licensed recycling facility.

**Inks, Paints and Adhesives (080111, 080112, 080113, 080114, 080115, 080116, 080117, 080118, 080119, 080120, 080121, 080307, 080308, 080313, 080314, 080315, 080316, 080317, 080318, 080409, 080410, 080411, 080412, 080413, 080414, 080415, 080416, 080501)**

Inks, Paint and Adhesives arriving at the site, after they have had the paperwork and labelling checked, the containers are then checked by the chemist as part of the site waste acceptance procedure and are stored in the correct designated area. See Site Storage Plan.

Containers are stored within the designated storage area until a suitable amount of material has been accumulated, a specialist recovery company is then contacted and the volume of waste is despatched from site.

All material will be despatched from the site under a hazardous waste consignment note for further treatment.

#### **Unused Products (160304, 160306)**

Unused Products from the retail and manufacturing industries are received on site from various customers. The wastes are accepted onto site in various packaging and stored inside the building. See Site Storage Plan.

The wastes will be despatched from the site for further treatment.

#### **Sharps (180101, 180201)**

Sharps are collected in very small volumes, in sealed containers. The containers are sealed in such a way as to prevent access by any member of staff. The sharps boxes are placed inside drums, sealed and despatched off site for disposal.

### **Wastes with Specific Properties**

#### **Dusty, powder and ash based wastes**

Wastes in the form of powders with the potential to be dusty are only accepted onto site in sealed containers. Pre-acceptance checks by the Technical Team will ensure the Site Chemist is aware of the waste arriving on site and to handle with caution.

Most wastes in powder form are collected from the waste producer and delivered to the final treatment site within the same day to avoid the site coming into contact with them.

#### **Waste Sludges**

Waste sludges are accepted onto site in sealed containers. Pre-acceptance checks by the Technical Team will ensure the Site Chemist is aware of the waste arriving on site and to handle with caution.

#### **Waste liquors**

Waste liquors, digestates and leachates are accepted onto site in sealed containers no larger than a 1000lt IBC.

Pre-acceptance checks by the Technical Team will ensure the Site Chemist is aware of the waste arriving on site and the confirmed planned route for final treatment. Bulk tank loads of these types of wastes will not be accepted onto site, they will be diverted to our treatment site in Liverpool.

## **MS5.0 CONTROL, MONITORING AND REPORTING OF AERIAL EMISSIONS OF DUST, FIBRES AND PARTICLES**

There should be no air emissions originating from the waste received on site as all operations are within covered working areas, waste arrives in sealed drums and the site itself has hard surfaces for all working and parking areas.

No dust or particles should be generated by any of our activities. If we were contracted to handle any dusty material, specialised extraction equipment will be utilised. We therefore believe that there will be no emissions of any dust or particles from this site.

### **MS5.1 CONTROL OF ODOUR EMISSIONS**

The site itself or any of the processes undertaken on the site will not emit any odours that are likely to travel to the site boundaries. Therefore, we believe that the site would have no odour emissions and would not cause any problems in the surrounding areas. WasteCare Ltd have been operating and handling these same types of waste for a number of years without any such problems at other facilities. Any instance of odours being detected or reported by a neighbour or member of the public would be investigated and the details entered into the site diary.

Should any activity subsequently be found to create an odour emission then this would be re-assessed with a view to eliminate the problem. All processes are continually assessed in the Environmental Aspects and Impacts Assessment as part of the ISO 14001 accreditation.

### **MS5.2 CONTROL OF LITTER**

The site will receive waste film, waste litho plate and paper from the photographic and printing industry but all of these streams are offloaded and then stored within the main building. This waste arrives at the site in either cages or sealed bags and depending on the type of material it is either disposed of immediately or is stored in its original containers. For operational reasons and to maximise vehicle loads and to reduce the number of road journeys needed it could also be bulked up if delivered to the site in small or part full containers.

The site is contained with boundary fences eliminating the escape of any litter. We undertake a full clean-up of the site on a regular basis as part of normal good housekeeping. In the event that there was an escape of litter from this site, such as in windy conditions, it would be entered into the site diary with a record of how it occurred and action taken to control and then prevent a recurrence.

Any activity that creates a litter problem would be re-assessed with a view to eliminating the issue as all processes are continually assessed in the Environmental Aspects and Impacts Assessment as part of the ISO 14001 accreditation.

### **MS5.3 SECURITY AND AVAILABILITY OF RECORDS**

Security of the site is maintained with fences erected around all working areas. The site has main entrance gates, which are locked and secured outside of working hours.

The main office and storage buildings on site are covered by an alarm system, which has an alert back to a manned station whenever the site is not in use. The site is also covered by a range of CCTV cameras and intruder beams. Outside working hours, these are relayed back to a manned station, so the site is covered 24hrs a day, 7 days a week.

All of the documents relating to waste collection activities are kept inside the main buildings for a minimum of 3 years. After this time they are then stored in designated archive storage. All records of waste arriving at the site are also kept on the company computerised management system based at and managed at our Leeds based Head Office.



**MS5.4 SITE DIARY**

A site diary will be kept to record any significant events concerning the following:

- a) Major construction work
- b) Emergencies
- c) Problems with waste received and actions taken
- d) Environmental problems and remedial actions
- e) Inspections of the drainage system
- f) Despatch of records to the Environment Agency and Site Inspections.
- g) Essential plant maintenance.

**S5.5 STORAGE OF WASTE WITH SPECIFIED HAZARDOUS PROPERTIES OR FORMS**

All material will be stored and segregated by hazard in-line with the company procedure SOP-GP-ENV-3PB (7.1/17PB) and also with reference to HSE guidance note HSG71 “Chemical Warehousing – The Storage of Packaged dangerous Substances”.

The wastes are collected in sound and sealed containers, which when specified will be UN approved units and are also despatched in similar so that the transport complies with all ADR requirements.

In this way, any container delivered to site will be of good integrity. All materials are stored in banded areas and are off-loaded and stored in-line with the site segregation policy which forms part of the company procedure detailed below, avoiding any contact with other materials. The storage areas are visually checked on a regular basis for any signs of leakage and reported using the site checks form and site diary.

Quality Management System					
Standard Operating Procedure					
<u>Thatcham Waste Material Storage 7.1/17THM</u>					
Document ID	SOP-GP-ENV-3THM Waste Storage	Version	1.0	Status 1) Issued 2) Under Review 3) Draft	Draft
		Date	07.07.20		

A site plan is included in the site Management System, which shows the site layout and also details the drainage runs. All storage and loading / unloading areas are of impermeable concrete construction and all activities undertaken within the site have suitable and sufficient containment. There is no surface water drainage from any waste storage or handling areas.

The sites infrastructure has been designed to provide segregated storage that meets the requirements of HSG51, HSG71 and IPPC 5.06. The measures and design philosophy set out the protection measures incorporated into the facility design to ensure the protection of the environment and human health in normal and emergency situations.

The site consists of a warehouse to the left of the site, offices, training facilities and an on-site laboratory. A canopy covers the waste acceptance area whilst is adjacent to the large warehouse. Waste operations are undertaken within the warehouse and all collection vehicles are unloaded under cover.

**Prior to the start of specific operations a HAZOP study of the plant design will be undertaken and local exhaust ventilation will be constructed appropriate to the process.**

Site layout and functions: The external site is split into distinct areas. See Site Storage Plan for further details.

Trailer loading and unloading: This is undertaken in the waste acceptance area in the building.

Vehicle Parking: Visitor and employee parking is on the northern side of the site, away from all waste storage areas and waste processing areas.

Internal hazardous and non-hazardous waste storage rows: there are 14 bays in total, each bay holds 20m<sup>3</sup>.

Gas cylinder storage cage: the cage holds a maximum of 12m<sup>3</sup>

Oxidiser cabinet: the dedicated cabinet holds 2 pallets (maximum of 500kg)

#### Operational Controls:

All off-loading of wastes is completed under full CCTV surveillance and supervised by technically competent staff on site.

All off-loading and loading of wastes will be completed on an impervious surface with a sealed drainage system.

Site plans are displayed around the site, showing a detailed plan of storage areas, storage area capacities and all storage areas are clearly labeled.

All operatives complete training to ensure full understanding of the site layout and storage areas.

All Storage areas are clearly marked and signed with regard to the quantity and hazardous characteristics of the wastes stored therein.

All containers held in the dedicated storage areas are labelled clearly showing the unique job reference number and date of receipt, the job reference number is linked to the central computer system and through inputting this number into the system the following information can be retrieved:

Date of collection and arrival on site

Types of waste

Relevant hazard codes

Chemical composition

Total Volume of waste

Type of containers used to hold the waste

The vehicle used to transport the waste (registration number, size of vehicle etc)

The name of the driver

All pre-acceptance checks

Customer address

Nature of Customer's business

HWR and SIC information

Volume of waste produced

Process giving rise to the waste

Full customer financial information

Labels are placed onto each container at the point of collection. No container will be removed from the collection vehicle without the correct label.

Labels are made from weather proof plastic, and are completed using a permanent marker type pen.

Containers are stored with well-fitting lids, caps and valves, secured and in place.

Containers are stored in such a manner as to prevent leaks and spillages. In the event of a leak or spill, the bund will hold the full spillage and the liquid will not breach the bund.

Waste aerosols are stored in vented sealed containers.

Air and water reactive wastes are stored in dedicated areas, away from sources of heat, water direct sunlight.

Laboratory chemicals are stored in a dedicated area, in the same condition as when the chemicals were packed by a qualified Chemist customer's premises. If any re-packaging is required this will be completed in the dedicated area inside the warehouse, under full CCTV surveillance, completed by a qualified Chemist and supervised at all times.

Waste in the storage bays is to be stacked no more than two pallets high and with enough room to allow fork lift truck and pedestrian access. The storage areas hold a maximum of 24 pallets or IBC's. All drums are secured to pallets using clear shrink wrap and positioned in such a way that the labels are clearly visible.

Access to the storage area is kept clear at all times. Rows of containers are left clear and are not blocked by plant / equipment and other containers.

The total maximum storage capacity of the site is clearly and unambiguously stated in writing, input and output volumes of the site are monitored on a weekly basis using the company computer system to ensure the stated maximum capacity of storage areas is not exceeded. Storage capacities are clearly written on the site plan, the site plan is displayed in all working areas.

The company Spillage procedure is followed if a spillage on site occurs; the company standard spillage form is completed, handed to the Site Manager and filed in the site office for future reference. Spillage procedure 7.7/4. Spillages of 200 litres or more shall be reported to the Environment Agency.

The site operations including storage areas are subjected to daily inspections to ensure there are no emissions from site operations or storage of damaged containers which may lead to a spillage.

See dedicated company Site Checks Procedure for full details reference WI 95.

If there are signs of damage or deterioration to the site bund or area of containment, the waste stored in that area is to be removed immediately whilst a repair is completed. Site containment is not to be compromised at any point. Records of repairs to the site bund and containment should be recorded in the site diary.

The daily inspection includes checking the condition of containers and pallets, inspection records are kept in accordance with WI 95.

If a container is found to be damaged, leaking or in a state of deterioration, it is immediately over-drummed or the contents transferred to another container or processed.

A monthly stock count is completed on the first working day of every month; this will follow the company standard procedure reference WI 45. Waste shall not be stored for longer than 6 months.

The storage bays store packaged waste materials in line with the correct segregation matrix as **below**.

All storage areas are cleared of waste before maintenance and hot works commence, this includes grinding, welding or brazing of metalwork.

The storage areas are located away from watercourses and sensitive receptors. Storage areas are in a secure compound, to prevent access from the public and reduce the risk of vandalism.

Where possible drums and containers must be stored in covered areas with adequate ventilation.

Wastes contained in fiber-drums or non-waterproof containers will always be stored under cover / inside the building.

Storage areas are located so as to avoid double handling of wastes, vehicles are unloaded within the warehouse and waste containers are placed directly into the storage area after full waste acceptance checks have been completed.

The site is a no smoking site; vehicles are parked in dedicated areas and not near waste storage areas.

Accumulations of waste will be avoided as it may lead to deterioration in the container resulting in spillage.

Incompatible substances will not be stored within the same drum.

If required sorting and repackaging of laboratory smalls is undertaken within the building in a dedicated area. Once the wastes have been sorted according to hazard classification, and repacked, then these drums will be stored in the appropriate storage area.

Testing will take place to prevent any adverse or unexpected reactions and releases before transfer involving the following activities:

- tanker discharge to bulk storage – Valley House, Packcare Leeds and Livingston sites only
- tank-to-tank transfer – Valley House, PackCare Leeds and Livingston sites only
- transfer from container to bulk tank – Valley House, PackCare Leeds and Livingston sites only
- bulking of solid waste into drums or skips

If any adverse reaction is observed, an alternative discharge or disposal route is found.

Bulking of solid wastes takes place under the supervision of the Site Chemist and in the dedicated bulking area within the building.

Odorous materials are not be bulked up. Containers are kept lidded and sealed as much as possible.

Where over drumming is required, this is carried out in a dedicated area and supervised by the qualified Site Chemist. All information from the damaged container is transferred to the over-drum.

All containers are stored on good sound pallets to prevent drums and containers becoming unstable.

When necessary drums are manipulated using mechanical means, for example forklift with rotating drum handling fitting.

No open-topped tanks, vessels or pits are used for storage or treatment of hazardous or liquid wastes.

No uncontrolled venting to atmosphere is allowed

Plant and equipment taken out of use is decontaminated and removed.

Intended final treatment, recovery or disposal routes are established at the point of pre-acceptance, the decision process is detailed within the company procedure (SOP-GP-ENV-1).

# Waste Storage Segregation Chart

Table 2 General recommendations for the separation or segregation of different classes of dangerous substances

	CLASS	2	3	4	5	6	8
	<b>CLASS</b>						
<b>Compressed gases</b>							
2.1 Flammable		KEEP APART	Segregate from or KEEP APART	Segregate from	Segregate from	ISOLATE	KEEP APART
2.2 Non-flammable/non-toxic		KEEP APART	KEEP APART	Separation may not be necessary	Segregate from	Separation may not be necessary	KEEP APART
2.3 Toxic		Segregate from or KEEP APART	KEEP APART	KEEP APART	Segregate from	Separation may not be necessary	KEEP APART
<b>Flammable liquids</b>							
		Segregate from	KEEP APART	Segregate from	Segregate from	ISOLATE	KEEP APART
<b>Flammable solids</b>							
4.1 Readily combustible		Segregate from	Separation may not be necessary	KEEP APART	Segregate from	Segregate from	KEEP APART
4.2 Spontaneously combustible		Segregate from	Segregate from	Segregate from	Segregate from	ISOLATE	KEEP APART
4.3 Dangerous when wet		Segregate from	Separation may not be necessary	KEEP APART	Segregate from	Segregate from	KEEP APART
<b>Oxidising substances</b>							
5.1 Oxidising substances		Segregate from	Separation may not be necessary	Separation may not be necessary	Segregate from	Segregate from	KEEP APART
5.2 Organic peroxides		ISOLATE	Segregate from	Segregate from	ISOLATE	Segregate from	KEEP APART
<b>Toxic substances</b>							
		KEEP APART	Separation may not be necessary	Separation may not be necessary	KEEP APART	KEEP APART	KEEP APART
<b>Corrosive substances</b>							
		KEEP APART	KEEP APART	KEEP APART	KEEP APART	KEEP APART	KEEP APART

**Segregate from**

These combinations should not be kept in the same building compartment or outdoor storage compound. Compartment walls should be impermeable, of at least 30 minutes fire resistance and sufficiently durable to withstand normal wear and tear. Brick or concrete construction is recommended. An alternative is to provide separate outdoor storage compounds with an adequate space between them.

**Separation may not be necessary**

Separation may not be necessary, but consult suppliers about requirements for individual substances. In particular, note that some types of chemicals within the same class, particularly Class 8 corrosives, may react violently, generate a lot of heat if mixed or evolve toxic fumes.

**ISOLATE**

This is used for organic peroxides, for which dedicated buildings are recommended. Alternatively, some peroxides may be stored outside in fire-resisting secure cabinets. In either case, adequate separation from other buildings and boundaries is required.

**KEEP APART**

Separate packages by at least 3 m in the storeroom or storage area outdoors. Materials in non-combustible packaging that are not dangerous substances and that present a low fire hazard may be stored in the separation area. This standard of separation should be regarded as a minimum between substances known to react together readily, if that reaction would increase the danger of an escalating incident.

**Segregate from or KEEP APART**

The lower standard refers to the outside storage of gas cylinders. Where non-liquefied flammable gases are concerned, the 3 m separation distance may be reduced to 1 m.

Where a particular material has the properties of more than one class, the classification giving the more onerous segregation should be used.

## Appendix 1 - Incident and Emergency Procedure (7.7/2 THM)



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leaders in recycling

### ***INCIDENT AND EMERGENCY PROCEDURE***

***WasteCare Ltd.***

***Unit 1***

***Colthrop Business Park***

***Colthrop Lane***

***Thatcham***

***Berkshire***

***RG19 4NB***

**SITE LICENCE NO: JB3204MH/V002**

**DATE: July 2020**

**ISSUE NUMBER: 1**

***THIS IS TO FORM PART OF THE MANAGEMENT SYSTEMS OF THE SITE.***

## **IMPORTANT**

This section is divided into 7 parts. Turn to Part 3 in the event of an accident. All employees should read Parts 1 and 2 and familiarise themselves with emergency procedures in the areas within which they work.

**Part 1            Definitions**

**Part 2            Resources**

**Part 3            Action During Incident**

**Part 4            Assembly Points and Site Plan**

**Part 5            Telephone Numbers**

**Part 6            Incident and Emergency Procedures for Contractors**

**Part 7            Incident and Emergency Procedures for Drivers**

## **PART 1: DEFINITIONS**

**1.1** The INCIDENTS most likely to arise at the Thatcham site are:

- a. Release of substances – liquids – chemicals
- b. Fire
- c. Collisions from vehicles
- d. Incidents outside the site affecting the site

**1.2** An **INCIDENT** is a situation which involves one or more of the following:

- a. Fire or threat of fire of any size or damage to a part of the plant or site or injury to people.
- b. Release of material which could make a section of the site unworkable or which may affect people's health immediately or later.
- c. The mobilisation of incident teams, first aiders, fire or the emergency service.

An **EMERGENCY** is a situation which involves one or more of the following:

- a. The possibility of multiple casualties which may require hospital treatment
- b. Damage or loss on more than one part of the site.
- c. Release of material likely to render untenable a significant proportion of the site.
- d. Release of material likely to cause significant effects on the local environment and areas surrounding the site.

A **DISASTER** is a situation where the emergency resources of the Company are deemed to be inadequate and outside assistance is required.

**1.3** The INCIDENT ZONE is that part of the site likely to be affected by events and will be defined by the Incident and Emergency Controller after consideration of:

- a. Nature of the work/process involved
- b. Nature of the incident
- c. The proximity and character of other plan buildings
- d. Physical factors, especially wind force and direction



**1.4** The INCIDENT PROCEDURE can be summarised as follows:

- a. Attendance to the incident by personnel in the working areas
- b. Attendance by the Incident Controller
- c. Action limited to minor fire fighting or to control of emissions or spillages at source
- d. First aid treatment
- e. Preparation of an incident report and review of procedures and working practices in the light of the incident.

**1.5** The EMERGENCY PROCEDURE can be summarised as follows:

- a. Attendance to the incident by personnel in the working area
- b. Escalation of the incident to an emergency because of fire or be decision of the Incident Controller
- c. Establishment of the emergency control centre and callout of the emergency services
- d. Works or office evacuation or both and call out public services
- e. Preparation of reports. Enquiries into caused and methods of future prevention. Revision of procedures.

## **PART 2: RESOURCES**

The EMERGENCY CONTROL CENTRE is established as the office block. This has the telephone points for call out of emergency services if required and will have an emergency kit, this will comprise of:

- 2.1** a. Copies of EMERGENCY PROCEDURE for site
- b. Site Plan, showing storage area of absorbent for spillage retention and fire extinguisher points
- c. Current list of all employees for this site

If the office block is not safe for use the assembly point will be used as a control centre and emergency services will be contacted by the use of mobile telephones.

**2.2** The INCIDENT TEAM shall be as follows:

- a. The Facility Manager / nominated person
- b. Chemical Advisor
- c. First Aider(s)
- d. Area Supervisor

**2.3** ASSEMBLY POINT

This has been designated as the area marked SITE ENTRANCE on the site plan. Supervisors must be responsible for checking all the employees assembled at this point.

**2.4** EMERGENCY EQUIPMENT

- a. EXTINGUISHERS & FIXED FIRE FIGHTING EQUIPMENT – Suitable types are distributed throughout the site and employees should familiarise themselves with their position and use.
- b. FIRE HYDRANT – over the railway line approximately 400m away from the facility

## **PART 3: ACTION DURING AN INCIDENT**

### **3.1 RAISING THE ALARM**

#### **3.1.1 DURING WORKING HOURS – ON RELEASE OF A SUBSTANCE**

- a. Report the details to the Supervisors or Facility Manager
- b. Take ALL possible action to stop any further spillage or emission, and to contain the release without taking any personal risk.
- c. The Supervisors or Facility Manager will decide whether or not to activate the emergency procedures

#### **ON DISCOVERY OF A FIRE**

- a. RAISE THE ALARM and seek immediate assistance. If possible attack fire with extinguishers and fixed fire fighting equipment without taking any personal risk.
- b. If the fire is not controllable with extinguishers inform the Supervisor or Facility Manager who will assess if external emergency services are required.
- c. The Facility Manager, Supervisor, or when they are not available the individual discovering the fire will call the emergency services
- d. If possible SWITCH OFF ELECTRICAL POWER to any equipment in that area
- e. If external emergency services have been called follow the EVACUATION PROCEDURE (Section 3.2)

#### **3.1.2 OUTSIDE NORMAL WORKING HOURS**

- a. In the event of a fire contact Emergency Services
- b. In the event of a release of a substance phone Key Personnel i.e. Facility Manager or Operations Director

### 3.2 EMERGENCY EVACUATION

On instruction of Supervisor / Facility Manager, evacuation will proceed as follows:

- a. Except for people engaged with the Incident or Emergency, all personnel will evacuate their work area and proceed in an orderly manner to the designated Assembly Points.
- b. No attempt must be made to collect personnel belongings or remove cars from the site unless directed to do so by the Facility Manager/nominated person, Fire Officer or Police
- c. Drivers of commercial vehicles on the site roads must leave their keys in the ignition in case the vehicle requires moving after evacuation
- d. Supervisors will hold a roll call and any discrepancies reported to the Facility Manager/nominated person or Emergency Services
- e. Employees will not leave their Assembly Points unless told to do so by Facility Manager/nominated person or Emergency Services
- f. The work areas will be re-occupied on the instructions of the Facility Manager/nominated person or Emergency Services

### 3.3. RESPONSIBILITIES OF THE FACILITY MANAGER/NOMINATED PERSON

- a. When notified of the Incident/Emergency and its location, proceed immediately to the scene.
- b. Assess the scale of the Incident, define the Incident Zone and decide if an emergency exists or is likely. On his decision he will activate the Emergency Procedures
- c. Direct all operations within the Incident Zone with the following priorities:
  - a. Secure the safety of the personnel
  - b. Minimise the damage to plant, property and the environment
  - c. Minimise the loss of material
- d. Direct all operations within the Incident Zone
- e. Direct Rescue and Incident Control Operations until the arrival of the Emergency Service
- f. Ensure the Incident Zone is searched for casualties
- g. Ensure non-essential workers are evacuated from the Incident Area
- h. Establish communications by messenger with the Emergency Control Centre
- i. Pending the arrival of the Emergency Services, direct the shutting down and evacuation of the plant and areas threatened by the Emergency

### **3.4 RESPONSIBILITIES OF FIRST AIDERS**

The First Aider(s) will proceed to treat and/or assess any injuries and arrange through Supervisor/Facility Manager if hospital treatment is necessary. He will also be responsible for recording names and nature of the injuries of any casualties.

### **3.5 RESPONSIBILITIES OF THE CHEMICAL ADVISOR**

The Chemical Advisor will work with the Emergency Services to:

- a. Identify chemicals in the incident zone
- b. Identify potential hazards
- c. Advise on safe practice in the incident zone
- d. Make recommendations on neutralising any hazardous substance

### **3.6 PUBLIC SERVICES**

- a. FIRE BRIGADE – The Senior Fire Officer present has total authority. His main aim will be to contain the emergency as rapidly as possible so as to protect life. In practice, the Fire Brigade will certainly make full use of any advice and assistance available on site and will certainly make full use of any advice and assistance available on site and will share our interest in reducing the overall consequences of the emergency. The Fire Brigade will be called to any incident involving FIRE or an EMISSION where the source cannot be isolated to prevent escalation of the incident.
- b. POLICE – The Police have over-riding authority where the public is threatened or where life is lost or where investigation may be necessary. Personnel will be requested to give whatever assistance they can. In other matters (e.g. site security,) the site administrations will liaise with the Police.
- c. ENVIRONMENTAL CONTROL – The Facility Manager/Duty Technician will involve the Environment Agency, Health & Safety Executive and Local Environmental Health Officers as appropriate. The Environmental Agency & Environmental Health must be informed whenever an emission occurs affecting the general public.

### **3.7 LOCAL RESIDENTS, MEMBERS OF THE PUBLIC AND THE MEDIA**

DO NOT allow them to access the site under any circumstances. Treat them with respect at all times and inform them that statements will be issued in due course. If it is a member of the public that has raised the alarm, take the name, address and contact telephone number and assure them that the Company will contact them as soon as possible. DO NOT SPECULATE AS TO THE CAUSE OF THE EMERGENCY.

### **3.8 INCIDENT REPORTS**

Apart from any reports required by outside bodies (e.g. HSE) a brief report of all incidents has to be submitted to the Safety Manager as soon as reasonably possibly after the event.

## **PART 5 TELEPHONE NUMBERS**

<b><i>Function</i></b>	<b><i>Name</i></b>	<b><i>Home/Night Tel. No</i></b>
Site Manager	Mr Matthew Marshall	075877775653
Operational Support Manager	Mr Neil Durdan	0779 540 0058
Operations Director	Mr Graeme Parkin	07501 494496
Health & Safety Manager	Ms Samantha Booker	07552 120791
Group Compliance Manager and DGSA	Mrs Helen Kellett	07795 400071
Environment Agency	National Number	0800 807060
Thames Water		0800 316 9800
Fire Station		999
Police		999 or 101

### **Out of Hours Contact Details**

Telephone any of the above numbers for information regarding the site.

The site has 24/7 CCTV and alarm system monitoring, the contact details are:

#### **4 Site Security Services Ltd**

Bank House,  
Parkfield Street,  
Leeds,  
LS11 5PH

[www.4sitesecurity.co.uk](http://www.4sitesecurity.co.uk)

Telephone: 0113 200 2060

4 Site Security Services holds an up to date list of key holders for the site, along with contact names and numbers. IPM can also remotely access the site; this would allow emergency services onto site without the need for a key, key holder or security access fob.

## **PART 6          INCIDENT AND EMERGENCY PROCEDURES FOR CONTRACTORS**

### **6.1**

- a. On arrival at site, contractors must report to the Facility Manager. Contractors working in offices must ensure that the switchboard operator or other responsible person is aware of their presence
- b. Contractors must receive a copy of these procedures on arrival on site
- c. Whilst it is the contractors' responsibility to ensure their work methods are safe, the Company has the power and legal obligation to ensure that ANYONE working on the Company's premises does so in compliance with the law and safe practices. You must therefore observe any reasonable instructions given by a company employee with regard to safety.
- d. No hot work or confined space work may commence without a signed Work Permit which is obtained from the Facility Manager.
- e. Contractors and their employees must familiarise themselves with the location of the nearest fire fighting equipment to their work.
- f. The following section lay down the procedure in case of an emergency.

#### **ON DISCOVERY OF A FIRE DURING WORKING HOURS**

- a. RAISE THE ALARM and seek immediate assistance and if possible attack the fire with the fire fighting equipment without taking any personal risks.
- b. If the fire is controllable, inform a Supervisor or the Facility Manager.
- c. If possible, switch off electrical power to anything affected or threatened by the fire.
- d. If the alarm has been sounded, follow the evacuation procedure.

#### **ON RELEASE OF A SUBSTANCE DURING WORKING HOURS**

- a. Report the details to nearest company employee
- b. Take all possible action to prevent further spillage or emission and contain the release without taking any personal risk.
- c. The Facility Manager/nominated person will decide whether or not to activate the alarm and evacuation will proceed



## **PART 7      INCIDENT AND EMERGENCY PROCEDURES FOR DRIVERS**

### **7.1**

- a. The site is open for deliveries between 0600hrs and 1800hrs. Deliveries after normal hours must be notified beforehand to ensure offloading personnel are available.
- b. Drivers must receive a copy of this procedure
- c. Whilst it is the drivers' responsibility to ensure their work methods are safe, the company has the power and legal obligation to ensure that ANYONE working on the Company's premises does so in compliance with the law and safe practices. You must therefore observe any reasonable instructions given by Company employee with regard to safety.
- d. On arrival on site, all vehicles must report to the Supervisor to receive instructions. They will need to be directed to the loading/unloading points where they must report to the Facility Manager/Supervisor
- e. Drivers must familiarise themselves with the location of the nearest Fire Fighting equipment to their work.
- f. The following sections lay down the procedure in case of an Emergency:

#### **ON DISCOVERY OF A FIRE DURING WORKING HOURS**

- a. RAISE THE ALARM and seek immediate assistance. If possible attack the fire with the sites fire fighting equipment without taking any personal risks.
- b. If the fire is controllable, inform a Supervisor or the Facility Manager
- c. If possible, switch off electrical power to anything affected or threatened by the fire
- d. If the alarm has been sounded, follow the evacuation procedure

#### **ON RELEASE OF A SUBSTANCE DURING WORKING HOURS**

- a. Report the details to nearest company employee
- b. Take all responsible action to prevent further spillage or emission and contain the release without taking any personal risk
- c. The Facility Manager/nominated person will decide whether or not to activate the Emergency Procedure.
- d. If the incident justifies Emergency Evacuation, the Facility Manager/nominated person will activate the alarm and evacuation will proceed.
- e. If evacuation is necessary then keys must be left in the ignition of all vehicles.