Brookhurst Wood MBT Facility

Environmental Permit Variation EPR/HP3238GW
Site Management and Technical Plan

Biffa Waste Services Limited

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			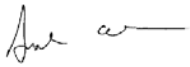
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1. Report Context

1.1 Introduction

AECOM has been commissioned by Biffa Waste Services Limited ("the Operator" or Biffa) to prepare an application to vary the existing environmental permit (EPR/HP3238GW) to include an additional area of land in proximity to the current Mechanical and Biological Treatment (MBT) Facility for the storage and dispatch of MBT outputs. The site is located at Brookhurst Wood, Horsham, West Sussex.

This document represents the Site Management and Technical Plan which has been updated to include the new transfer and storage area and should be read in conjunction with the other supporting application reports and risk assessments.

1.2 Proposed Facility

There are no changes proposed to the existing MBT operations.

Biffa plan to extend the existing MBT Facility to include an area of land known as Site Ha to be used as a waste storage and transfer area for loose or baled refuse derived fuel (RDF) and compost like outputs (CLO) produced by the MBT process to meet the requirements of the West Sussex County Council Materials Resource Management Contract (MRMC).

The area will be operated as a trailer park whereby up to 36 empty transport trailers may be delivered to site empty and subsequently filled with RDF. It is intended that alternate bays will be used for the full and empty trailers so the drivers can drop off and collect in the same trip. The RDF will be stored for a maximum 72 hours prior to export from site to EfW's in the UK or abroad.

It is also proposed to allocate a controlled area for the storage of containerised covered CLO (Compost Like Output), this material will be a by-product of the food waste process and will be taken to land spreading within the vicinity of the site during the week. Over weekends there will be a need to store the CLO at the site.

No waste treatment or processing will take place as part of this activity and total waste storage (daily maximum) is estimated at 450 tonnes of RDF and estimated 100 tonnes of digestate.

1.3 Scope of the Management and Technical Plan

This Management and Technical Plan forms part of the Environmental Permit variation application and has been prepared in accordance with appropriate guidance and relevant regulations:

- The Waste (England and Wales) Regulations 2011, as amended;
- The Environmental Permitting (England and Wales) Regulations 2016, as amended;
- Environment Agency (EA) "*Develop a Management System: Environmental Permits"* Guidance, August 2021; and
- EA standards "*Non-Hazardous and Inert Waste: Appropriate Measures (NHIWAM) for Permitted Facilities"*, July 2021.

2. Site Management Arrangements

2.1 Management Structure

2.1.1 Corporate Structure

Biffa operates on a predominately divisional structure with a number of shared centralised functions including Finance, Safety, Health and Environmental, Human Resources and Engineering.

Environmental responsibility has been assigned throughout the organisation and is defined throughout the management system. Overall responsibility for the development of the system and implementation throughout the company rests with the Group Safety, Health, Environment and Quality Directorate (SHEQ).

2.1.2 Site Management Arrangements

Line responsibilities of staff within the Brookhurst Wood MBT facility are presented diagrammatically in Figure 2.1 on page 11.

In addition some brief descriptions of the responsibilities of those staff involved in operating the MBT are outlined in Table 2.1 below.

Table 2-1: Responsibility of Role Function

Position	Responsibility
MRMC General Manager	The General Manager will have overall responsibility for MBT employees and operations; will report into and liaise with the Biffa National Support on contract and operational issues; will have overall responsibility for maintenance and refurbishment; and will work with the Biffa National Support to source suitable third party waste for treatment in the Facility.
MBT Plant Manager	Manager appointed to oversee the overall running of the West Sussex MBT plant to service the MRM Contract and meet associated customer and business KPI's. The Plant Manager will ensure: • the site has an environmental permit. • all operations and accepted materials are in accordance with the site permit. • any discharge to sewer complies with the environmental permit. • the training Plan (WS196) is functioning and being adhered to. • all procedures are in place • WSCC and customers are notified in the event that site is required to close or operate at reduced capacity.
Operations Manager	Appointed to oversee the operation of the site including production shift teams. Responsible for: • conducting risk assessment and produce method statements, standard operating procedures (SOP) and permit to work for all work conducted in or by their departments. • ensuring waste is suitable and complies with permit requirements – if not he will arrange alternative suitable disposal at an appropriately licenced facility.
Logistics Manager	Appointed to oversee the logistic and mobile plant operation. Coordinates and oversees the induction of site waste delivery drivers.
Engineering Manager	Appointed to oversee the maintenance and asset management of the site. Responsible for conducting risk assessment and produce method statements, standard operating procedures (SOP) and permit to work for all work conducted in or by their departments.
Compliance Manager	Appointed to ensure Health, Safety, Environmental and Quality compliance across all site activities including ensuring risk assessments for various activities are in place
Engineering Lead Technicians/Shift Supervisors	Will work on a two-shift pattern, with the Engineering Lead Technicians/Shift Supervisors acting the as day-to-day manager of facility operatives, engineers, labourers and MSO's; will have responsibility for ensuring that structural and moving parts are operating as per the

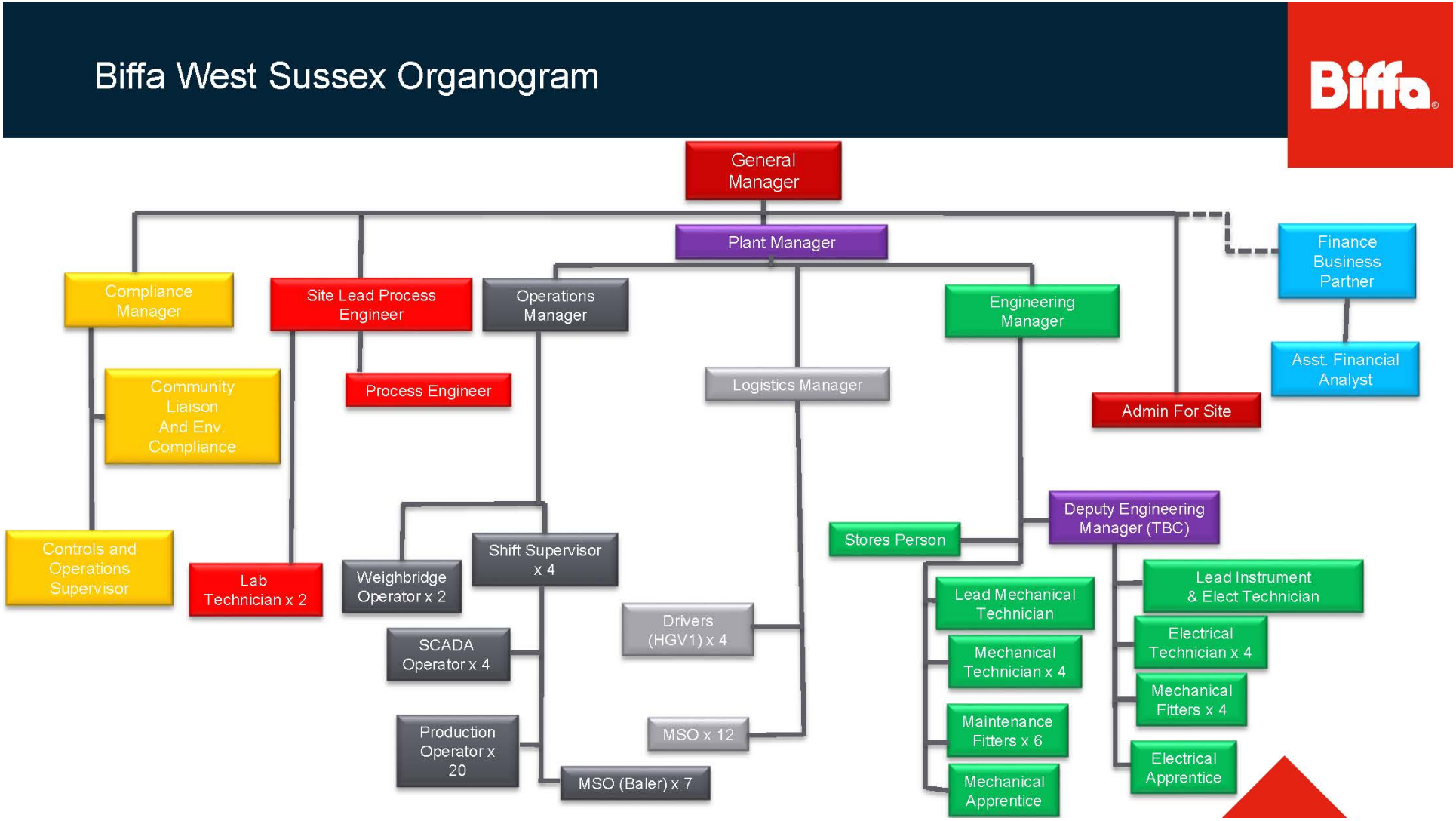
Position	Responsibility
	operating manual and in line with SHE requirements; and will be responsible for ensuring that sufficient replacement parts and consumables are on site for continuous operation to occur.
Production Operators	Will be responsible for day-to-day operation of the facility, which will include ensuring steady material flow through all process lines, daily and periodic cleaning, start up and shut down at the beginning and end of each day and loading of output materials.
Technicians	Will be responsible for maintenance of the facility; will be responsible for periodic safety and operational checks of equipment and for keeping full audit trails of maintenance and repairs carried out. If any part breaks down the Technicians will have responsibility for repairing and checking operating systems before further operation.
Multi-skilled Operators (MSO)	Will be responsible for a range of duties including: • Operation of the site mobile plant; • Removal of bulky waste and items unsuitable for treatment from the waste delivered to the waste reception hall; • Delivery of appropriate waste to the treatment processes in the mechanical sorting hall, ensuring that there is a constant stream of material being fed into the pre-shredder loading hoppers so that all of the up-stream equipment has a steady flow of material; • Loading HWRC residual waste directly into the trommel in one of the treatment streams on days when HWRC waste is being treated; • Managing all containers on site. This will include both the storage and movement of the containers used for; residual material to be sent to landfill, digestate, recyclates and RDF that will be distributed to appropriate recovery and recycling facilities; and • Sorting HWRC residual material into treatable and non-treatable material.
Lab Technician	Will be responsible for coordinating and analysing waste composition and BMW testing, will monitor emissions and discharge streams and carry out required tests used to monitor both the performance of the plant and the effects of variations in input streams on output products.
Weighbridge Operator	Will operate the weighbridge, ensuring that only Authorised Waste is accepted and that all documentation is up to date and accurate.

2.1.3 Technical Competence

A technically competent person or nominated deputy will be available at all times. The technically competent person, or nominated deputy, will be responsible for the control of incoming and outgoing vehicles, checking Duty of Care documentation, inspecting waste to ensure compliance with permit conditions, and the keeping and maintaining all records. The technically competent person, or nominated deputy, will have overall responsibility for ensuring good general tidiness of the site as a whole.

The Certificates of Technical Competence are contained within Appendix A.

Figure 2-1: Site Management Structure



2.2 Training and Competence

2.2.1 Introduction

Training and competence requirements are developed such that the requirements specified in the EA and BREF guidance documents, namely:

- Non-Hazardous and Inert Waste: Appropriate Measures (NHIAM) for Permitted Facilities (July 2021), Section 2.2; and
- "Best Available Techniques (BAT) Conclusions for Waste Treatment under Directive 2010/75/EU of the European Parliament and of the Council" (Decision 2018/1147), BAT Conclusion No 1.

Sub-sections 2.3.2 to 2.3.5 below provide an overview of the relevant details of the training and development system which will be in place.

2.2.2 Skills and Competency Identification and Development

The Operator aims to achieve a high success rate of individual and job compatibility at the recruitment stage. This selection will then be complemented by providing training to meet priority needs for each individual dependant on the job requirements. The needs will be identified during the individual's appraisal and can be defined as:

- Mandatory; or
- Job based; or
- Skills based.

The individual needs will then be managed through a training needs database which the Operator is developing, which will be maintained at the site. The database will serve a number of uses, namely it:

- Identifies the skills and competence matrix required for each job function;
- Records training undertaken and competence level achieved – summary sheet is available; and
- Provides a mechanism for identifying when renewals for training certificates are required.

An example of the skills identification matrix is shown in Appendix B. To support the effective identification and implementation of the training and development programme, the system will be reviewed annually by plant management, taking into consideration:

- The results of audits;
- Agreed appraisal targets and objectives;
- Defined site operating standards;
- Recommendations from Biffa corporate level; and
- Any changes to site operations (e.g. process developments, changes to legislation, etc).

Following this review an annual training plan will be agreed detailing the training areas, target audience and timeframe for completion.

2.2.3 Training Provision

All staff will receive instruction and training, both verbal and documented, in all relevant aspects of operational procedures, permit requirements in relation to operations and the environment, health and safety and general requirements of the site management plan. A copy of the permit and approved site management and technical plan will be kept available on site for reference when required by all site staff carrying out work under the requirements of the permit.

Wherever possible, training will be delivered in the workplace by internal training staff or by managers. Key target areas include but are not limited to:

- Safety, health and environmental responsibilities;
- Plant operation including competence checks and ongoing development;
- Site licence, permit and consent conditions;
- Duty of care and waste acceptance;
- Waste processing;
- Emergency procedures including near miss and incident reporting;
- Certificates of technical competence as required by Waste Management Licensing Regulations (1994);
- Risk assessment and management; and
- Safety awareness/competence – Permit-to-work, and safe working procedures.

In addition, staff will receive appropriate training in first aid, manual handling, fire-fighting, use of PPE and RPE, use of plant and equipment and for appropriately experienced and/or qualified staff training in COSHH assessment, pump and process plant monitoring and maintenance, tank integrity testing and other skills as considered appropriate to their role.

Senior staff and other key personnel will attend formal training courses as required to develop technical, managerial and health and safety skills. These will include external courses as well as in-house training programmes.

The Plant Manager will ensure that site staff are directed and trained in relevant emergency procedures for their particular site or activity. These procedures will be documented within the Site Operational Plans, and periodically reviewed.

Training will be carried out following the identification of new techniques, new services being offered, new skill requirements, regulatory and environmental requirements, health and safety considerations, etc. or the implementation of new internal procedures and development needs identified through appraisal.

The records of personnel and their skills will be maintained so as to ensure that skills and tasks are adequately matched and the effectiveness of any training undertaken.

2.2.4 New Employees

Each position at the site will be covered by a general job description detailing key skills, responsibilities and reporting structure. It will be standard procedure for new process operators to be given comprehensive “on the job” training before they take full responsibility for their post. Supervision will be provided for as long as is necessary to ensure that the required skills have been imparted. In addition specific full training on key tasks will be given to both new and experienced operators as necessary.

2.2.5 Contractor Management

There will be an ongoing target to continue safety, health and environmental awareness training and refresher training targeting poor performers as necessary.

Contractors that may be used will be selected on the basis of their experience and competence relating to a specified task. Each will submit a relevant method statement which is retained and crosschecked by the Operator.

Site rules will be provided to all contractors using or visiting the site, which will describe basic safety and operational precautions to be observed while at the site. Instances of drivers or contractors not following site rules, or behaving inappropriately, will result in warnings. If necessary, requests to leave site and/or barring from future visits to the site will be implemented.

2.3 Management System

2.3.1 Introduction

The facility is operated in accordance with an integrated management system (IMS) which is certified to:

- BS EN ISO 14001: 2015 – Environmental Management Systems
- BS EN ISO 9001: 2015 – Quality Management Systems
- BS ISO 45001: 2018 – Occupational Health and Safety Management Systems

The management system is operated in conjunction with:

- Related Management Systems;
- External Corporate environmental reporting; and
- Site management controlled by appropriately qualified and experienced personnel.

This meets the requirements specified in the EA and BREF guidance documents, namely:

- Non-Hazardous and Inert Waste: Appropriate Measures (NHIAM) for Permitted Facilities (July 2021); and
- "Best Available Techniques (BAT) Conclusions for Waste Treatment under Directive 2010/75/EU of the European Parliament and of the Council" (Decision 2018/1147), BAT Conclusion No 1; and
- the latest EA Guidance "Develop a Management System: Environmental Permits".

Sub-sections 2.4.2 to 2.3.4 below provide an overview of the management system which will be in place.

2.3.2 Business Management System

Biffa operates an integrated management system (IMS) combining environmental, quality, health and safety issues for the operational site. The system embeds the practices of corporate responsibility within the day-to-day management of the Company. The system is designed to demonstrate compliance and drive continuous improvement.

The system has been independently assessed for all operational sites against environmental, quality and safety management standards, namely ISO 14001, ISO 9001 and ISO 45001. Certification renewal against each standard occurs on a three year cycle, during which time the assessment body carries out surveillance visits at the operational sites to assess the compliance status of the IMS with the requirements of the relevant ISO standards. The most recent audit was completed in March 2020.

The IMS is established for the Brookhurst Wood MBT, and has been assessed against the requirements of each of the above ISO standards. The site accreditation is included in the overall company certificate and a copy of the current certificate is attached in Appendix C.

2.3.3 Extent of the IMS

The IMS applies to all activities being undertaken by Biffa. This includes the design and building of new waste facilities, such as the new Brookhurst Wood MBT waste storage and transfer area, as well as its subsequent operation.

2.3.4 IMS Outline

The system for Brookhurst Wood MBT will incorporate the following elements:

a. Corporate policies for health and safety, environment, social and ethical;
b. Organisation and responsibilities;
c. Arrangements for health and safety;
d. Objectives and targets;
e. Management review;

f. Audit procedures;
g. Environmental aspect and health and safety risk assessment;
h. Permit procedures;
i. Occupational health and safety; and
j. Consultation.

This system will ensure consideration of environmental issues at all stages of management and control including:

Table 2-2: IMS Environmental Management Aspects

System Aspect	Issues Incorporated
Policy	Biffa has issued several policy statements covering health and safety, corporate social responsibility, business principles which are contained in Appendix D. These policies reflect the principles set out by the main board of Biffa. The Corporate Social Responsibility Policy, and its implementation, is reviewed annually, and the policy is revised and updated as required by the SHEQ Directorate. The Policy and its implementation will be reviewed annually and the policy revised and updated as required. The Policy gives a commitment to: a. Comply with applicable environmental legislation as a minimum; b. Pursue continuous improvements in its environmental performance and management system; and Contribute to long-term economic, environmental and social sustainability through the sourcing of possible source materials and services locally to minimize transport impacts and support the local economy.
Planning	a. Identification of potential/actual environmental impacts of an activity, including significance; b. Identification of legal requirements affecting an activity including the requirements for obtaining a permit or planning permission; c. Identification of site controls required to reduce the potential/actual impact, actions required to mitigate any actual issues and actions required to ensure compliance with site legal requirements; d. Determination of site resource levels (e.g. manpower, equipment, etc) required for the above controls to be effectives; and e. Identification of key environmental performance indicators.
Implementation	a. Ensuring review of competence requirements and levels for key personnel – including contractors where required; b. Provision of adequate levels of training and written instruction to ensure that personnel have knowledge of or access to information required to ensure safe and efficient operation of the facility; c. Implementation of process control procedures including records maintenance, and logging of events/issues with the potential to impact on the environment; and d. Ensuring effective maintenance of the plant to ensure performance is optimised and risk to the environment especially in the event of plant failure is minimised.
Monitoring	a. Emissions monitoring and reporting requirements; b. Waste Monitoring – this addresses the ongoing checking of waste at pre-acceptance, acceptance and during processing; and

System Aspect	Issues Incorporated
	c. Non-Compliance and Corrective Action – detailing reporting requirements in the event of an incident (Actual/potential) and the action required to mitigate the issue and prevent a recurrence.
Auditing	Internal auditing is undertaken by site personnel trained in auditing techniques, and is used for an ongoing assessment of the compliance of the site with specified controls, IMS and legal requirements.
Management Review	Management undertakes a review of key data to ensure ongoing effective operation of the facility. The information review will include – audit report, performance against operational targets, risk identification and incident management.
Reporting	Biffa will openly report on its health and safety, environmental and social performance through a number of mechanisms, including: a. Annual report to shareholders containing financial and other business performance information including a summary of environmental performance; b. Corporate Responsibility report will be produced bi-annually and provides more detailed performance information pertaining to environment, safety, employee issues and community/social issues; c. Annual and corporate responsibility reports are subject to independent verification; and d. Annual Sustainability Report.

A copy of the IMS Index of Documents which make up the system is provided in Appendix E.

3. Site Operations And Maintenance

3.1 Introduction

The operational control and maintenance arrangements for the facility have been developed to meet the requirements as described above.

Sections 3.2 to 3.10 below provide an overview of the relevant details of the operational control and maintenance arrangements which will be in place.

3.2 Plant Capacity

Table 3.1 below summarises the designed capacity of the facility:

Table 3-1: Expected Plant Capacity

Process Description	Annual Capacity (Tonnes)	Maximum Daily Intake Capacity (Tonnes)
Site Throughput Capacity	327,000	1,000
Site Treatment Capacity	312,000	-

3.3 Permitted Wastes

The main categories of waste to be accepted at the facility, relevant EWC codes and the maximum tonnage of each to be accepted are identified in Appendix F. These are not due to change as part of this application.

Notwithstanding the permitted waste types, the installation will not accept the following general types of waste:

- Hazardous wastes;
- Liquids;
- Sludges; and
- Drummed wastes.

Wastes are excluded or rejected from the site where they display the following hazard properties as defined in Schedule 3 of the Hazardous Waste (England and Wales) Regulations 2005:

- H1 – explosive: except for ‘fireworks’ or distress flares from domestic sources;
- H3A – highly flammable;
- H9 – infectious – except wastes falling within the scope of the APB Regulations;
- H10 – teratogenic;
- H11 – mutagenic; or
- H12 – substances or preparations that release toxic or very toxic gases on contact with water, air or an acid.

3.4 Waste Acceptance Procedures

The site requirements for waste acceptance are defined in a written procedure, which includes flowcharts, procedure, work instruction or similar written guidance as appropriate. No changes to waste acceptance are required as part of this variation.

The associated records which are generated as a result of procedure implementation will be retained for a minimum of 6 years. The procedure has been developed to comply with the requirements specified in latest EA guidance and will be subject to ongoing review and revision as appropriate. The current version will be kept at the site, and is available for inspection as required.

General aspects of waste acceptance at the site are detailed below.

3.4.1 Waste Acceptance

The Level 1 characterisation and Level 2 compliance checks are undertaken by the waste producer.

The operator collects the following information prior to accepting waste onto site;

- Type of waste;
- Specific process from which the waste is derived;
- Quantity of waste;
- Form of waste (liquid, solid, etc); and
- Hazards associated with the waste.

Level 3 on-site verification checks are undertaken by site personnel in line with the defined procedure. The general requirements of the checks are outlined below:

- All vehicles entering the site must stop and report to the weighbridge where they receive further instruction from the weighbridge operative. The site agrees waste deliveries in advance and the Weighbridge Operator will notify the Operations or Plant Manager of any vehicles that are not expected on site. Where appropriate, first time hauliers are required to confirm their registration as a waste carrier and are issued with instructions on health and safety and site procedures.
- Vehicles entering the site must provide a waste transfer note which details the source, location and description of the waste (including EWC number) they are carrying for Duty of Care purposes; these notes are held at the site office in either hard copy or electronic form;
- The weighbridge operative will question drivers about the waste description to ensure compliance with the requirements of the permit. A visual check is made, whenever possible, to ensure adequate description has been provided;
- If the weighbridge operative is satisfied that the waste is acceptable for receipt at the site within the terms of the permit, the contractor is directed to the waste reception area;
- If the weighbridge operative is not satisfied by either the waste description or the content of the incoming load, or deems that the waste is unacceptable under the terms of the permit, entry to the site is refused and the registration number of the vehicle recorded separately in the site diary. Any such incident will be reported to the Environment Agency.

  Wastes shall only be accepted on site if it:

  - Is of a type and quantity listed in Appendix F;
  - Conforms to the description in the transfer documentation; and
  - Conforms to the Environmental Permit.

All waste received is weighed in and out at the weighbridge to obtain a net weight for individual loads.

3.4.2 Waste Quarantine and Rejection

The waste acceptance procedure will identify those waste materials which can be accepted at the site in accordance with its Environmental Permit. Materials which cannot be accepted will be rejected. Reasons for rejecting a waste load will include:

- Waste is not on the permitted waste list for the site; or

- Waste has hazardous properties as identified in Section 3.3 above.

In the event that an unauthorised waste (i.e. it is not on the permitted wastes list) is identified by the site operators during load discharge/offloading, then the following action will be taken:

- The waste load will be segregated in an isolation area and photographed;
- The Site Supervisor, WCA and WSCC will be notified;
- The isolated load will be made available for inspection by the Authority and/or the Regulator; and
- An appropriate disposal route for the load will be determined and agreed with the Regulator. The load will then be transferred to the agreed treatment or disposal facility.
- The rejection will be recorded on a load rejection form in line with the site acceptance procedure.

3.4.3 Waste Sampling and Analysis

Due to the nature and source of the waste material permitted for acceptance at the site being predominantly contracted municipal and HWRS waste, no detailed sampling and analysis of the waste will be undertaken on a routine basis.

It is recognised that waste sampling and detailed analysis may be required in circumstance where there is a quarantined material of unknown origin/composition and where additional information on waste characterisation is required to enable the correct disposal route to be determined. The level of sampling and analysis will be agreed with the Environment Agency and will be undertaken in accordance with recognised standards.

3.5 Determining the Mass of Waste Materials

3.5.1 Waste Measurement During Acceptance

All vehicles carrying waste to the installation have to pass over the weighbridge before being allowed into the Waste Reception Hall. All waste movements on and off site need to be weighed in metric tonnes.

The weighbridges are calibrated and are inspected for compliance with weights and measures needs on an annual basis. The maintenance contractor will certify the inspection and any necessary repair.

All site records are collated and stored at the site office so to ascertain waste throughputs by weight.

In operating the weighbridge installations, all relevant legislation, including the obligations of the Duty of Care Code of Practice March 1996 issued under Section 34 of the Environmental Protection Act.

3.5.2 Weighbridge Availability

The weighbridge is calibrated and tested annually in line with the requirements of Section 11 of the Weights and Measures Act 1985. Calibration is undertaken by an independent certification company.

Maintenance contracts are in place with both the weighbridge and software suppliers. Management of a breakdown is undertaken in line with site maintenance procedures and includes a valid and auditable manual recording system that will be immediately instigated and maintained until the weighbridge is again in normal operation.

3.6 Permitted Site Activities

3.6.1 Waste Discharge and Storage

After a waste load has been accepted at the site, the driver is directed by the weighbridge operator to the correct area for load discharge. Arrangements for handling waste discharge and subsequent storage at the site include:

- Vehicles delivering the bulk residual MSW are directed to the reception hall in the process building. The vehicle will pass through fast-acting fabric doors which will close behind the vehicle;

- Waste is tipped into the reception pit under the supervision of the crane operators and / or shovel loader driver. Material is checked to ensure that is no unauthorized or hazardous waste is present;
- In the event that hazardous and / or unacceptable material is identified after discharge into the pit, it will be set aside for transfer to a suitably licensed facility off-site;
- There is sufficient capacity within the reception pit for storage of up to 2 days waste inputs, which will ensure continuity of tipping should other facilities close temporarily;
- Entrance to the reception hall is via automatic doors which will be opened and closed to allow vehicle ingress and egress only in order to minimise odour release; and
- Liquid wastes (e.g. abattoir wastes) will arrive by tanker from the producer, and are discharged directly into the AD treatment facility.

Waste storage amounts and periods for the site are detailed in Tables 3.2 and 3.3 below.

Table 3-2: Storage Quantities

Material	Maximum Quantity in Storage (Tonnes)
MBT Internal Storage	
Incoming MSW Waste	2500 (1,250T per pit)
Incoming HWRS Waste	400 T
Heavies Stock	400T
Digestate Stock	150T
Metals Stock (Fe and Non-Fe)	40T Fe 30T non-Fe
MBT External Storage	
Baled RDF stock	273 T
Biogas (approx. 60 – 75% CH_4)	1,050 – 2,100 m^3
New Discrete Waste Storage and Transfer Area	
Baled RDF Stock per vehicle	93 m^3 per trailer or bulk wagon. Maximum of 18 loaded trailers/wagons at a time.
Loose RDF Stock per vehicle	
Digestate Stock per vehicle	

Table 3-3: Waste Storage Periods

Waste/Product Type	Maximum Storage Period
Wastes awaiting treatment	48 hours
Wastes undergoing treatment	28 days
Non-conforming waste	7 days
Treated organic rich fraction	30 days
Ferrous/non-ferrous metals	60 days
Substitute fuels	30 days

3.6.2 Waste Treatment Processes

The facility waste treatment processes are outlined below:

3.6.3 Waste Reception Hall

The Reception Hall has been designed to house approximately two days collection of black bag waste in 12m deep pits. The entrance to the facility is via automatic doors protected operated for vehicle access and egress only to minimise the release of odours from the facility.

The facility incorporates internal travelling grab cranes to feed the process shredder. The Waste Reception Hall is built as a fire compartment with the fire walls between the reception hall and the processing plant being fire rated for 2 hours. In addition the reception hall storage bays for municipal and HWRS waste are monitored by thermal detection and are equipped with fire cannons. Rainwater from the roof is linked to the rainwater harvesting system.

3.6.4 Process Hall

The Process Hall is directly linked to the Waste Reception Hall by the conveyor systems, with penetrations through the 2 hour compartment wall being protected by the sprinkler system.

The process technology has been designed by Haase and includes:

- Separation of ferrous and non-ferrous metals for recycling;
- Separation of high CV material into RDF for energy recovery;
- Removal of heavy materials to be sent to landfill; and
- Production of fine fraction to be used in the AD process.

In the mechanical pre-treatment plant, the waste is separated into several waste streams to enable recycling, recovery or disposal. By separating metals and high CV waste, a substantial amount of residual material is used for recovery and energy production. The organic fine fraction for the AD stage is also separated at this time.

Integrated into the process hall structure are the site welfare, control room and visitor viewing facilities. Placing the site welfare facilities in this location provides greater safety, by isolating pedestrian movement from the vehicular movements.

3.6.5 Anaerobic Digestion

The anaerobic digestion facility comprises the following process stages:

- Homogenisation is used to mix the pre-treated waste (fine fraction) with process water in order to suspend the organic waste and generate a pumpable slurry with a solid content of less than 10%;
- Sand separation processing enables inert material, comprising sand, glass, plastics and ceramics, to be separated in order to maximise the organic content, minimise the inorganic content and prevent the process tanks from silting in the subsequent treatment stages;
- Aerobic hydrolysis stage is used to break down long chain polymers into short-chained organic acids, alcohol, hydrogen and carbon dioxide and facilitates commencement of anaerobic digestion. Iron chloride is added in this stage which assists in the prevention of hydrogen sulphide production; this is performed in a closed system which provides controlled and optimised conditions, while preventing odour emissions;
- Anaerobic digestion, using microbial degradation, of the organic waste substances with simultaneous biogas production;
- Biogas power generation, using three Combined Heat and Power (CHP) engines to generate electrical and thermal energy;
- Compost dewatering, using a mechanical dewatering process, followed by thermal drying of the dewatered digestate using the exhaust heat from the CHP plant; and
- Process water is directed to a membrane bio-reactor (MBR) plant for treatment, and is then reused for slurrying the organic waste fraction before digestion takes place.

3.6.6 Waste Transfer and Dispatch

Outputs from the treatment processes include rejects, recyclables, heavy fractions, gas and digestate. Where possible, these materials are reused onsite or transported from the site to other appropriate recovery, treatment or disposal sites.

3.6.6.1 Process Outputs

The main process outputs comprise:

- Refuse Derived Fuel (RDF) which is either loaded and dispatched as bulk loose loads or as baled RDF which are managed as follows:

a. Loose RDF currently stored in the reception hall within the building is directed to a designated stockpile area within the enclosed MBT treatment building. Haulage vehicles with enclosed containers (e.g RoRo or shipping containers) are loaded within the MBT dispatch loading area using loading shovel and loads are then closed. Wagons will either leave site immediately for onward transport or will be directed to the new transfer and storage area for temporary storage prior to leaving site. Haulage vehicles will enter/exit the MBT dispatch loading area via automatic roller doors. No further handling or processing or loose RDF will take place in the new waste transfer and storage area.

b. RDF materials suitable for baling will be directed to the automatic baler situated at the end of the physical treatment line. The baler will be used to compact and form the RDF bales which are stretch-wrapped and placed on pallets ready for dispatch. Loading of baled and plastic wrapped RDF by forklift truck (FLT) onto curtain-sided trailers will take place either inside the MBT building or adjacent to MBT door. Curtains will be secured prior to trailers leaving the site or being transfered for storage at the new waste storage and transfer area. No further handling or processing of the baled RDF will take place in the new waste storage and transfer area.

- Compost-like output (CLO) which is the dewatered digestate from the AD process will be loaded into enclosed roll on, roll off (RORO) containers within the MBT building. The filled RORO will either leave site immediately for onward transport or will be directed to the new storage area for temporary storage prior to leaving site. No further handling or processing of the CLO material will take place in the new waste transfer and storage area.

- Recyclables (ferrous and non-ferrous metals) are normally stored loose in bunkers in the front hall from where they are loaded onto collection vehicles which are sheeted prior to leaving the front hall. The sheeted materials are taken from site for onward transport.

- Biogas fuel is collected in the gas accumulator and used for fuel in the site gas engines.

- Heavy fractions from mechanical treatment are normally placed directly into a dedicated skip or enclosed container which is collected from the MBT dispatch area and taken from site for onward transport. Alternatively the heavy fraction can be stored loose in the front hall from which they are then loaded onto collection vehicles and covered before leaving the hall.

- Heavy material from the sand trap or from the mixer are normally placed directly into a dedicated skip or enclosed container which is collected from the MBT dispatch area and taken from site for onward transport. Alternatively the heavy fraction can be stored loose in the front hall from which they are then loaded onto collection vehicles and covered before leaving the hall.

- Hazardous materials are removed from the HWRS wastes and are placed into hazardous waste cages for Biffa HAZ waste to remove from site for onward transport.

3.6.6.2 Site Waste Transfer and Storage Area

The proposed new area is designed to store RDF, either loose or baled ready for future onward transport off-site for recovery in the UK or abroad, as described below:

- The site design is to manage up to 36 haulage vehicles with enclosed containers or curtain sider trailers which will be used for the onward transport of either baled or loose RDF for further processing. The trucks will be delivered to site empty, and a full trailer/container will be collected.

- Alternate bays will be used for the full and then empty containers/trailers so the drivers will be informed by the weighbridge at the MBT to drop the empty trailer in bay 1 and collect the full trailer from bay 2. This way the MBT Operations and Logistics team will be able to control the trailers ensuring that there is a good rotation of the trailers.

- Trailers will either be sealed curtain-siders for baled RDF or fully enclosed storage containers for the storage of loose RDF. The final specifications and types of enclosed containers to be used for storing loose RDF are to be confirmed but are likely to include enclosed Ro-Ros or Shipping Containers.

- All loading of loose RDF will take place in the MBT building as described in 3.6.6.1 above and loading of plastic wrapped baled RDF will take place either in or adjacent to the MBT building.

- The RDF will be stored for a maximum 72 hours (i.e. from a Saturday pm to Tuesday am following a bank holiday).
- The area where the trailers will be parked will be controlled for run off into a new site lagoon. Flow from the lagoon will be tested to ensure it can be released to the surface water system (no changes proposed to existing surface water discharge arrangement or limits). If that is not the case, then the run-off water will be transferred to the MBT for processing.
- It is also proposed to allocate a controlled area for the storage of containerised covered CLO, this material will be a by-product of the food waste process and will be taken to land spreading within the vicinity of the site during the week, Over the weekends CLO will need to be stored ahead of transport from the site. The rainwater run-off from this area will be contained and will be transferred by tanker or similar for processing at the MBT. This is shown as the area as a magenta coloured box on drawing WZD230500 (Application Part 11)). Loading of this material into containers will take place inside the MVT building.
- Total waste storage (daily max) is estimated at 450 tonnes of RDF and estimated 100 tonnes of digestate.
- The area will not be utilised for any waste processing activities.

3.6.6.3 Waste Management Routes

The main management routes which have been identified to date are summarised in Table 3.4 below.

Table 3-4: Waste Management Routes for Brookhurst Wood MBT Outputs

Waste Material	Transport Mechanism	Management Route
Recyclables (Ferrous & Non-ferrous Metals)	Containers removed by bulk transport	▪ Recovery or recycling facility
Refuse Derived Fuel (RDF)	Containers removed by bulk transport	▪ Off-site thermal process ▪ On-site thermal process if made available long term.
Biogas Fuel	Gas accumulator	▪ Treatment or disposal facility
Dewatered Digestate	Containers removed by bulk transport	▪ Recovery ▪ Landfill disposal ▪ On site storage
Heavy Fraction from Mechanical Separation	Containers removed by bulk transport	▪ Recycled ▪ Incineration ▪ Recovery
Heavy Material from sand trap	Containers removed by bulk transport	▪ Landfill disposal
Heavy material from mixer	Containers removed by bulk transport	▪ Landfill disposal
Rejected materials from pre-sorting	Containers removed by bulk transport	▪ Recovery or disposal via Biffa HAZ waste

Where possible, alternative routes for materials currently identified for landfill disposal will be sought which will optimise recovery and recycling.

All wastes to be transferred off-site for disposal or recycling are subject to a further documented visual inspection to confirm the characterisation and description of the waste.

A Duty of Care Transfer Note will be completed for waste transferrals – this note may be for a single load or an annual note for multiple consignments. A record of waste transfer will be retained at the site.

A similar control mechanism to that used for waste inputs will operate on the weighbridge for vehicles exiting the site. The vehicle will be weighed on the weighbridge and the transfer documentation will be completed with:

- Date and time weighed (in and out);
- Vehicle Registration Number;
- Driver's name (to allow for surname and clock number format);

- Transfer note number (where issued);
- Weight – gross, net and tare;
- Licence number; and
- Waste Description (in accordance with EWC and extended where necessary).

3.7 Permitted Activities

The activities regulated under the environmental permit for the facility are detailed in Table 3.5 below. These have remained unchanged by the addition of the proposed storage area:

Table 3-5: Permitted Activities

Activity reference	Activity listed in Schedule 1 of the EP Regulations	Description of specified activity and WFD Annex IIA and IIB operations	Limits of specified activity and waste types
A1 Mechanical Separation	S5.3A(1)(c)(ii)	Disposal of non-hazardous waste in a facility with a capacity of more than 50 tonnes per day by physico-chemical treatment, not being treatment specified in any paragraph other than paragraph D9 in Annex IIA to Council Directive 75/442/EEC, which results in final compounds or mixtures which are discarded by means of any of the operations numbered D1 to D12 in that Annex (for example, evaporation, drying, calcination, etc) (D9).	From receipt of wastes and raw materials to transfer of separated wastes to further treatment and recovery activities; dispatch of residual wastes. Waste types to be as specified in Schedule 3 Table S3.2. Maximum quantities 327,000 tepa and 1,000 tepd.
A2 Wet Pre-Treatment	S5.3A(1)(c)(ii)	Disposal of non-hazardous waste in a facility with a capacity of more than 50 tonnes per day by physico-chemical treatment, not being treatment specified in any paragraph other than paragraph D9 in Annex IIA to Council Directive 75/442/EEC, which results in final compounds or mixtures which are discarded by means of any of the operations numbered D1 to D12 in that Annex (for example, evaporation, drying, calcination, etc) (D9).	From receipt of pre-treated waste fraction and raw materials to transfer of homogenised waste slurry to further treatment and recovery activities; dispatch of residual wastes. Waste types to be as specified in Schedule 3 Table S3.2. Maximum quantities 120,000 tepa and 600 tepd.
A3 Anaerobic Digestion	S5.3A(1)(c)(i)	Disposal of non-hazardous waste in a facility with a capacity of more than 50 tonnes per day by biological treatment, not being treatment specified in any paragraph other than paragraph D8 of Annex IIA to Council Directive 75/442/EEC, which results in final compounds or mixtures which are discarded by means of any of the operations numbered D1 to D12 in that Annex (D8).	From receipt of pre-treated homogenised waste slurry and raw materials to transfer of digestate and biogas to further treatment and recovery activities; dispatch of residual wastes. Waste types to be as specified in Schedule 3 Table S3.2. Maximum quantity 120,000 tepa.
A4 CHP Engines and Flare	S1.1A(1)(b)(iii)	Unless carried on as part of a Part A(2) or Part B activity, burning any fuel manufactured from, or comprising, any other waste, in an appliance with a rated thermal input of 3 or more	From receipt of biogas and raw materials to export of electricity and heat, including release of products of combustion to

Activity reference	Activity listed in Schedule 1 of the EP Regulations	Description of specified activity and WFD Annex IIA and IIB operations	Limits of specified activity and waste types
		megawatts, but less than 50 megawatts.	atmosphere; dispatch of residual wastes. Waste types to be as specified in Schedule 3 Table S3.2.
A5	Directly associated activity	Waste reception and storage	From receipt of wastes to transfer to treatment processes.
A6	Directly associated activity	Storage, handling and transfer of raw materials	From receipt of raw materials to transfer to treatment processes.
A7	Directly associated activity	Storage and handling of separated waste streams	From receipt of separated waste materials to dispatch from site for recovery, recycling or disposal. To include the transfer and storage area for RDF and CLO
A8	Directly associated activity	Harvesting and storage of rainwater for incorporation into process water circuits, abstraction by adjacent brickworks for process use, or discharge of surplus to Boldings Brook.	From collection of rainwater and surface water to abstraction to brickworks or discharge to surface water, including operation of storage lagoon.
A9	Directly associated activity	Treatment of process water in Sequential Batch Reactor for recycle to process water circuit or discharge of surplus to sewer.	From collection of process water to return to process water circuit or discharge to sewer, including operation of Sequencing Batch Reactor.
A10	Directly associated activity	Operation of abatement systems for the control of releases to air.	From receipt of air from process buildings and treatment operations to discharge to the atmosphere.
A11	Directly associated activity	Supply of utilities such as electrical power, process heat and compressed air.	Utilities and services systems within the Installation boundary.

All items of equipment will be installed in accordance with the manufacturer's recommendations and procedures, full details of which will be retained in the site control office for reference.

For normal operation of the MBT facility, the following mobile plant and stationary equipment will be used, supplemented as necessary when situations dictate:

- Front end loader;
- Skip loading vehicle;
- Rotating screws and conveyor belt;
- Mechanical separation plant;
- Homogenisation tank and associated pipe-work;
- Sand separation equipment;
- Aerobic hydrolysis tanks and associated pipe-work;
- Anaerobic digestion tanks and associated pipe-work;
- Process water storage tank and associated pipe-work;
- De-watering press;
- Gas collection tank and associated pipe-work;
- Electricity generation plant;
- Back up diesel generator;

- Back up heat boiler;
- Gas flare;
- Air emissions control equipment (bio-reactor and a de-dusting plant); and
- Skips/containers for storage of waste inputs, reject materials and product output.

3.8 Operational Control

3.8.1 Trained Operators

There is reliance upon trained staff to operate the plant and bring to the job a considerable body of expertise to ensure correct and proper procedures for operating equipment are followed.

3.8.2 Operating Control System

The MBT Facility process is fully automated and monitored automatically. A VDU display and control panel allows a supervisor to monitor the process via flow diagrams which display the status (operational/shut down/ maintenance and work rate) of all items of equipment. This also allows the capacity of the system to be monitored automatically and flow rates of equipment adjusted automatically to suit.

Certain items of equipment are duplicated so enabling them to be run in parallel when the plant is operating at maximum capacity, or they can be run at reduced rates, or shut down individually when there is a reduced throughput.

Stages may be individually switched over to manual control where required, in cases such as maintenance, where an item of equipment may require isolating to be worked on safely.

CCTV monitors also allow the supervisor to visually check various stages of the process and so identify areas where malfunctions may arise and instigate maintenance

3.8.3 Operating Procedures

To enhance the work / process experience provided by operators, procedures are defined covering relevant aspects of the operation to ensure safe operation and to minimise the risk of impact on the environment. Such procedures are managed through the Company IMS system and will be subject to review at least annually.

Aa full set of operating procedures are in place to ensure that each facility is operated to its optimal potential. These include;

- Site opening hours;
- Management and operational manpower required including qualifications;
- Plant requirements;
- Waste acceptance procedure including load verification, auditing and load rejection;
- Storage of waste on site by category, location and handling procedures;
- Management of vehicles on site; and
- Emergency procedures.

3.9 Maintenance Management

Maintenance management for the facility includes:

a. A series of maintenance procedures have been developed for the main items of plant at the site, including mobile and fixed plant equipment. These provide an indication of reference documents along with procedural steps, who will undertake the work, the relevant mechanism for recording the information and the action/reporting to be completed if an issue is identified;

b. There is a significant element of planned preventative maintenance (PPM) to ensure high standards of performance;

c. Maintenance scheduling is undertaken, making reference to statutory requirements, manufacturer's recommendations and from plant history;

d. Following maintenance, details of work undertaken are recorded designated forms;

e. Monthly reports relating to maintenance activities and effectiveness are provided to senior management including any recommendations for further action;

f. All plant items are serviced and maintained according to manufacturer's schedules and recommendations. Maintenance is completed by site operators as part of routine PPM schedules or by specialist contractors for service periods of major plant outage;

g. All new equipment will be subject to testing and commissioning in accordance with the manufacturer's recommendations. Records of testing and commissioning will be maintained in the site control office. Copies of calibration certificates and service records, where appropriate, will be kept available for inspection at the installation;

h. An on-site workshop facility is provided, complete with a parts store area, with strategic spares being purchased to ensure the plant availability is maximised. Spare part records are maintained as part of the PC based maintenance software package; and

i. Maintenance includes the periodic cleaning of conveyors with compressed air to remove accumulated debris. Inspection of conveyors and cleaning, if required, is undertaken at a minimum of quarterly intervals.

Should mobile plant or stationary equipment for any reason become unserviceable or inoperable, its replacement, repair or arrangements for its repair will be carried out as a priority. The Environment Agency will be advised of any shut downs in accordance with the Environmental Permit.

3.10 Hours of Operation

3.10.1 Waste Acceptance

Although the treatment process operates continuously, during normal operating hours for the facility, waste will be accepted during the periods identified in Table 3.6 below.

Table 3-6: Normal Waste Acceptance Hours

	Hours for Waste Acceptance
Monday to Friday:	07:00 to 16:30
Saturday:	07:00 to 12:00
Sunday:	Closed for deliveries
Saturday following public holiday:	07:00 to 15:00
Public Holidays*:	07:00 to 15:00

* Extension of Opening hours on bank holiday from 10:00 to 15:00 is currently subject to a planning application.

It is recognised, however, that in emergency situations, waste may need to be accepted outside the above time periods (e.g. in response to a request from WSCC or EA under Civil Contingencies Act 2004 obligations or similar). Waste accepted during these periods will be received and managed in line with standard plant waste acceptance and operating procedures.

3.10.2 Material Treatment Processing

The mechanical sorting plant will normally operate from 07:00 to 19:00 Monday to Saturday only. The plant will occasionally be required to operate between the hours of 19:00 and 23:00 for maintenance purposes, or for additional processing if required, and therefore operating hours would be restricted to 07:00 to 23:00. The anaerobic digestion process will operate continuously.

3.10.3 Material Export

Table 3-7: Material Export Hours

	Hours for Materials Export
Monday to Friday:	07:00 to 18:00
Saturday:	07:00 to 18:00
Sunday:	Closed for exports
Saturday following public holiday:	07:00 to 18:00
Public Holidays:	07:00 to 10:00

4. Amenity Management and Monitoring

4.1 Introduction

The arrangements for managing and monitoring possible amenity impacts for the facility have been developed to meet the requirements detailed in the latest Environment Agency guidance.

The sub-sections to follow provide an overview of the relevant details of the operational control and maintenance arrangements which will be in place.

4.2 Prevention of Pollution

Prevention of pollution at the facility is achieved through a combination of techniques including:

- Design of the facility in accordance with recognised standards for construction (e.g. British Standards, Building Regulations) and for pollution control (e.g. PPG guidance);
- Undertaking operations in strict accordance with site operational control procedures developed to minimise the potential for pollution risk;
- Employing competent operators with the relevant experience and qualifications;
- Implementing the site controls and mitigation measures; and
- Maintaining an emergency response plan and associated equipment to ensure that spills, releases and other incidents can be dealt with quickly and effectively.

4.3 Management of Potentially Polluting Leaks and Spillage

All vehicles, plant and equipment used on site in connection with the specified waste management operations are operated and maintained with the objective of preventing potentially polluting leaks, spillages of wastes or other potentially polluting materials.

Site control measures include:

- Pavements, roads and the new transfer and storage area are constructed from concrete designed to relevant British Standards, while pavements will be laid to falls which facilitate surface water drainage;
- The floor of the process building has been designed to direct the flow of process water into drainage channels which direct the process water to an MBR treatment tank;
- The MBR treatment tank is located external to the process building, as part of the AD facility, has appropriate containment, is equipped with leak detection, level indication and alarms to minimise the risk of overflow, and has a capacity of 500m^3;
- Storage tanks for fuel include 2 underground diesel tanks (10m^3 capacity each) on street 3 which are used to supply site vehicles and mobile plant and 1 above ground tank (35m^3 capacity) located by the chemical bund which is used to supply the boiler and other fixed equipment and plant.
- Chemical storage tanks include iron chloride (30m^3 capacity), sodium hydroxide (30m^3 capacity) and acetic acid (30m^3 capacity) have been designed in accordance with industry standards, and each are provided with level indication and alarms to minimise overflow risk, and pipe-work, valves and fittings are set within the containment bund;
- Secondary containment is provided for all fuel and chemical storage tanks, the bunds for which are constructed in accordance with relevant CIRIA/EA standards and will be capable of holding 110% of the tank volume;
- Daily site inspections check all containment bunds and plant areas for signs of leak or defect – repairs will be undertaken promptly and accumulated material in the containment bund will be removed to ensure that containment capacity is not compromised; and

- Tanks, pumps and site vehicles are maintained in line with a defined preventative maintenance schedule to ensure that plant integrity and operational efficiency is maintained.

  In the unlikely event of a pollution incident occurring on site:

  a. Minor spillages will be managed by use of appropriate absorbent materials and used absorbent will be subsequently appropriately disposed; and

  b. In the event of a major spillage, immediate action will be taken to contain the spill by the trained onsite Emergency Response Team (ERT) who will be despatched by the Site Duty Safety Officer. Action will be taken in accordance with the local escalation plan. Absorbent materials will be used for spillage control and containment. Absorbents will be stored in a waterproof container(s) and all operatives will be made aware of their location. Immediately following clean up and appropriate containment the Environment Agency shall be informed and a note to this effect will be made in the site diary.

There is no pipework associated with the new transfer area and potential for fugitive releases will be associated with the storage containers used for the storage of RDF and CLO. Checks for fugitive releases will be monitored by the shift supervisors on their daily walkaround and results recorded on the Odour Monitoring Form. Any leaks detected will then be recorded on the Near Miss Hazard Tracker. Repairs and corrective action will be carried out according to severity and urgency. This is in accordance with the established procedure at the main MBT building.

4.4 Noise Management

The activities to take place in the proposed waste transfer and storage area are not expected to cause any significant additional noise to the current levels at the waste treatment facility, although the source of noise will be different from that currently. A noise assessment for the new waste transfer and storage area has therefore been completed and is presented in (Application Part 8, Impact Assessment Report, Appendix A).

The site will implement the Noise and Vibration Management Plan (Application Part 6) including the Noise Management Procedure (BWS 214 NMP) and Vibration Management Procedure (BSW VMP). The general controls to be used include:

- Cladding on the process building which has been designed with the appropriate acoustic attenuation properties;
- Motors associated with the external tanks and pumps are acoustically enclosed
- Plant and equipment will be maintained in accordance with the manufacturer's instructions to avoid unnecessary noise and vibrations;
- Silencers fitted to machines where possible;
- Doors and windows are kept closed and fast-acting doors for vehicle entry/exit to minimise time open;
- Plant and equipment will be stopped when not in use; and
- Transport movements associated with deliveries to and exports from the site will be restricted to the hours defined in the site planning permission and site speed limit of 10 mph is enforced.

In the unlikely event that the Environment Agency determines that the site operates at a noise level which is too high, the noise and vibration management plan will be reviewed and submitted for approval. Once approved, this plan will be implemented immediately.

4.5 Point Source Releases to Air

4.5.1 Source Characterisation

Point-source releases from the Brookhurst Wood MBT Facility are identified in Table 4.1 below:

Table 4-1: Point Source Releases To Air

Point Reference	*Plant Source*	*Emissions*
A1 Main Stack	• Waste Reception • Mechanical Separation • Wet Pre-treatment • AD Thermal Dryer • CHP Engines/Gas Utilisation Plant	• Particulate Matter • Oxides of Nitrogen • Sulphur Dioxide • Carbon Monoxide
A2 Flare	• Gas Utilisation Plant	• Oxides of Nitrogen • Sulphur Dioxide • VOCs • Particulate Matter
A3 Diesel generator	• Back-up generator for restoration of power during outages.	• Particulate Matter • Oxides of Nitrogen • Sulphur Dioxide • Carbon Monoxide
A4 Heat boiler	• To provide support heat to the process when required.	• Particulate Matter • Oxides of Nitrogen • Sulphur Dioxide • Carbon Monoxide

No additional point source releases to air are expected from the addition of the proposed area. Emissions and the associated control and monitoring arrangements are discussed in sub-sections 4.5.2 and 4.5.3 below.

4.5.2 Emissions Control

Point-source releases to air will be controlled by the techniques detailed in Table 4.2 below.

Table 4-2: Point Source Releases To Air

Emission	*Plant Source*	*Emissions*
Oxides of nitrogen	• CHP engines	• Effective combustion and airflow control. • Use of electronic engine management system that provides continuous computer controlled adjustments of parameters such as engine timing, air flow and cooling water temperatures to achieve 'lean burn'.
	• Flare • Back-up boiler • Emergency Generator	• Effective combustion and airflow control.
Sulphur dioxide	• CHP engines	• As this is a factor of incoming gas composition and control will be effected by optimising biogas quality and reducing hydrogen sulphide present by addition of iron chloride during AD process.
	• Back-up boiler • Emergency Generator	• Controlled via effective combustion control and through the use of low sulphur fuels.
Carbon monoxide and VOCs	• CHP engines • Flare • Back-up boiler • Emergency generator	• Controlled through the optimisation of the combustion process and air flows.
Particulate matter	• Mechanical treatment	• Dust filter.

4.5.3 Emissions Limit Values and Monitoring

Emission release points, associated emission limit values (where specified) and monitoring requirements are shown in the Table 4.3 below.

Table 4-3: Point Source Releases to Air – Emission Limits and Monitoring

Emission point ref. & location	Source	Parameter	Limit (including unit)	Reference period	Monitoring frequency	Monitoring standard or method
A1 [Point A1 on site plan in Schedule 2]	Waste Reception Mechanical Separation Wet Pre-treatment AD Thermal Dryer CHP Engines	Oxides of Nitrogen (NO and NO_2 expressed as NO_2)	500 mg/m^3	Hourly average	Annual	ISO 10849
		Particulate Matter	10 mg/m^3	Hourly average	Annual	BS EN 13284-1
		Carbon Monoxide	1400 mg/m^3	Hourly average	Annual	ISO 12039
		Sulphur Dioxide	250 mg/m^3	Hourly average	Annual	BS6069 Section 4.4
		Volatile Organic Carbons	1, 000 mg/m^3	Hourly average	Annual	BS EN 12619 BS EN 13526 BS EN 13649
A2 [Point A2 on site plan in schedule 2]	Flare	Carbon Monoxide	50 mg/m^3	Hourly average	Annual	ISO 12039
		Sulphur Dioxide	210 mg/m^3	Hourly average	Annual	BS6069 Section 4.4
		Oxides of Nitrogen (NO and NO_2 expressed as NO_2)	150 mg/m^3	Hourly average	Annual	ISO 10849
		VOCs	10 mg/m^3	Hourly average	Annual	BS EN 12619 BS EN 13526 BS EN 13649
A3 [Point A3 on site plan in schedule 2]	Standby Diesel Generator	No parameters set	No limit set	n/a	n/a	n/a
A4 [Point A4 on site plan in schedule 2]	Back-up Boiler	No parameters set	No limit set	n/a	n/a	n/a

4.6 Point Source Releases to Sewer

4.6.1 Source Characterisation

A small volume of treated process water from the MBR tank is pumped via a discharge pipe to the discharge point to the north of Brookhurst Wood Landfill. This discharge is covered by a discharge consent agreed with Southern Water. There are no further point source releases proposed. The characteristics of the sewer releases are shown in Table 4.4 below.

Table 4-4: Point Source Releases to Sewer

Point Reference	*Plant Source*	*Emissions*
S1 Sewer Release Point	• Excess treated process water from the MBR treatment process.	• ammonia • suspended solids • chemical oxygen demand • sulphate

4.6.2 Emissions Control

Point-source releases to sewer are controlled through the treatment of process water through a membrane bio-reactor (MBR) to remove pollutants and facilitate the reuse of process water on site.

4.6.3 Emissions Limit Values and Monitoring

Discharges are monitored against the parameters detailed in Table 4.5 below: Daily discharge will not exceed 175 m^3.

Table 4-5: Maximum Emission Levels From Site Release Points

Release Point	Parameter	Monitoring Arrangements		ELV
		Method	Frequency	mg/l
S1 Release to Sewer	Nitrogen (ammoniacal as N)	BS 6068: Section 2.11 1987, Method for the determination of ammonium: automated spectrometric method	Monthly	250
	Suspended Solids	ISO 11929:1997, EN872 - Determination of suspended solids	Monthly	500
	COD	ISO 6060: 1989, Water Quality - Determination of chemical oxygen demand	Monthly	4,000
	Total Sulphate	BS 6068: Section 2.53 1997, Determination of dissolved ions by liquid chromatography	Monthly	1,000

4.7 Fugitive Emissions of Substances

The operations in place at Brookhurst Wood MBT ensure that the risk of fugitive emissions of substances are carefully controlled and mitigated against. The site is maintained in a clean condition with inspections to ensure this practice is maintained / enforced. Controls for specific issues are reviewed below.

4.7.1 Dust and Particulates

The process building is equipped with filters to remove dust and particulate from the process building air prior to discharge via the main stack.

Dust is prevented elsewhere on the site wherever possible, as defined in the Dust Emissions Management Plan (Application, Part5). The following broad mitigation measures will be employed:

a. On-site vehicle movements over concrete and tarmac surfacing operate to specific speed limits, reducing the potential for dust to become air-borne;

b. Lorries transporting the waste materials into and from the site are enclosed or sheeted to reduce emissions;

c. The site operates with high standards of housekeeping, and the plant is maintained to high standards to minimise fugitive emissions;

d. Storage of all other process residues or recyclables is undertaken in enclosed containers to minimise the potential for fugitive release; and

e. In the event of a sustained period of dry weather, the potential for dust emissions is likely to increase, and under these conditions dust will be suppressed and controlled by periodic sweeping with the site road sweeper and/or water dowsing on site and on the access and egress roads.

4.7.2 Mud and Debris

The site has been constructed to ensure that all vehicle movements are undertaken on paved or concreted surfaces, and thus the potential for mud and debris being carried onto the public highway is minimal.

To ensure that the deposit of mud and debris onto public highways does not become an issue, the following additional controls will be employed:

- The site is maintained in a clean condition with operational surfaces cleared of any potential debris by the use of sweepers deployed by site management;
- During periods of dry weather, the introduction of water to dampen surfaces may be introduced to reduce any potential for dust emissions from vehicular movements;
- Regular daily inspections of operational areas is carried out by site operational staff to ensure standards are suitably maintained; and
- The site has a vehicle wheel wash adjacent to the weighbridge which is available for all vehicles to use.

4.7.3 Litter

All waste handling operations conducted on site which have the potential to generate litter are undertaken within the main process building to minimise any release.

Due to the nature of the permitted wastes, litter is not likely to present a nuisance to any surrounding receptors; however litter is prevented through implementation of the site Litter Management Plan (BWS LMP [WS212]). The following broad measures will be implemented:

a. Wastes entering and leaving the site are in sheeted/netted/sealed/containerised vehicles – sheeting or netting will not be removed until vehicle is within the reception hall and sheeting/netting will be replaced prior to vehicle exiting the building;

b. Use of fast acting doors in the MBT building to avoid the doors being opened for longer than 2 minutes;

c. Use of litter fencing and litter picking to ensure that accumulation of litter in the external environment is minimised;

d. Staff are required to keep the site and its surrounds tidy. This includes clearing of baling and loading areas at the end of the day and use of site road sweeper to maintain housekeeping standards both internally and externally; and

e. Daily inspections are carried out; any litter will be retrieved and deposited within the waste reception areas.

4.8 Odour

Odour is prevented elsewhere on the site wherever possible, as defined in the Odour Management Plan (Application, Part 4). The following broad mitigation measures will be employed:

4.8.1 Normal Operations

Strong odours are unlikely at this facility due to the nature of the wastes permitted and the controls in place. The minimisation and control measures in place are detailed below.

Odour will be minimised and controlled by:

- Ensuring particularly odorous wastes will not accepted at site. If a load does contain odorous waste, it will be removed from site immediately; and
- Recovered organic fraction from recycling process will be removed as soon as practicable to minimise on site storage time.

A revised Odour Management Plan has been prepared to support this application (see Application Part 4). This will be submitted for approval by the Environment Agency. The approved Environment Agency odour management plan will be implemented.

4.8.2 Routine Maintenance Inspection Requirements

Biffa will ensure good performance of all plant and working procedures which are each critical to maintaining efficient odour control. A planned inspection and preventative maintenance regime will be applied, which will include a written maintenance plan and a record of maintenance.

4.9 Birds, Vermin and Pests

Vermin and pests are managed in accordance with the site Pest Management Plan (BWS PMP [WS213). The following broad mitigation measures will be employed:

- Waste which encourages pests, vermin and scavengers is primarily MSW, and this is retained within the enclosed process building. Site will aim to process the majority of waste daily to minimise the accumulation of materials which will attract birds, pests or vermin;
- Fast acting doors for vehicle entry minimise the periods the door is open and pedestrian doors and windows will be kept closed to reduce the points of entry into the building;
- Building is inspected regularly to identify areas where a point of entry has been created (e.g. due to accidental structural damage) so that repairs can be undertaken;
- Bait boxes are used for the control of rodents across the site; and
- Maintenance of high standards of housekeeping will reduce the accumulation of materials which can attract birds, vermin and pests.

The site is inspected for birds, vermin and pests on a regular basis, and if their presence is detected, the site operator will implement appropriate control measures. A pest control firm is contracted to carry out maintenance of bait boxes and to implement additional controls such as installation of roof spikes or other bird controls where these are deemed necessary, records of which will be available for inspection on site.

4.10 Cleanliness of Access Road and Highway

The site access and highway outside the site is kept free from mud and debris. The opportunity for vehicles using the site to collect such mud and debris on their wheels is minimal, as the entire operational area consists of hardstanding and site access roads are surfaced and will be maintained.

Regular inspections throughout the working day are carried out on the roads, in the event that any mud or debris is noted it will be cleared at the earliest opportunity. A vehicle wash down area is available for use by all vehicles using the site.

5. Materials and Waste Management

5.1 Raw Materials Management

5.1.1 Material Selection and Procurement

Raw materials are selected and procured in accordance with defined IMS procedural requirements, taking into consideration:

- the environmental impact of materials across their entire life cycle;
- the impact on human health by considering harmful or hazardous properties;
- sourcing from renewable and sustainable sources, where practicable;
- sourcing from local sources, where practicable; and
- the quality of the materials to be used, and their efficient use on site.

5.1.2 Raw Material Inventory

A raw materials inventory is maintained, which details the names, quantities and locations of raw materials held on site. Consumption of materials is tracked to ensure they are used efficiently and in accordance with the manufacturer's requirements and operational specifications.

5.1.3 Material Management

Raw materials are stored in the designated storage areas (e.g. silos, tanks, store room, etc) and relevant chemical data sheets are held by the Operations Manager and are made available to site users via the online database with hard copy located in the Control Room.

5.2 Management of Residual Treatment Products

5.2.1 Residual Treatment Products

Residual waste treatment products generated from the treatment processes are summarised in Table 5.1 below along with the storage arrangements and intended waste management route.

Table 5-1: Residual Waste Treatment Products

Waste Material	Source	Storage Arrangements	Intended Waste Management Route
Ferrous Metals	• Mechanical separation processes.	• Storage container inside processing building	• Recovery
Non-ferrous Metals	• Mechanical separation processes.	• Storage container inside processing building	• Recovery
RDF Materials – High CV	• Mechanical & biological processes.	• Storage in stockpile or as bales inside the MBT building; or • In sealed containers or secured curtain side trailers at area HA storage and transfer area.	• Recovery
RDF Materials – Low CV	• Mechanical & biological processes.	• Storage in stockpile or as bales inside the MBT building; or • In sealed containers or secured curtain side trailers at area HA storage and transfer area.	• Recovery

Waste Material	Source	Storage Arrangements	Intended Waste Management Route
Dewatered Digestate	• AD treatment processes.	• Storage container at AD processing area or at area HA transfer and storage area.	• Recovery where possible
Heavy fraction – Mechanical Separation	• Mechanical separation processes.	• Storage container inside processing building	• Landfill disposal • Recycled • Incineration • Recovery
Heavy fraction – mixer	• Wet pre-treatment	• Storage container inside processing building	• Landfill disposal
Heavy fraction – sand trap	• Wet pre-treatment	• Storage container inside processing building	• Landfill disposal
Bulky Rejects	• Mechanical separation processes.	• Storage container inside processing building	• Recovery or disposal via Biffa HAZ Waste
General Wastes (e.g. from maintenance, etc)	• Operational activities such as plant maintenance	• Secure enclosed skips	• Recovery where possible
Office Wastes	• Weighbridge/Offices	• Secure enclosed skips	• Recovery
Oil Wastes	• Maintenance	• Secure enclosed containers	• Recovery

5.2.2 Waste Handling and Storage

Site infrastructure arrangements for storage, as identified in Table 5.1 above, have been designed to satisfy the requirements of relevant EA guidance, and the general principles employed include:

- Ensuring that watercourses, including those connected directly to ground water, are protected through the use of a self-contained drainage system, while no open topped tanks or vessels will be utilised for the storage or treatment of liquid wastes;
- Minimisation of double-handling of waste materials, enabling the development of transport routes to provide for the direct transfer of material between process stages and to final storage arrangements;
- Ensuring there is no uncontrolled venting to atmosphere, with relevant controls having been put in place - storage and treatment vessels are equipped with relevant level monitors such that overflow pipes connected to storage vessels can be directed to the appropriate containment area;
- Ensuring all spillages due to infrastructure deterioration (e.g. leaks, etc), system overfilling, equipment failure, or other accidental releases are logged, investigated and appropriate corrective action taken – to assist with spillage management, relevant spill response equipment will be situated at various locations around the site, designed for the particular hazard characteristics of the waste materials present;
- Specifying areas for discharge operations, ensuring the safe unloading and discharge of accepted wastes and raw materials – the majority of discharge is undertaken within an enclosed reception facility;
- Completion of fire risk assessments, with appropriate arrangements for alarms and dealing with fires having been put in place. This will be audited routinely to ensure continued effectiveness in relation to activities which present a defined fire risk (e.g. welding, grinding, etc); and
- Managing vehicle and pedestrian access at the Site, such that:
    a) The whole site will be monitored by CCTV;
    b) Access is only through a secure entrance requiring reporting to site reception;
    c) All non-waste vehicles are parked in car park situated away waste storage areas;
    d) Process areas are designated as “restricted access” as necessary; and
    e) Pedestrian and vehicle routes within the site are kept under review.

5.2.3 Application of Waste Hierarchy

In line with Regulation 4 of the Waste Framework Directive, the waste hierarchy will be applied to the management of residual treatment products and other wastes generated at site as follows:

5.2.3.1 Prevention

A waste minimisation audit repeated every four years in accordance with EA sector guidance. Minimisation techniques which will be employed at the site will include:

- Routine inspections for early detection of leakage and other emission issues – this will be followed by prompt action to address any issues noted;
- Maintenance of high standard of housekeeping across the Site; while
- The aim of the operation as a whole is to reduce the overall volume of the waste material going to landfill.

5.2.3.2 Preparing For Reuse

Materials are stored in designated areas, as defined in Table 5.1 above, such that material segregation is achieved and the risk of damage/contamination is minimised. This will facilitate the reuse, recycling or recovery of materials where possible.

5.2.3.3 Recycling

Opportunities for recycling of residual treatment products and wastes will be identified and implemented where possible, to include:

- Recovery of ferrous metals during treatment using overband magnets; collected materials are sent to an off-site recycling facility;
- Recovery of non-ferrous metals during treatment using eddy current separation; collected materials are sent to an off-site recycling facility;
- and
- Collection of waste oils and lubricants from maintenance activities, which will then be sent to an off-site recycling facility or where this is not suitable to an off-site recovery facility;

5.2.3.4 Other Recovery

Where reuse and recycling of a material is not appropriate, alternative recovery options will be sought, including:

- RDF (high CV and low CV) materials removed during mechanical separation, wet pre-treatment and AD treatment processes will be temporarily stored in the proposed HA transfer and storage area prior to being sent to an off-site recovery facility where material will be used as a fuel;
- Dewatered digestate will be recovered for use as landfill engineering material or for similar use where possible; and
- Waste oils and lubricants which cannot be recycled will be sent for recovery (e.g. as a fuel).

5.2.3.5 Disposal

Materials sent for final disposal will be minimised where possible. Currently disposal is anticipated to be the option for the following materials;

- Bulky rejects;
- Heavy fractions; and
- General waste not suitable for reuse, recycling or recovery.

Options for materials sent for disposal are kept under review to ensure that reuse, recycling and recovery opportunities are identified and used as they become available in the future.

6. Resource Management

6.1 Water Management

6.1.1 Sources of Supply

6.1.1.1 Mains Supply

Mains supply is utilised to provide water for site welfare facilities drinking water and showers. The works metered supply is provided by Wessex Water and information from the metered supply will be used to provide information on general water use.

Initial charging of process systems is facilitated by the mains supply.

6.1.1.2 Abstracted Supply

No abstracted supply is planned for the site.

6.1.1.3 Grey Water Supply

Rainwater disposal is achieved by means of a traditional gravity rainwater management system, based on category 3-rainfall intensity as set out in BS EN: 12056 – part 3. Rainwater from the appropriate roof areas is channelled and collected for use as grey water.

Grey water is mainly used for welfare facilities, housekeeping purposes, water hoses and supplementing process water use.

6.1.1.4 Process Water

Process water comprises potentially contaminated surface run-off collected from within the process buildings, new Site Ha storage area and water used in the treatment processes that are directed to the site SBR treatment facility before reuse on the site.

6.1.2 Consumption Requirements

Based on the 2021 year of operations, overall water consumption requirements are around 228,059m^3/year although this will fluctuate based on plant throughput. This equated to an overall consumption rate of 1.19 m^3/T waste treated.

In terms of the water supply, mains water will generally make up approximately 10 - 15% of the supply with the remaining 85-90% comprising recovered process water and/or rainwater.

6.1.3 Monitoring and Reporting

Potable water and rainwater: weekly readings are taken from onsite meters and recorded on the Meter Readings spreadsheet.

Monitoring and reporting of annual water, energy and raw materials consumption, along with annual generation of residues and waste water, is included with the annual report under the current Permit conditions.

6.1.4 Water Efficiency Measures

Consideration of water usage and disposal of effluent was a key consideration during design of the facility.

- During normal operations, rainwater is harvested and used in many processes. Should this not be available for any reason (dry season, maintenance, etc) then the system can be switched over to mains water.
- Triggers are used in all jet washing equipment used in the plant itself which stops the flow of water once released.

- On the wheel wash station, motion detectors are used on wheel wash to stop the flow of water once a vehicle has passed through.
- The wet pre-treatment process uses a combination of recirculated process water, mains water and surface water/rainwater. Once material has gone through the anaerobic digestion process, it is then dewatered and this water is fed back into the wet pre-treatment system.

6.2 Energy

6.2.1 Energy Consumption

6.2.1.1 Electricity Consumption

The MBT facility is a net producer of electricity which is sold directly to the local supply network. Annualised, the MBT facility will produce around more electricity that it uses.

The amount of energy used and generated will be dependent on the volumes of waste treated, but based on the 2021 year of operations, the site:

- Used 18,957.4 MWh of electricity of which 8,163.26 MWh was imported from the grid;
- Generated 11,219.27 MWh of electricity of which 425.12 MWh was exported and the remainder was used to power the MBT.

This equates to a specific energy consumption (SEC) of around 0.09 MWh/T of waste treated.

6.2.1.2 H1 Assessment of Energy Consumption

An assessment of the energy consumption for the site based on the 2021 annual waste intake of 191,636.13T was completed using the EA's H1 software. This assessment is summarised in Table 6.1 below.

Table 6-1. Annual Energy Consumption Based on 2021 Operational Year

Energy Source	Delivered Mwh	Generated	Primary Mwh Used	Specific Energy Consumption (Mwh/Te Waste)	Emissions CO_2 Te/Yr
Electricity Imported	8,163.26	-	21,224.48	0.04	3,608.16
Electricity Generated and Used		10,794.	10,794.15	0.09	0
Electricity Generated and Exported	-	425.12		-	0

6.2.2 Energy Policy

Biffa West Sussex has an Environment and Carbon Management Plan which sets out the facility's commitment to promoting high standards of environmental, carbon and energy management on all of the sites and premises, and in all of the business's activities. This plan has been adopted for use on site to ensure that the facility is operated as efficiently and environmentally responsibly as possible.

A copy of the Environment and Carbon Management plan is included in appendix C

6.2.3 Planning

As part of its management system, the Operator implements an Environmental Programme which includes the assessment of environmental effects, preventive action, targets and objectives and responsibilities. As part of the Environmental Aspects addressed in this manner there is a focus on energy use and energy recovery.

6.2.4 Implementation and Operation

6.2.4.1 Organisation and Responsibility

Responsibility for effective energy management will lie across various levels of the organisation, with the main areas being:

- Plant Manager - will be responsible for the overall efficiency of the treatment operations with to regards energy consumption;
- Operations Manager and operating teams – responsible for ensuring that processes are operated in line with operational control procedures while optimising throughput;
- Engineering Manager and engineering teams – will be responsible for ensuring the maintenance of all plant and equipment within the facility in efficient operating order, and for ensuring that energy efficiency considerations are undertaken when plant or equipment needs to be replaced.

It is also acknowledged that all staff will have a part to play in the successful implementation of the energy management system at the site.

6.2.4.2 Motivation and Training

The Company has established procedures to ensure that its employees, at all levels, are aware of:

- their roles and responsibilities in achieving compliance with the Environmental Policy and Objectives and, in particular, the correct implementation of management system procedures;
- the potential environmental effects of their work activities and the environmental benefits of improved performance; and
- the potential consequences of departure from agreed operating procedures.

To ensure the effective communication of policies and procedures, the Operator will utilise team meetings and formal training sessions to ensure that individuals fully understand the energy management requirements for the site.

6.2.4.3 Control Measures

All plant and equipment will be operated by trained personnel, in accordance with management procedures defined within the site's management system. Where necessary, operational control procedures will be developed to ensure efficient operation of equipment particularly during start up and shut down when energy usage is at its optimum.

6.2.5 Control and Corrective Actions

6.2.5.1 Monitoring and Measurement

Energy consumption is determined from weekly meter readings. Results are recorded on the Meter Readings spreadsheet.

Energy generated is taken from burning methane from the anaerobic digestion process. The volumes of burnt gas is tracked on SCADA. The energy exported is determined from weekly meter readings and results are recorded on the Meter Readings spreadsheet.

Energy flow information is held on the SCADA system.

6.2.5.2 Corrective and Preventive Actions

As part of the IMS, the Operator has established and maintains procedures for defining responsibility and authority for the management and investigation of non-conformance with permit conditions, legal requirements and KPIs.

The outcome of such investigations will result in action to mitigate any impact along with corrective and preventive action to prevent a recurrence of the identified issue. Such action will be commensurate to the magnitude of the issue and the energy efficiency impact encountered.

6.2.5.3 Records and Reporting

As part of the IMS management system, reports on energy use and progress against specific KPI targets will be produced in line with the operator's benchmark reporting system.

6.2.5.4 Audits

A preliminary energy audit will be completed during the commissioning and testing phase of any new process operation in order to ensure the energy efficiency performance of the installation meets the design basis.

Subsequent energy audits will be undertaken in the following circumstances:

- When future performance of the facility as measured through the agreed KPIs indicates potential deterioration in efficiency then an energy audit may be initiated on either the installation as a whole or on a specific area of operation; or

- Following a major change to the facility in the future, an energy audit may be carried out to ensure relevant performance measures are achieved.

Improvements will be introduced through an energy audit and energy efficiency plan if necessary. The energy efficiency plan will include an estimate of CO2 savings that would be achieved over the measures' lifetimes, information on the annual costs of implementation, costs per tonne of CO2 saved, and the priority of implementation.

6.2.6 Reviewing Performance

An annual management review is completed under the management system requirements during which the energy plan and performance against the previous year's KPI targets will be reviewed by site management. The review will include:

- Consideration of company policy;
- Comparison of quantitative performance against targets;
- Comparison with benchmark data where available; and
- Review of the implementation of energy efficiency improvements.

The energy plan will subsequently be revised to take account the results of this review.

6.3 Energy Efficiency Techniques

This section provides evidence of the existence of relevant controls for the management of energy to the standard indicated by the Environment Agency guidance in:

- *"Energy Efficiency Standards for Industrial Plants to Get Environmental Permits"* ; and
- *"Reference Document on Best Available Techniques for Energy Efficiency".*

The plant functions within the design parameters as per the Process Operating Manual and, as such, energy usage per tonne of waste processed is relatively consistent. Therefore, no KPIs are specifically set for this point. An energy efficiency plan has been created and is reviewed annually going forwards.

6.3.1 Energy Efficient Design

For a waste treatment plant of this type, the process technology is essentially pre-determined by the selected technology provider, although the design team will work with the suppliers to optimise any opportunity to improve on process efficiency. The energy efficiency considerations that have been assessed at the design phase include:

- The design and layout of individual items of plant and equipment has been optimised to provide as small a footprint for the facility as can be achieved, this means that transport systems have been designed in such a manner as to reduce distances travelled, thus reducing power consumption required to facilitate such material movement;
- Optimised operation and monitoring of the treatment process;
- Selection of energy efficient equipment (e.g. compressors and variable speed motors where appropriate);
- Real-time monitoring of electricity demand.

6.3.2 Efficient Process Control

6.3.2.1 Optimised Plant Start-Up

The site operational control system will include appropriate start-up sequences, treatment rates and instructions for starting up plant in the most efficient manner possible.

6.3.2.2 Process Optimisation

This will be implemented in order to achieve benefits of improved operational throughput and improve the efficiency of the treatment processes. This will be achieved by:

- Optimising throughput - this seeks to ensure that the optimum amount of waste is treated for every unit of energy utilised. Improvements to maximise throughput will be delivered through process monitoring to determine plant performance, followed by subsequent work where possible to optimise the process, which may include changes in plant operational control or improving the awareness of operators; and
- Stabilising the process – by reducing, as far as practical, the variability of waste inputs to the various plant systems, to will help to maintain steady plant operation and optimised throughput.

Process optimisation activities will commence during plant commissioning of any new plant.

6.3.2.3 Encourage the Use of Operational Best Practice

Operational best practice will be encouraged at the site through the application of general common sense throughout the operations, in particular:

- Maintaining housekeeping standards across the plant will not only reduce environmental impact of related emissions but if the root cause is identified and addressed then issues such as spillage will be minimised;
- Operators will be encouraged to switch off non-essential plant and equipment when not in use, this is particularly important on planned maintenance days and during breakdown response;
- Operators will be encouraged to report faults promptly with respect to process control and general plant operation – this means that repairs to systems can be completed quickly and issues such as spillage and reduction of throughput are addressed; and

- Development and implementation of operational control procedures particularly covering plant start-up and shut-down – these procedures will be controlled within the process standardisation system and will be developed to ensure that energy is not wasted through over-extended start-up periods, while ensuring that other process conditions, such as minimum operating temperatures, are not compromised.

6.3.3 Maintaining Plant Reliability

This applies to all areas of the process and is aimed at reducing the number of stops on each item of plant. As energy drawn is generally higher during start-up/shut down, reducing the number of stops on an item of plant will assist with reducing overall energy consumption. This will be achieved by:

- Effective planned maintenance which will ensure that equipment is kept in good operational order, thus minimising energy consumption during operation, and also reducing the number of breakdown stops;

- Stabilising the treatment processes by reducing the variability, where possible, of waste inputs to the various plant systems will help maintain steady plant operation and optimised throughput;

- All maintenance will be undertaken by trained/experienced personnel, and particular areas which will benefit from regular maintenance with respect to energy management are:

    a. Maintenance of heating systems is undertaken to ensure effective heat transfer and reduce the associated energy consumption;

    b. Lubrication of plant drives and motors on defined lubrication strategy supplemented by planned maintenance checks ensures the load on motors and drives is minimised as much as possible – this reduction of load, in turn assists in improving energy efficiency; and

    c. Regular cleaning and maintenance of filtration systems on the gaseous and liquid lines for plant instrumentation, ensures that the operating pressure drop and load on fans and pumps is minimised – this in turn assists in improving energy efficiency.

6.3.4 Specific Equipment Considerations

6.3.4.1 Cooling Systems and Air Compressors

Cooling systems and air compressors will be regularly maintained. Maintenance procedures such as cleaning, filter changing diagnosis and rebalancing, motor overhauls and drive/ fan belt changes will ensure that the energy efficiency of the systems is maintained.

6.3.4.2 Electrical Motors

Variable speed motors or soft starters will be provided on motor drivers to limit the start-up current where possible. The preventative maintenance programme conducted on site will ensure that the motor and drive systems remain in good condition and are properly adjusted. These systems will also be lubricated in order to avoid high-friction energy loss. Vibration monitoring will also be employed.

6.3.5 Building Services

6.3.5.1 Heating and Hot Water Systems

Administration, offices, meeting rooms, mess, kitchen, and shower areas for the site as a whole has suitable local heating and ventilation systems controlled by zone, time and temperature.

6.3.5.2 Lighting

Most of the lighting around site uses low energy fluorescent tubes. In areas of the plant that see occasional footfall such as corridors and toilets, lights are activated on motion sensors to ensure they are not left on unnecessarily.

6.3.5.3 Water

Both the visitor centre and the main process building have rain water harvesting systems which collect rain fall from the roofs and store it in underground tanks. The visitor centre water is used for flushing the toilets in the building, and the process building rainwater is used in the process and for plant wash down.

The Facility has been designed to reuse the water within the treatment process, so as to minimise overall water consumption.

6.3.5.4 Vehicle Operation

All vehicles operated by the Operator will be regularly maintained to ensure high levels of availability and optimum fuel consumption.

6.3.5.5 Photovoltaic Cells

The visitor centre has photovoltaic cells mounted on the roof to convert solar energy into electricity. This electricity is fed into the distribution board in the visitor centre, providing power for use in the building

6.3.5.6 CHP Engines

The facility uses three Combined Heat and Power (CHP) engines which are fuelled by biogas to drive a generator to produce electricity. The CHP engines have two sources of heat offtake; a low grade at approximately 70 deg C from the engine jacket, and a high grade at approximately 400 deg C from the engine exhaust via a heat exchanger. The heat from the engines is captured and used in several processes around the plant:

- To heat up the substrate being pumped into the digesters to 75 deg C to pasteurise the material to meet animal by-products regulations;
- To heat air to run the dryer. This dries the solid digestate cake produced in the process, reducing the moisture content and reducing the number of vehicles required to remove the material from site;
- To provide heat to the offices and staff facilities in the process building If insufficient heat is available to perform the above duties and diesel powered boiler will top up the system. However using the recovered heat significantly reduces the amount of diesel required.

7. Accident Management

7.1 Risk Assessment

Risk assessments have been completed for the activities undertaken at the waste treatment facility and the findings evaluated to assess site control and mitigation measures that will be put in place. The assessment details are provided in the Impact Assessment Report (Application Part 8).

The risk assessments have considered potential abnormal and emergency situations as detailed in the latest EA Guidance including:

- waste types
- vessels overfilling
- failure of plant and equipment (for example over-pressure of vessels and pipework, blocked drains)
- failure of containment (for example, bund failure, or drainage sumps overfilling)
- failure to contain firefighting water
- making the wrong connections in drains or other systems
- preventing incompatible substances coming into contact with each other
- unwanted reactions and runaway reactions
- checking the composition of an effluent before emission
- vandalism and arson
- extreme weather conditions, such as flooding or very high winds; and
- risk of fire due to arson, vandalism, self-combustion, equipment failure, electrical faults, hot works, naked flames, smoking, reactions between incompatible materials, neighbouring site activities and hot loads.

The risk assessments will provide an operational input into the site emergency procedure which covers:

- Potential accident/incident issues which could occur;
- The mechanism for reporting and raising the alarm in the event of an emergency;
- The specific mitigation measures to be employed in the event of an accident/incident; and
- The requirements for recording and investigating the accident/incident.

The emergency arrangements will be detailed within IMS, standards, procedures, work instructions and management guidance (MOGs) such as:

- GS17 Emergency Procedures and Business Continuity
- MOG17-01 Emergency Procedures and Business Continuity
- GS 09 Management of Fire and DSEAR
- MOG09-01 Fire Prevention and MOG09-02 DESAR
- GS15 Incident Reporting and Investigations
- MOG15-01 Incident Reporting and Investigations.

Implementation of the standards and procedures at a site level will result in the development of 'On-site Emergency Plan (GF17-01)' and completion of 'Incident Investigation forms (GF15-01)'. The procedures will be available for dealing with all reasonably foreseeable incidents:

- Fire;
- Flood;
- Explosion;
- Material spillage; and

- Personal injury.

Adequate stocks of emergency provisions will be available at all times.

All emergency incidents involving fire, explosion or material release (fume/spillage) shall be reported to the Environment Agency as soon as practicably possible. A written report detailing the nature of the incident, causes and remedial action will be sent the Environment Agency within two weeks of such an incident.

The effectiveness of the site controls will be reviewed at least annually during the audit process. However, these will be also verified during any accident/incident investigation in order to ensure that the site system remains effective.

In addition, all details of the above will be recorded within the site diary.

7.2 Risk Reduction and Management

The main mechanisms for risk reduction and management in respect of emergency preparedness and response are detailed in Table 6.1 below.

Table 7-1: Accident Risk Reduction and Management Techniques

Area	System Measure	Specific Control Measure
Process Design Considerations	Plant redundancy	• Provision of spare storage capacity in event of outage • Access to critical spares
Business Management System	IMS	• Develop/implement an ISO14001 certified system
	Roles & Responsibilities	• Environmental responsibility is defined throughout the organisation
	Operating Procedures	Maintain series of operational, maintenance and emergency procedures that cover: • Waste acceptance, treatment and final effluent testing to ensure compatibility between materials; • Accident, incident and non-conformance procedures • Maintenance procedures and schedules on all main items and areas of plant including defect reporting. • Safe shutdown procedures • Spill control procedures and response kits
	Emergency response plan	• Emergency response plan that will be reviewed to ensure ongoing effectiveness
	Training & Development	• Emergency arrangements included in induction • Refresher training provided as required • Specific training provided for specified roles • Toolbox talks, briefings and other communications
Physical control measures	Material storage	• Defined site plan showing storage locations, volumes and materials • Use of clear labelling on all storage areas
	Physical Protection Measures	• Physical 'bump' barriers in use at tanks/bunds • Provision of adequate containment that meets regulatory standards • Tanks/storage vessels provided with levels indicators and alarms that feed into computerised process control system • Use of drain covers on drain points outside containment areas
	Tank/Vessel protection	• Provision of adequate containment that meets regulatory standards • Overfill protection • Automated level alarms/shut off
Operational control measures	SCADA control system	• Automated process control system • Process alarms and controls
	Safe shutdown	• independent emergency shutdown system (ESD

Area	System Measure	Specific Control Measure
Fire prevention and control	Control system	• sprinklers and deluge systems • monitor systems • fire monitors • alarms
	Fire Prevention Plan	• details specific management and operational control arrangements for the prevention of fire, • details arrangements for the containment of fire waters; and • the arrangements for business continuity.

7.3 Emergency Management Plan

7.3.1 General Principles

Although the site does not fall within the COMAH regulatory regime, the site accident management plan will, nevertheless, still reflect the broad principles of the COMAH guidelines, in that:

- Major accident hazards have been identified;
- The measures necessary to prevent major accidents and to limit their consequences for people and the environment have been taken;
- Adequate safety and reliability have been incorporated into the design, construction, operation and maintenance of the plant; and
- An on-site emergency plan will be developed.

7.3.2 Emergency Plan

An accident management plan has been developed, describing the techniques which will be implemented to minimise the risks posed to the environment. Activities affecting the health and safety of operatives, contractors and visitors will be separately managed in compliance with H&S regulation and the Contractor's H&S policy.

Environmental accident prevention is managed within the overall site health, safety, quality and environmental management programme. Management and procedures relating to emergency preparedness and response are documented within an Emergency Procedures Manual contained within the IMS.

The individual elements of the emergency plan are outlined below.

7.3.2.1 Incident Controller

The Site Duty Safety Officer is identified in the emergency response plan, and will have the responsibility to mobilise and co-ordinate a response team.

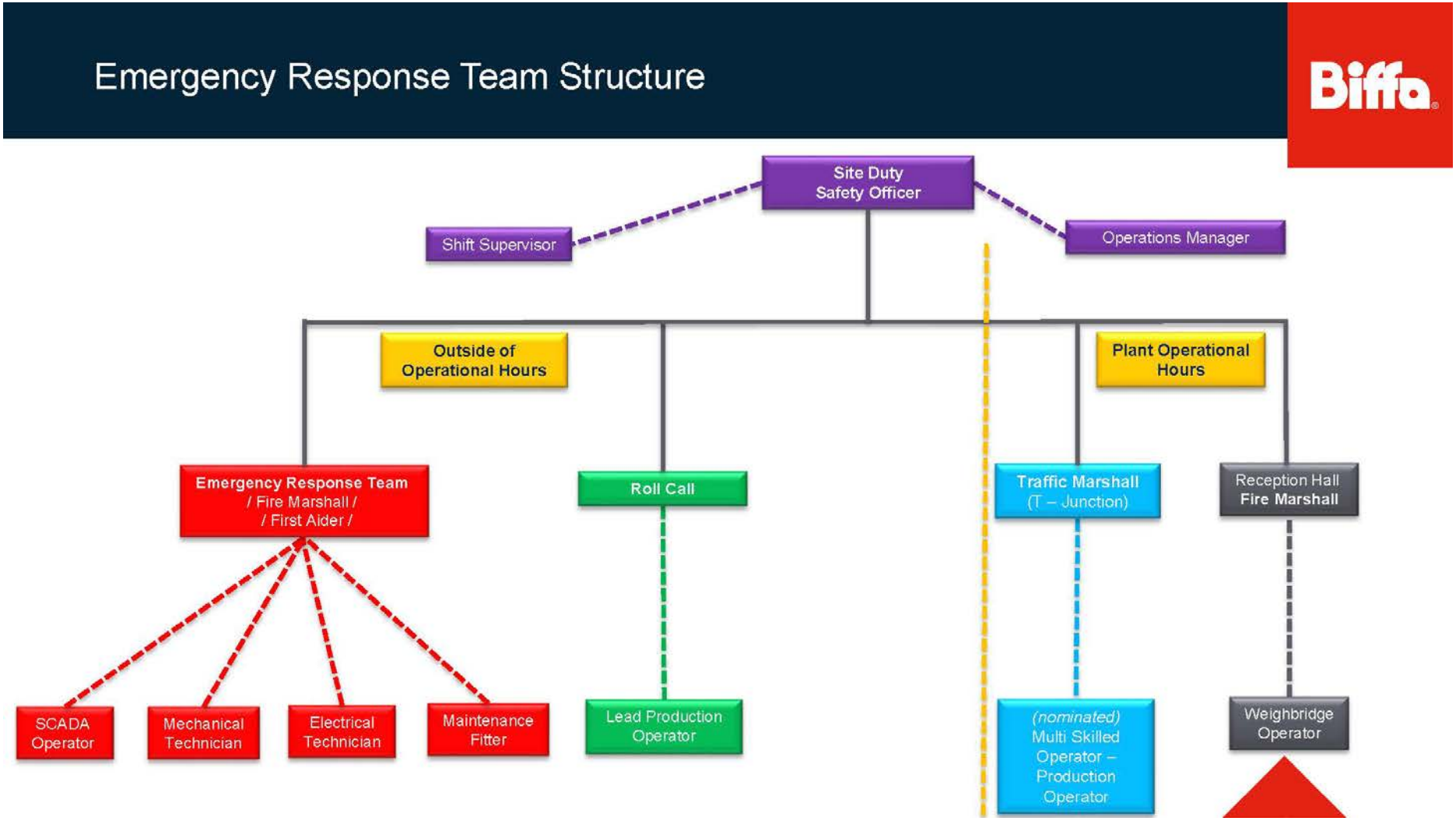
The Incident Controller must follow the site escalation plan and is responsible for all communications with the emergency services and regulatory body.

7.3.2.2 Response Team

The emergency response team is shown in the organogram on Figure 6.1below.

The emergency response team will follow the relevant escalation plan with the main aim being to ensure that normal operations and services were restored at the earliest opportunity. WSCC and WCA's will be notified as appropriate following implementation of the escalation plan.

Figure 7-1: Emergency Response Team



7.3.2.3 Emergency Procedures

The emergency procedures are maintained within the site Operations Manual and adequate stocks of suitable equipment retained at the Facility. Procedures are present for managing all reasonably foreseeable incidents, including:

- Fire;
- Material spillage;
- Fume release;
- Personal injury; and
- Unintended reactions.

In the event of an accident or incident taking place, plant personnel will implement the actions detailed in the site emergency procedures, which will detail:

- Reporting the incident/raising the alarm;
- Contacting relevant Biffa personnel and management;
- Contacting relevant external emergency services/regulatory bodies when required;
- Taking appropriate corrective or mitigating action;
- Site evacuation; and
- Recording the details of the incident and action taken.

Typical scenarios that may need to be addressed include:

- Fire – specific details for raising the alarm and action to be taken in the event of a fire are detailed in the emergency control procedure. Physical measures for control on site for include fire alarms, smoke alarms, fire extinguishers, demarcated fire exits, emergency lighting and fire hydrants. Consideration has also been given to the provision of intrinsically safe equipment such as flange static bonding, use of flashing alarms lights in noisy areas, intrinsically safe torches which can be used in the event of material spillage scenarios and alternative means of raising the evacuation alarm (e.g. loudspeaker) should the main system fail. In the event of a fire, all fire waters can be contained on site in static storage vessels or mobile vacuum plant and subsequently directed back through the process or to sewer in the (rare) instance of a complete site failure;
- Spillage control – this includes minor and major (i.e. >205 litre) spillages both on and off the site. The procedure details the specific actions required for spillage containment and removal. It is supported by a number of physical measures such as absorbent materials, booms, drain protection, and temporary sealants. The majority of all spilt materials can be contained and treated through the site processes following testing of the material's composition. In the event of an off-site spillage, failure of a tanker on-site or in the event the material cannot be treated through the process, then liaison with relevant external parties including the Environment Agency, HSE or other waste/water treatment facilities;
- Power cut - these are generally due to faults external to the facility and can occur without notice. If a power cut occurs, power supply is lost and plant including the abatement equipment stops. Plant would be restarted and emissions controlled through normal restart procedures; and
- Vandalism – the site has a secure boundary and access will be prevented by lockable gates, as required. In addition, the site is monitored by the CCTV used to provide supervision during loading/off-loading activities, and can also guard against unauthorised access. Any unauthorised persons found on the site will be challenged and removed - if necessary the police will be informed.

7.3.2.4 Incident Investigation and Reporting

A near miss/incident reporting system is in place which will encourage the reporting of all accidents and incidents with health and safety or environmental implications. The system is also used to report any unusual occurrences. Examples of what may be recorded include:

- Office or site accidents minor or otherwise;
- Near misses;
- Unsafe loads delivered to site – poor loading, damaged vehicle hoses, damaged packages;
- Spillages;
- Problems with contractors, drivers and visitors; and
- Offsite complaints.

Reports are reviewed by the site management team, as appropriate, and corrective or other action taken recorded. All reports are reviewed on a weekly basis by senior management and 'lessons learnt' will be communicated to site personnel via the internal briefing and TBT system.

All emergency incidents involving fire or material release (fume/spillage) will be reported to the Environment Agency as soon as practicable. A written report of the nature of the incident, its causes and any remedial action taken will be presented to the Agency within two weeks of any such incident being closed-out.

A COTC holder is contactable on a 24 hour per day basis, and will be within two hours of site

7.3.2.5 Contingency Tipping Arrangements

In the event that the incident at the plant requires alternative tipping arrangements to be made available, then the contingency tipping arrangements will be instigated.

The contingency arrangements are designed to ensure that WCAs are provided with continuity of service and the contingency tipping arrangements for the site will be summarised in a table which will be held in the site office. The table will include details of the location and address of the alternative tipping facility, together with an outline of the licence conditions and opening times. Where more than one alternative tipping location has been identified for a WCA, the waste would be diverted to the most appropriate site from areas within any one WCA.

Working with the Councils, procedures will be fully developed and agreed with each WCA and incorporated into the site's BMS which sets out the nominated delivery point(s), together with contingency measures in the event of:

- Events requiring a change in procedure but not requiring tipping at an alternative site; and
- Events requiring tipping at a nominated alternative site.

These procedures will include:

- Points of contact for nominated persons, including out of hours contact details and similar for their individual 'reserves';
- Outline of events requiring implementation of the Procedure;
- Schedule of normal collection and tipping resources employed, by area;
- Schedule of tipping destinations for each area within the WCA under normal operation;
- Communication plan to be implemented for each event, as required; and
- Compensation mechanism if additional costs are incurred.

7.3.2.6 Ongoing Validity of Plan

The IMS will include procedures for checking the continued validity of the emergency plan, and associated contingency arrangements.

The effectiveness of the site controls are reviewed at least annually, during the audit process, but are also verified during the accident/incident investigation to ensure that the site system remains effective.

7.4 Reporting and Review

7.4.1 Incident Reporting

Details of all accidents, incidents and emergencies are recorded in the site diary in line with IMS non-compliance reporting procedures.

In accordance with the environmental permit,

- all emergency incidents involving fire, explosion or material release (fume/spillage) will be reported to the Environment Agency within 24 hours; and
- Further information detailing the nature of the incident, causes and remedial action will be sent the Environment Agency as soon as practicable in accordance with the permit.

7.4.2 Emergency Plan Review

The effectiveness of the site controls are reviewed at least annually during the audit process. However these will be also verified during any accident/incident investigation in order to ensure that the site system remains effective.

8. Management of Non-Compliance

8.1 General

Any incidents of non-compliance with the site permit are managed through the formal environmental management system in line with the requirements defined by the Environment Agency. The main elements of this management system includes:

a. Reporting the incident/accident;

b. The mitigation measures to be taken while dealing with the incident/accident;

c. The recording of the incident/accident and subsequent investigation requirements;

d. Identification, implementation and recording of relevant corrective action required to prevent a recurrence; and

e. Reports will be reviewed by site management or senior management as appropriate and corrective or other action recorded. All reports will be reviewed on monthly basis by senior management.

8.2 Complaints Management

8.2.1.1 Complaints Procedure

The site will implement the WSCC Complaints Handling Procedure (SPD07) which details the requirements for recording complaints (e.g. odour, noise, and other environmental/operational issues) and the actions to be taken to:

- investigate the issues;
- record details of any corrective action required; and
- provide feedback to the individual making the complaint.

The complaints procedure is incorporated into the site management system to ensure that odour complaints are handled correctly and systematically and acted upon.

8.2.1.2 Complaint Management and Registration

The principal arrangements are:

- Complaints can be made in person and on the telephone or in writing using post or email;
- Complaints will be recorded in a complaint registration system that will ensure the data is collected and recorded in a systematic manner. The complaints register will be reviewed monthly for trend analysis; and
- The Plant Manager will be responsible for ensuring the complaint is investigated and for ensuring the appropriate corrective action is implemented. The Community Liaison Officer is responsible for providing feedback to the complainant. The Plant Manager is also responsible for ensuring the complaints register is completed with all relevant details, for reviewing the register for adverse.

8.2.1.3 Complaint Investigation

Initial screening of the complaint will be undertaken in order to establish if an incident has actually taken place, which will consider:

- Knowledge of potential sources at the facility;
- Knowledge of operational issues or plant defects that could contribute to cause of the complaint;
- Consideration of potential external sources;

- Location and distance of complainant from the site; and
- Results of any site monitoring already taking place.

If no such incident can be confirmed, then further investigation will not be required. However, if an incident is confirmed as valid, a more detailed investigation will occur.

Once screening has been completed, Biffa will provide feedback to the complainant including details of any action that has/ will be taken.

8.2.1.4 Communication with Complainant

Where complaints are received by email, letter or answer-phone, an acknowledgement and initial response will be made to the complainant by telephone or email within 48 hours, provided their contact details were provided. Where complaints cannot be resolved on initial contact or require further investigation, then a written response will be made within 10 working days of the receipt of the complaint.

8.3 Notification to Environment Agency

Notifications to the Environment Agency will be made in accordance with Section 4.3 of the site Environmental Permit.

In the event that any of the events identified in Condition 4.3.1 of the environmental permit occur, the EA will be provided with relevant on the form in Appendix F.

9. Performance Management

9.1 Key Performance Indicators

In order to track performance of the facility, key performance indicators (KPI) will be set each year and will be managed through the IMS and the relevant Balance Business Plan (BBP). Performance against the KPIs will be monitored to identify adverse trends.

9.2 Emissions Monitoring

Emissions monitoring data will be monitored and reported to the EA in accordance with the environmental permit requirements.

10. Document Control

10.1 Security and Availability of Records

Records pertaining to the site's operation are maintained in either electronic or hard copy form:

a. electronic records will be saved to the internal computer network; and
b. paper records will be retained in designated filing cabinet in the main office.

10.2 Records are available on request and are retained for at least 6 years. Records Management

10.2.1 Records of Waste Accepted at the Site

A record of the types and quantities of wastes accepted and dispatched from the site is maintained. A summary of the types and quantities of wastes deposited at the site is provided to the Environment Agency at an agreed frequency and format.

10.2.2 Management System Records

The Records demonstrating compliance to a management system will be maintained at the site in hard copy or electronic format.

10.2.3 Records of Significant Events

Records are held regarding:

- all incidents, accidents and non-conformances;
- actions taken for all of the above instances; and
- changes to operating procedures following adverse findings resulting from the above events.

The following significant events will be recorded when applicable:

a. commencement and completion of any construction/engineering work undertaken on site;
b. plant breakdowns and maintenance;
c. emergencies;
d. problems with waste received and rejected loads;
e. sampling exercises;
f. site inspections;
g. dispatch of records;
h. weather conditions;
i. complaints; and
j. pest or vermin incidence.

The technically competent person, as previously referred to, or other nominated person, will maintain a record of the above information as required. Records are retained in the site office at all times and will be available for inspection at all reasonable times by an authorised officer of the Environment Agency.

10.2.4 Retention Period

Waste transfer documentation will be retained in line with Duty of Care requirements. Site operational records will be retained for at least 6 years.

10.3 Reporting and Notification

10.3.1 Reporting

Within one month of each quarter, the Site Supervisor will submit to the Environment Agency a form specifying the waste accepted and removed from the site during the previous quarter.

10.3.2 Notifications

In the event of any breach of the Environmental Permit, the Environment Agency will be notified within 24 hrs of detection and further details will be provided in writing as soon as practicable.

10.4 Document Control

10.4.1 Site Documents

The Site Management Plan, associated drawings and records will be maintained in accordance with the requirements of the environmental permit.

All modifications to the site management plan will be controlled and tracked in line with Biffa document control procedures which require the Plan to be identified with a revision number.

10.4.2 Environmental Permit

A copy of the current version of the environmental permit will be retained at the site.

Appendix A Certificate of Technical Competence

Qualification Title:

WAMITAB Level 4 Medium Risk Operator Competence for Mechanical Biological Treatment

Qualification Accreditation Number:

601/8523/5

This Certificate is awarded to

Craig John Scott

Awarded: 01/10/2018

Serial No:30673/MROC18/1

Authorised

Chris James
Chief Executive Officer, WAMITAB

Regulated by Ofqual

Corff dyfarnu cydnabyddedig Cymwysterau Cymru Qualifications Wales

CEA

Credit certificate
This certificate determines credit awarded to:

Craig John Scott

Units gained:

		Credit Value	Credit Level
A/508/0756	Maintain health and safety in the waste resource management industry	4	4
F/508/0757	Manage the environmental impact of work activities	3	4
F/508/0760	Manage the movement, sorting and storage of waste	5	4
J/508/0887	Manage the reception of non-hazardous waste	6	3
F/508/0998	Manage site operations for the biological treatment of non-hazardous waste	6	4
J/508/0985	Manage transfer and disposal from biological treatment operations	5	4

Awarded: 01/10/2018

Serial No.: 30673/OCS01/1

Authorised

Chris James
Chief Executive Officer, WAMITAB

Regulated by Ofqual

Corff dyfarnu cydnabyddedig

Certificate No. OCC8988

Operator Competence Certificate

Title:

Mechanical Biological Treatment

This Certificate is awarded to

Craig John Scott

Awarded: 01/10/2018

Authorised

WAMITAB Chief Executive Officer

CIWM Chief Executive Officer

This certificate is jointly awarded by WAMITAB and the Chartered Institution of Wastes Management (CIWM) and provides evidence to meet the Operator Competence requirements of the Environmental Permitting (EP) Regulations, which came into force on 6 April 2008.

Appendix B Training Matrix

Role Specific Training Matrix

Biffa West Sussex Ltd

Key	Meaning
n	Need training
a	Trained but awaiting certificate
c	Completed training with certificate on file
c*	Trained but certification will expire soon (< 60 days left)

Training		Paul Curtis (Plant Manager)	John Backhouse (Engineering Manager)	Stephen Fullaway (Deputy Engineering Mngr.)	Chris Lofts (Operations Manager)	Barry Boyling (Logistics Manager)	Abdul Khalad (Senoir Process Eng.)	Elena Rusu-Sadler (Process Engineer)	Dorota Basilio (Process Engineer (second)	Vacancy (Compliance Manager)	Dianne Dodsworth (Environmental Compliance)	Lee Sharp (Stores)	Elle Whitmore (Admin)	Craig Scott (Shift Supervisor)	Rikki Fearn (Shift Supervisor)	Martin Shuttlewood (Shift Supervisor)	Dave Smart (Shift Supervisor)
Induction (Site specific)	List	c	c	c	c	c	c	c	c		c	c	c	c	c	c	c
Abrasive Wheels	List																n
Accident Investigation	List	n	n	n	c	n								c	n	n	n
Authorised Entry to HV areas	List			n	n									n	n	n	n
Banksman / Reversing Assistant	List																
Confined Space Awareness Training (NC1)	List																
Confined Space Training - Medium Risk (NC2&NC3)	List			c										c	c	n	c
Confined Space Supervisor (*Permit writer Course if Medium Risk not completed*)	List	n	n		n		n										
Contractor Control Procedures WS067	List	c	n	c	c	c	c	n			c			c	c	c	c
COTC	List	n			n									c	n	n	n
Counter Balance / Reach FLT with Bale clamps	List													c			c
Depot Based Trainer	List					c											
Display Screen Equipment (DSE) Assessment	List	c		n	c	c	c				c		c	c	c	c	c
DSEAR / H2S Awareness	List	n	n	n	c	c	c	n	n		n	n	n	c	c	c	c
Emergency Response Plan	List	c	n	c	c									c	c	c	c
First Aid	List	c			c						c			n	c*	c	c
Fire Marshal	List	n		c	n	n								c	n	n	n
High Pressure Jetting	List													c	c*		n
IOSH Managing Safely	List	a	n	n	c	c								c	a	c	n
IOSH Working Safely	List						n	n	n		n	n	c				
Lock Out Tag Out - Generic (TBT107)	List	n	c	c	c	c	c	c	n			c		c	c	c	c
Lock Out Tag Out - Site Specific Procedure	List	n	c	c	c	c	c	c	n			c		c	c	c	c
Manual Handling Practical Training	List	n	n	n	n	n	c	n	n		n	n	n	c	c	c	n
MEWP Training (IPAF)	List													c	n		
Mobile Plant Operator (SF21/01)	List					c											
Near Miss Reporting TBT	List	n	c	n	c	c	c	c	c		c	c	c	c	n	c	c
Permit to Work	List	c	n	c	c	c	c	n			c			c	c	c	c
Pest Management TBT	List	c	n	n	c	c	n	n	n		c	n	c	c	c	c	n
Plasma Cutting	List			c													
Risk Assessment	List	n	n	n	n	c								c	n	c	n
Slinger/Signaller Training	List																
Traffic Management Plan	List	n	c	c	c	c	c	n	n		c	c	c	c	c	c	c
Vehicle Mode Training - Bulk Carrier/RORO	List					c											
Vehicle Mode Training - Atriculated Ejector Trailer	List					c											
Vehicle Mode Training - Shunter Unit	List																
Vehicle Mode Training - Mechanical Road Sweeper	List																
Wheeled Materials Handler 360	List													c			
Wheeled Loading Shovel	List																
Welding Course	List																
Workshop Gas Cylinders Safety (BOC)	List		n	n													

Training	Oleg Kopytin (Day Electrical Technician)	Craig Alford (Electrical Technician)	Sachim Patel (Electrical Technician)	Vacancy (Electrical Technician)	Vacancy (Electrical Technician)	Josh Boyagian (Electrical Apprentice)	James Garner (Day Mechanical Technicia)	Oskars Timermanis (Mechanical Technician)	Michael Ayling (Mechanical Technician)	Luke St. Romaine (Mechanical Technician)	Lee Copson (Mechanical Technician)	Vacancy (Mechanical Graduate)	Bradley Sadler (Mechanical Apprentice)	Adam Davies (SCADA Supervisor)	Elliot Morling (SCADA)	James Rabbani (SCADA)	Kameron Lamming (SCADA)	Anthony Jenkins (SCADA)
Induction (Site specific)	c	c	n			n	c	c	c	c	c		n	c	c	c	n	c
Abrasive Wheels	c						c	c	c	c	n		c					
Accident Investigation														c				
Authorised Entry to HV areas	n	n	n			n												
Banksman / Reversing Assistant																		
Confined Space Awareness Training (NC1)																		
Confined Space Training - Medium Risk (NC2&NC3)	c	c	n			n	c	n	c	c	n		c					
Confined Space Supervisor (*Permit writer Course if Medium Risk not completed*)																		
Contractor Control Procedures WS067							c							c				
COTC																		
Counter Balance / Reach FLT with Bale clamps							n	c		c	c				c			
Depot Based Trainer																		
Display Screen Equipment (DSE) Assessment	c						n							c	n	c	n	c
DSEAR / H2S Awareness	n	c	n			n	c	n	c	c	n		n	c	n	c	n	c
Emergency Response Plan	n	n	n			n	c	n	c	c	c			c	n	c	n	c
First Aid									n									
Fire Marshal	c	c	n			n	a	n	n	n	a		c					
High Pressure Jetting							c	c	c	c								
IOSH Managing Safely														c				
IOSH Working Safely	n	n	n			n	n	n	n	n	n		n	n	c	n	n	n
Lock Out Tag Out - Generic (TBT107)	c	c	c				c	c	c	c	c		n	c	c	c	n	c
Lock Out Tag Out - Site Specific Procedure	c	c	c				c	c	c	c	c		n	c	c	c	n	c
Manual Handling Practical Training	n	n	n			n	n	c	n	n	n		n	n	c	n	n	n
MEWP Training (IPAF)	c	n	a				c	c	c	n	a				c			
Mobile Plant Operator (SF21/01)																		
Near Miss Reporting TBT	n	c	n			n	c	n	c	c	c		n	c	c	c	n	c
Permit to Work	c						c							c				
Pest Management TBT	n	n	n			n	n	n	n	c	n		n	c	c	c	n	c
Plasma Cutting								c	c	c	c							
Risk Assessment																		
Slinger/Signaller Training		c					c		c	c	c							
Traffic Management Plan	c	n	n			n	c	c	c	c	c		n	c	c	c	n	c
Vehicle Mode Training - Bulk Carrier/RORO																		
Vehicle Mode Training - Atriculated Ejector Trailer																		
Vehicle Mode Training - Shunter Unit																		
Vehicle Mode Training - Mechanical Road Sweeper																		
Wheeled Materials Handler 360																		
Wheeled Loading Shovel																		
Welding Course							c	n	c	c	n							
Workshop Gas Cylinders Safety (BOC)							n	c	c	c	c		n					

Training	Allen Seare (Weighbridge Clerk)	Garry Copson (Weighbridge Clerk)	Izzy Lofts (Laboratory Tech)	Ankit Rai (Laboratory Tech)	Tristrum Doyle (Mechanical Fitter)	Isaac Moore (Mechanical Fitter)	Craig Greene (Mechanical Fitter)	Joss Mason (Mechanical Fitter)	James Kelly (Mechanical Fitter)	William Bennett (Mechanical Fitter)	Vacancy (Mechanical Fitter)	Vacancy (Mechanical Fitter)	Cameron Heaton (Mechanical Fitter (PPM))	Connor Puttick (Mechanical Fitter (PPM))
Induction (Site specific)	c	c	c	c	c	c	c	c	n	c			c	c
Abrasive Wheels					n	c	c	n	n	n			n	n
Accident Investigation														
Authorised Entry to HV areas														
Banksman / Reversing Assistant														
Confined Space Awareness Training (NC1)														
Confined Space Training - Medium Risk (NC2&NC3)					c	c	c	n	n	n			n	n
Confined Space Supervisor (*Permit writer Course if Medium Risk not completed*)														
Contractor Control Procedures WS067														
COTC														
Counter Balance / Reach FLT with Bale clamps		c											c	c
Depot Based Trainer														
Display Screen Equipment (DSE) Assessment	c	c												
DSEAR / H2S Awareness	c	c	n	n	c	n	n	n	n	n			n	n
Emergency Response Plan	c	n			n	n	n	n	n	n				
First Aid														
Fire Marshal	n	n			n	n	n	n	n	n			n	n
High Pressure Jetting					c		c						c*	c*
IOSH Managing Safely														
IOSH Working Safely	n	n	n	n	c	n	n	n	n	n			c	c
Lock Out Tag Out - Generic (TBT107)	c	c		n	c	c	c	c	c	c			c	c
Lock Out Tag Out - Site Specific Procedure	c	c		n	c	c	c	c	c	c			c	c
Manual Handling Practical Training	n	n	n	n	n	n	n	n	n	n			c	n
MEWP Training (IPAF)					c	c	c	c		c			c	c
Mobile Plant Operator (SF21/01)														
Near Miss Reporting TBT	c	c	c	c	n	c	c	c	n	n			c	c
Permit to Work														
Pest Management TBT	n	n	n	n	c	n	c	n	n	n			c	c
Plasma Cutting					c		c							
Risk Assessment														
Slinger/Signaller Training														
Traffic Management Plan	c	c	n	n	c	c	c	n	n	n			c	c
Vehicle Mode Training - Bulk Carrier/RORO														
Vehicle Mode Training - Atriculated Ejector Trailer														
Vehicle Mode Training - Shunter Unit														
Vehicle Mode Training - Mechanical Road Sweeper														
Wheeled Materials Handler 360														
Wheeled Loading Shovel														
Welding Course					n	n	n							
Workshop Gas Cylinders Safety (BOC)					n	n	c	n	n	n			n	n

Training	Duncan Crawley (Lead MSO)	Simon Botting (Multi Skilled Operator)	Jordan Burgess (Multi Skilled Operator)	Charlie Hughes (Multi Skilled Operator)	Marek Czwarog (Multi Skilled Operator)	William Baldwin (Multi Skilled Operator)	Scott Crawley (Lead MSO)	Craig Kaveney (Multi Skilled Operator)	Andrew Burkett (Multi Skilled Operator)	Lee Weston (Multi Skilled Operator)	Jason Martin (Multi Skilled Operator)	Alexandru Ionut Aringto (Multi Skilled Operator)	Zsolt Szvinyuk (HGV Driver)	Del Green (HGV Driver)	Silviu Veszpremi (HGV Driver)	Vacancy (HGV Driver)
Induction (Site specific)	c	c	c	c	c	c	c	c	c	c	c	c	c	c	n	
Abrasive Wheels																
Accident Investigation																
Authorised Entry to HV areas																
Banksman / Reversing Assistant	n	n	n	n	c	n	c	n	n	c	c	n	n	n	n	
Confined Space Awareness Training (NC1)																
Confined Space Training - Medium Risk (NC2&NC3)																
Confined Space Supervisor (*Permit writer Course if Medium Risk not completed*)																
Contractor Control Procedures WS067	c															
COTC																
Counter Balance / Reach FLT with Bale clamps	c	c	c	c	c	c	c	c	c	c	c	c	c	c		
Depot Based Trainer													c			
Display Screen Equipment (DSE) Assessment																
DSEAR / H2S Awareness	c	c	c	n	n	c	c	c	c	c	c	n	n	n	n	
Emergency Response Plan																
First Aid		n														
Fire Marshal																
High Pressure Jetting						n										
IOSH Managing Safely	c					c										
IOSH Working Safely	c	c	c	c	c	c	c	c	c	c	c	c	c	n	n	
Lock Out Tag Out - Generic (TBT107)	c	c	c	c	n	c	c	c	c	c	c					
Lock Out Tag Out - Site Specific Procedure	c	c	c	c	n	c	c	c	c	c	c					
Manual Handling Practical Training	n	c	n	c	c	c	c	c	c	c	n	c	n	c	n	
MEWP Training (IPAF)	c	c	n	c	c	c	c	n	n	c	c					
Mobile Plant Operator (SF21/01)	c	c	c	n	n	n	c	c	c	n	n	n				
Near Miss Reporting TBT	c	n	c	c	c	n	n	c	c	c	c	c	n	c	n	
Permit to Work	c															
Pest Management TBT	n	n	n	n	n	c	n	n	n	n	n	n	n	n	n	
Plasma Cutting																
Risk Assessment																
Slinger/Signaller Training	c	c				c	c									
Traffic Management Plan	c	c	c	c	n	c	c	c	c	c	c	c	c	c	n	
Vehicle Mode Training - Bulk Carrier/RORO	c	c		c	c		c					c	c	c	n	
Vehicle Mode Training - Atriculated Ejector Trailer	c				c		c					c	c	c	n	
Vehicle Mode Training - Shunter Unit	c				c		c					c	c	c	n	
Vehicle Mode Training - Mechanical Road Sweeper	c			c	c		c					c	c	n	n	
Wheeled Materials Handler 360	c	c	c	c	c	c	c	c	c	n	c	c	c			
Wheeled Loading Shovel	c	c	c	c	c	c	c	c	c	c	c	c	c			
Welding Course																
Workshop Gas Cylinders Safety (BOC)																

Training	Connor Ousley (Lead PO)	Peter Sharp (PO)	Callum Kerr (PO)	Jonathan May (PO)	Vacancy (PO)	Brandon Fearn (Lead PO)	Ngcebo Cele (PO)	Barry Williams (PO)	Karan Sharma (PO)	Caiden Ousley (PO)	Artis Kuklis (Lead PO)	James Titmus (PO)	Ben Vansittart (PO)	Marcio Barradas (PO)	Vacancy (PO)	Ervins Podgiaski (Lead PO)	Sergiu-Ion Bortun (PO)	Marlon Carpenter (PO)	Vacancy (PO)	Vacancy (PO)
Induction (Site specific)	c	c	c	c		c	c	c	n	n	c	c	c	n		c	c	n		
Abrasive Wheels																				
Accident Investigation																				
Authorised Entry to HV areas																				
Banksman / Reversing Assistant																				
Confined Space Awareness Training (NC1)		c*	n	n			n	c*	n	n	c*	n	c*	n			n	n		
Confined Space Training - Medium Risk (NC2&NC3)	n					n										n				
Confined Space Supervisor (*Permit writer Course if Medium Risk not completed*)																				
Contractor Control Procedures WS067																				
COTC																				
Counter Balance / Reach FLT with Bale clamps	c					c					c									
Depot Based Trainer																				
Display Screen Equipment (DSE) Assessment																				
DSEAR / H2S Awareness	n	n	c	c		n	n	n	n	n	c	c	n	n		n	n	n		
Emergency Response Plan																				
First Aid											c									
Fire Marshal	n					n					n					n				
High Pressure Jetting											c*		c*							
IOSH Managing Safely																				
IOSH Working Safely	n	c	n	n		n	n	n	n	n	c	n	n	n		c	c	n		
Lock Out Tag Out - Generic (TBT107)	c	c	c	c		c	c	c	c	n	c	c	c	n		c	c	c		
Lock Out Tag Out - Site Specific Procedure	c	c	c	c		n	c	c	c	c	c	c	c	n		c	c	c		
Manual Handling Practical Training	n	c	c	n		n	n	n	n	n	c	c	c	n		c	c	c		
MEWP Training (IPAF)							c				c									
Mobile Plant Operator (SF21/01)																				
Near Miss Reporting TBT	c		c	c		c	n	c	n	n	c	c	c			c	n	n		
Permit to Work																				
Pest Management TBT	n	c	n	n		n	c	c	n	n	n	c	c	n		n	c	n		
Plasma Cutting																				
Risk Assessment																				
Slinger/Signaller Training																				
Traffic Management Plan	c	c	c	c		c	c	c	c	n	c	c	c	n		c	c	n		
Vehicle Mode Training - Bulk Carrier/RORO																				
Vehicle Mode Training - Atriculated Ejector Trailer																				
Vehicle Mode Training - Shunter Unit																				
Vehicle Mode Training - Mechanical Road Sweeper																				
Wheeled Materials Handler 360																				
Wheeled Loading Shovel																				
Welding Course																				
Workshop Gas Cylinders Safety (BOC)																				

Training	Mark Brown (Baler Operator (Days))	Michael Horton (Baler Operator)	Martin Smith (Baler Operator)	Tomasz Czarnecki (Baler Operator)	Lee Cook (Baler Operator)	Shaun Taylor (Baler Operator)	Mark Curtis (Baler Operator)	John Jeymes (Cleaner Supervisor)	Devy Jeymes (Cleaner)
Induction (Site specific)	c	c	c	c	c	c	n	c	c
Abrasive Wheels									
Accident Investigation									
Authorised Entry to HV areas									
Banksman / Reversing Assistant									
Confined Space Awareness Training (NC1)		n	n	c*	n	n	n		
Confined Space Training - Medium Risk (NC2&NC3)									
Confined Space Supervisor (*Permit writer Course if Medium Risk not completed*)									
Contractor Control Procedures WS067									
COTC									
Counter Balance / Reach FLT with Bale clamps	n			c	n		c		
Depot Based Trainer									
Display Screen Equipment (DSE) Assessment									
DSEAR / H2S Awareness	c	n	c	n	n	c	n		
Emergency Response Plan									
First Aid	c			n					
Fire Marshal	n								
High Pressure Jetting	n			n	n	n			
IOSH Managing Safely									
IOSH Working Safely		n	n	n	n	n	n	n	n
Lock Out Tag Out - Generic (TBT107)	c	c	c	c	c	c	n		
Lock Out Tag Out - Site Specific Procedure		c	c	c	c	c	n		
Manual Handling Practical Training	n	n	n	n	n	n	n	n	n
MEWP Training (IPAF)	n	n	n	c	n	n			
Mobile Plant Operator (SF21/01)									
Near Miss Reporting TBT	c		c	n	c		n	c	c
Permit to Work									
Pest Management TBT	n	n	n	c	n	n	n	n	n
Plasma Cutting									
Risk Assessment									
Slinger/Signaller Training									
Traffic Management Plan	c	c	c	c	c	c	n	c	c
Vehicle Mode Training - Bulk Carrier/RORO									
Vehicle Mode Training - Atriculated Ejector Trailer									
Vehicle Mode Training - Shunter Unit									
Vehicle Mode Training - Mechanical Road Sweeper									
Wheeled Materials Handler 360									
Wheeled Loading Shovel									
Welding Course									
Workshop Gas Cylinders Safety (BOC)									

Task Specific Training Matrix

Biffa West Sussex Ltd

- i – Inducted in Area
- n – Need Training in Task
- s – Working under Supervision
- c – Assesed as Competent
- r – Refresher Required

Biffa Documentation

Task	Doc	RA	Sheet	Craig Scott (Shift Supervisor)	Rikki Fearn (Shift Supervisor)	Martin Shuttlewood (Shift Supervisor)	David Smart (Shift Supervisor)	Oleg Kopytin (Day Electrical Technician)	Craig Alford (Electrical Technician)	Sachim Patel (Electrical Technician)	Vacancy (Electrical Technician)	Vacancy (Electrical Technician)	Josh Boyagian (Electrical Apprentice)	James Garner (Day Mechanical Technician)	Oskars Timermanis (Mechanical Technician)	Michael Ayling (Mechanical Technician)	Luke St. Romaine (Mechanical Technician)	Lee Copson (Mechanical Technician)	Vacancy (Mechanical Graduate)	Bradley Sadler (Mechanical Apprentice)	Tristrum Doyle (Mechanical Fitter)	Isaac Moore (Mechanical Fitter)	Craig Greene (Mechanical Fitter)	Joss Mason (Mechanical Fitter)	James Kelly (Mechanical Fitter)	William Bennett (Mechanical Fitter)	Vacancy (Mechanical Fitter)	Vacancy (Mechanical Fitter)	Cameron Heaton (Mechanical Fitter (PPM))	Connor Puttick (Mechanical Fitter (PPM))
Logistics	SOP	RA	Sheet																											
SOP Safe Entry into Pre-Shredder Castell Area (prev - Working i	SOP	RA	link																											
SOP Safe Entry into HWRC Shredder area	SOP	RA	link																											
SOP Loading HWRC Shredder	SOP	RA	link	c																										
SOP Cleaning Mobile Plant Filters with air line	SOP	RA	link																											
SOP Cleaning of Artic trailer behind pushout blade	SOP	RA	link																											
SOP Accessing top of Trailers	SOP	RA	link																											
SOP Using the tow behind spreader	SOP	RA	link																											
SOP Changing Telehandler attachments	SOP	RA	link																											
SOP Emptying wheelie bin with TH	SOP	RA	link	c																									c	
SOP Cleaning Pre-Shredder Hoppers	SOP	RA	link	c			r							r			r													c
SOP Mobile Plant pre start checks	SOP	RA	link																											
SOP Unloading delivery lorries using FLT	SOP	RA	link	c																									c	
SOP Changing over RORO containers	SOP	RA	link																											
SOP Fuelling with Diesel	SOP	RA	link	c																										
SOP Washing Plant and Trucks	SOP	RA	link																											
Crane Operation (SCX Operation Manual)	O&M	RA	-	c										r																
SOP Attaching and using the Aux Crane	SOP	RA	link																											
SOP Organics loading in MPT using 360 grab onto temporary co	SOP	RA	link	c																										
SOP Jump Starting Procedure for Vehicles	SOP	RA	link																											
SOP Removing Trapped Waste From The Rams And Bucket On	SOP	RA	link																											
SOP Tipping the skip hopper into a RoRo bin	SOP	RA	link																											
SOP Metal (Ferrous Non-Ferrous) Delivery and Collections	SOP	RA	link																											
Mechanical Pre Treatment			Sheet																											
MPT Startup Checks	C-List	RA	link	c	r	r	r		r							r	r	r			r		r						c	c
SOP Safe Entry into Pre-Shredder Castell Area (prev - Working i	SOP	RA	link	c	r	r	r	c	r	c				r		r	r	r			r								c	c
SOP Safe Entry into HWRC Shredder area	SOP	RA	link	c		r	c	c	c	c						r	r	r			r								c	c
SOP Cleaning Pre-Shredder Hoppers	SOP	RA	link	c			r							r			r													c
SOP Cleaning Trommel Drum from outside	SOP	RA	link	c	r	r	r		r					r		r	r	r			r		r						c	c
SOP Entering the Trommel	SOP	RA	link	c	r	r	r	c	r	c				r		r	r	r			r		r						c	c
SOP Cleaning Vibratory Screens (Spalecks)	SOP	RA	link	c	r	r	r		r					r		r	r	r			r		r						c*	c
SOP Cleaning MSW Spaleck vibrating screens using air lance	SOP	RA	link	c		r	r		r									r			r		r						c	c
SOP Pressure Washing of MSW Line 1&2 Spalecks	SOP	RA	link																											c
SOP Cleaning Overband Magnets (Fe)	SOP	RA	link	c	r	r	r		r					r		r	r	r			r		r						c	c
SOP Cleaning ECS (Non-Fe)	SOP	RA	link	c	r	r	r		r					r		r	r	r			r		r						c	c
SOP Cleaning Air Belt Classifier from outside	SOP	RA	link	c	r	r	r		r					r		r	r	r			r		r						c	c
SOP Cleaning Air Filters on Air Belt Classifier	SOP	RA	link	c	r	r	r		r					r		r	r	r			r		r						c*	c
SOP Cleaning NIR valve block from outside	SOP	RA	link	c	r	r	r		r	c				r		r	r	r			r		r						c	c
SOP Cleaning NIR lights and replacing lamps	SOP	RA	link	c	r	r	r	c	r	c				r		r	r	r			r								c	c
SOP Cleaning NIR from Inside	SOP	RA	link	c	r	r	r		r					r		r	r	r			r		r						c	c
SOP Scraper cleaning	SOP	RA	link	c	r	r	r		r					r		c	r	r					r						c	c
SOP Cleaning of under-conveyor grills	SOP	RA	link	c	r	r	r		r					r		c	r	r			c		c						c	c
SOP Removing tape from conveyors using boat hooks	SOP	RA	link	c	r	r	r		r					r		r	r	r			r		r						c	c
SOP Cleaning back boxes on conveyors	SOP	RA	link	c	r	r	r		r					r		c	r	r			c		c						c	c
SOP Emptying the Nilfisk House Vacuum	SOP	RA	link	c	r	r	r		r					r		r	r													
SOP Use of Mobile Pendant to run belt in MPT	SOP	RA	link	c		r	r	c	c					r		r	r													
SOP End of day tape collection	SOP	RA	link	c	r	r	r		r							r	r	r			r		r						c	c
SOP Organic Shredder Extraction Grill Clean	SOP	RA	link	c			r							r		r	r													
SOP Clearing Blockages and Housekeeping in the Facility	SOP	RA	link	c		c	c		c							c		c			c								c	c
Baler & Crosswrap																														
SOP Operation of Lyndex Balers	SOP	RA	link	c				c	c	c				r																
SOP Feeding the Lower Wires into Baler	SOP	RA	link																											
SOP Feeding the Upper wires into Baler	SOP	RA	link																											
SOP Tying off Wires on Baler	SOP	RA	link	c																										
SOP Wire roll change on balers	SOP	RA	link																											
SOP PPM on Lyndex Balers	SOP	RA	link																											
SOP Crosswrap Start Up Procedure	SOP	RA	link	c																										
SOP PPM on Crosswrap	SOP	RA	link																											
SOP Cleaning Rollers on Crosswrap Ring	SOP	RA	link	c																										
SOP Clearing Blockage from Crosswrap Area	SOP	RA	link	c																										
SOP Offloading Wrapped Bales onto waiting Lorry	SOP	RA	link	c																										
SOP Removing Substandard Bales	SOP	RA	link	c																										
SOP Baler Pushout and Charge	SOP	RA	link																											
SOP Safe Entry to Lyndex Balers	SOP	RA	link																											
SOP RDF Sampling Procedure	SOP	RA	link																											
Engineering																														
SOP Knife gapping on Organic Shredders (Komet 1100)	SOP	RA	link	c		r								r	c	r	r				c									
SOP Knife gapping on Secondry Shredders (Komet 2200)	SOP	RA	link	c		r								r	c	r	r				c									
SOP 5T Blug Grab Shackle Inspection	SOP	RA	link	c		r								r	c	r	r				c	c								
SOP Using Davit System for Lifting	O&M	LP	link	c										r	c	r						c								
SOP Tracking a belt using Mobile Pendant	SOP	RA	link	c		r									c	r	r					c								
SOP Tracking live belt while plant is running	SOP	RA	link	c		r									c	r	r				c	c								
SOP Tracking WPT Conveyors	SOP	RA	link	c											c	r	r				c									
SOP Monthly Ladder Checks	SOP	RA	link	c				c	c						c	c					c	c								c
SOP Operating Reception Hall Fire Pit Cannons (Dry Testing)	SOP	RA	link	c				c	c	c					c															
SOP PAS Infeed Manual Flushing	SOP	RA	link			r									c	r					c									
SOP Unblocking PAS tanks	SOP	RA	link	c		r									c	r	r				c									
SOP Raising A Corrective Maintenance Request on Pirana CMM	SOP	RA	link	c		r		c	c	c					c	c					c	c								
E-Stop Functional Test in the MPT	SOP	RA	link	c				c	c	c					c						c									
SOP Polymer make up concentration	SOP	RA	link												c	c														
SOP Relequip Evac chair usage	SOP	RA	link																											
SOP Finding and Signing Out Stock Using Pirana CMMS Syste	SOP	RA	link							c																				
SOP Returning Stock Using Pirana CMMS System	SOP	RA	link																											
SOP SCX Crane Load Cell Calibration	SOP	RA	link							c																				
SOP Unblocking Hydrolysis to PAS Lines	SOP	RA	link																											
SOP Macerator Inspection (ABPR)	SOP	RA	link																											
Wet Pre Treatment																														
WPT Pre Startup Checks	C-List	RA	link	c	r	r	r		r								r	r			r								c	c
SOP WPT Night Mode Shutdown (local)	SOP	RA	link	c	r	r	r		r								r	r			c								c	r
SOP WPT Weekend Cleandown (local)	SOP	RA	link	c	r	r	r		r								r	r											c*	r
SOP Sampling from Wet Pre Treatment	SOP	RA	link	c					r																					
SOP Sump pump removal and inspection	WIP	RA																												
SOP Macerator draindown and cleaning	SOP	RA	link	c	r	r	r		r							r	r	r											c	c
SOP Unblocking WPT Primary Cyclone	SOP	RA	link																											c
Operating the WPT Maintenance Crane	SOP	LP	link	c		r	r	c	c	c						r					r								c	c
RUNI Dewatering Screw Operation	PRM Waste			c	c	c	c	c						c															c	c
RUNI Dewatering Screw Regular Cleaning	SOP	RA	link																											c
AD Equipment																														
AD Daily Checks	C-List	RA	link																											

Task	Connor Ousley (Lead PO)	Peter Sharp (Production Operator)	Callum Kerr (Production Operator)	Jonathan May (Production Operator)	Vacancy (Production Operator)	Brandon Fearn (Lead PO)	Ngcebo Cele (Production Operator)	Barry Williams (Production Operator)	Karan Sharma (Production Operator)	Caiden Ousley (Production Operator)	Artis Kuklis (Lead PO)	James Titmus (Production Operator)	Ben Vansittart (Production Operator)	Marcio Barradas (Production Operator)	Vacancy (Production Operator)	Ervins Podgaiski (Lead PO)	Sergiu-Ion Bortun (Production Operator)	Marlon Carpenter (Production Operator)	Vacancy (Production Operator)	Vacancy (Production Operator)	Duncan Crawley (Lead MSO)	Simon Botting (Multi Skilled Operator)	Jordan Burgess (Multi Skilled Operator)	Charlie Hughes (Multi Skilled Operator)	Marek Czawnog (Multi Skilled Operator)	William Baldwin (Multi Skilled Operator)	Scott Crawley (Lead MSO)	Craig Kaveney (Multi Skilled Operator)	Andrew Burkett (Multi Skilled Operator)	Lee Weston (Multiskilled Operator)	Jason Martin (Multiskilled Operator)	Alexandru Ionut Arington (Multi Skilled Operator)	Zsolt Szvinyuk (HGV Driver)	Del Green (HGV Driver)	Silviu Veszpremi (HGV Driver)	Vacancy (HGV Driver)
Logistics																																				
SOP Safe Entry into Pre-Shredder Castell Area (prev - Working i																																				
SOP Safe Entry into HWRC Shredder area																																				
SOP Loading HWRC Shredder																					r	r	s			s	r	r	r							
SOP Cleaning Mobile Plant Filters with air line																					r	r		i			r	r	r							
SOP Cleaning of Artic trailer behind pushout blade																					c	c		c	c	i	c	s	c			c	c			
SOP Accessing top of Trailers																					c	c	c	c	c	i	c	c	c	c	c	c	c			
SOP Using the tow behind spreader																					c	c	c	c	c		c	c	c	c	c	c	c			
SOP Changing Telehandler attachments																					c	c		c	c	s	c	c	c	c	c	c	c			
SOP Emptying wheelie bin with TH																					c	c	c	c	c	c	c	c	c	c	c	c	c			
SOP Cleaning Pre-Shredder Hoppers											c										c	c	c	c	c	c	c	c	r	c	c					
SOP Mobile Plant pre start checks																					c	c	c	c	c		c	c	c	c	c	c	c			
SOP Unloading delivery lorries using FLT																					c	c	c	c	c	c	c	c	c	c	c	c	c			
SOP Changing over RORO containers																					c	c		c	c		c	c				c	c			
SOP Fuelling with Diesel																					c	c	c	c			c	c	c	c	c	c	c			
SOP Washing Plant and Trucks																					c	c	c	c	c		c	c	c	c	c	c	c			
Crane Operation (SCX Operation Manual)																					r	r	r				r	r	r							
SOP Attaching and using the Aux Crane																					c	c		c			c	c	c	c	c					
SOP Organics loading in MPT using 360 grab onto temporary co																					c	c	c	c	c	s	c	c	c	c	c					
SOP Jump Starting Procedure for Vehicles																					c	c	c	c	c	i	c	c	c	c	c	c	c			
SOP Removing Trapped Waste From The Rams And Bucket On																					c	c	c	c	c		c	c	c	c	c					
SOP Tipping the skip hopper into a RoRo bin																					c	c	c	c	c	c	c	c	c	c	c					
SOP Metal (Ferrous Non-Ferrous) Delivery and Collections																					c	c		c			c					c				
Mechanical Pre Treatment																																				
MPT Startup Checks	c	c	c	c		c		c			c	c	c				c	c				r	r	r		c		r		r	r					
SOP Safe Entry into Pre-Shredder Castell Area (prev - Working i	c	c	c					s			c	c	c				c	c			c	c	c	c	c	c	c	c	c	c	c					
SOP Safe Entry into HWRC Shredder area	c	c	c					s			c	c	c				c	c			c	c	c	c	c	c	c	c	c	c	c					
SOP Cleaning Pre-Shredder Hoppers											c										c	c	c	c	c	c	c	c	r	c	c					
SOP Cleaning Trommel Drum from outside	c	c	c	c		c		c			c	c	c				c	c				r	r	r		c		r	r	r	r					
SOP Entering the Trommel	c	c	c	c							c	c	c				c	c				r	r			r		r		r	r					
SOP Cleaning Vibratory Screens (Spalecks)	c	r	c	c		c					c	c	c				c	c				r	r	r		c		r	r	r	r					
SOP Cleaning MSW Spaleck vibrating screens using air lance	c	c	c	c		c		c			c	c	c				c	c					r	r		c				r	r					
SOP Pressure Washing of MSW Line 1&2 Spalecks											c	c																								
SOP Cleaning Overband Magnets (Fe)	c	c	c	c		c		c			c	c	c				c	c				r	r	r		c		r	r	r	r					
SOP Cleaning ECS (Non-Fe)	c	c	c	c		c		c			c	c	c				c	c				r	r	r		c		r	r	r	r					
SOP Cleaning Air Belt Classifier from outside	c	c	c	c		c		c			c	c	c				c	c				r	r	r		c		r	r	r	r					
SOP Cleaning Air Filters on Air Belt Classifier	c	r	c	c				c			c	c	c				c	c				r	r	r		c		r	r	r	r					
SOP Cleaning NIR valve block from outside	c	c	c	c		c		c			c	c	c				c	c				r	r	r		c		r	r	r	r					
SOP Cleaning NIR lights and replacing lamps	c	r	c	c				c			c	c	c				c	c				r	r	r		c		r	r	r	r					
SOP Cleaning NIR from Inside	c	c	c	c				c			c	c	r				c	c				r	r	r		c		r	r	r	r					
SOP Scraper cleaning		c	c	c							c	c	c				c	c				r	r	r		r		r		r	r					
SOP Cleaning of under-conveyor grills	c	c	c	c		c		c			c	c	c				c	c				r	r	r		c		r	r	r	r					
SOP Removing tape from conveyors using boat hooks	c	c	c	c		c		c			c	c	c				c	c				r	r	r		c		r		r	r					
SOP Cleaning back boxes on conveyors	c	c	c	c		c		c*			c	c	c				c	c				r	r	r		c		r	r	r	r					
SOP Emptying the Nilfisk House Vacuum												r										r	r			r		r	r	r	r					
SOP Use of Mobile Pendant to run belt in MPT												r																		r	r					
SOP End of day tape collection	c	c	c	c							c	c	c				c					r	r	r		r		r		r	r					
SOP Organic Shredder Extraction Grill Clean																										r		r		r						
SOP Clearing Blockages and Housekeeping in the Facility		c	c			c		c			c	c	c				c	c								c										
Baler & Crosswrap																																				
SOP Operation of Lyndex Balers												r										s														
SOP Feeding the Lower Wires into Baler																																				
SOP Feeding the Upper wires into Baler																																				
SOP Tying off Wires on Baler																																				
SOP Wire roll change on balers																																				
SOP PPM on Lyndex Balers																																				
SOP Crosswrap Start Up Procedure																																				
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SOP Removing Substandard Bales																																				
SOP Baler Pushout and Charge																																				
SOP Safe Entry to Lyndex Balers																																				
SOP RDF Sampling Procedure																																				
Engineering (no entries in these columns)																																				
Wet Pre Treatment																																				
WPT Pre Startup Checks	c	c	c	c				s			c	c	c				c	c				r	r			c		r		r	r					
SOP WPT Night Mode Shutdown (local)	c	r	c	c				s			c	c	c					c				r	r	r		c		r		r	r					
SOP WPT Weekend Cleandown (local)	c	r	c	c							c	r	c					c				r	r	r		r		r	r	r	r					
SOP Sampling from Wet Pre Treatment																						r				r		r		r						
SOP Sump pump removal and inspection																																				
SOP Macerator draindown and cleaning		c	c					c			c	c	c				c	c				r	r			c		r		r	r					
SOP Unblocking WPT Primary Cyclone											c	c	c					c																		
Operating the WPT Maintenance Crane		c	c					c			c	c	c											r		c					r					
RUNI Dewatering Screw Operation			c								c	c	c					c								c										
RUNI Dewatering Screw Regular Cleaning											c	c	c																							
AD Equipment																																				
AD Daily Checks																																				

Task	Garry Copson (Weighbridge Op)	Allen Seare (Weighbridge Op)	Adam Davies (Day SCADA Operator)	Elliot Morling (SCADA Operator)	James Rabbani (SCADA Operator)	Kameron Lemming (SCADA Operator)	Anthony Jenkins (SCADA Operator)	Izzy Lofts (Laboratory Tech)	Ankit Rai (Laboratory Tech)	Mark Brown (Baler Operator)	Michael Horton (Baler Operator)	Martin Smith (Baler Operator)	Tomasz Czarnecki (Baler Operator)	Lee Cook (Baler Operator)	Shaun Taylor (Baler Operator)	Mark Curtis (Baler Operator)
Logistics (no entries in these columns)																
Mechanical Pre Treatment																
MPT Startup Checks	r			r							r	r	c		r	
SOP Safe Entry into Pre-Shredder Castell Area (prev - Working i			r	r			r				r	r	c		r	
SOP Safe Entry into HWRC Shredder area				r									c		r	
SOP Cleaning Pre-Shredder Hoppers																
SOP Cleaning Trommel Drum from outside	r		r	r			r				r	r	c	r	r	
SOP Entering the Trommel				r							r	r	c	r	r	
SOP Cleaning Vibratory Screens (Spalecks)			r	r			r				r	r	c	r	r	
SOP Cleaning MSW Spaleck vibrating screens using air lance											r	r	c	r	r	
SOP Pressure Washing of MSW Line 1&2 Spalecks																
SOP Cleaning Overband Magnets (Fe)	r		r	r			r				r	r	c	r	r	
SOP Cleaning ECS (Non-Fe)	r		r	r			r				r	r	c	r	r	
SOP Cleaning Air Belt Classifier from outside	r		r	r			r				r	r	c	r	r	
SOP Cleaning Air Filters on Air Belt Classifier	r		r	r							r	r	c	r	r	
SOP Cleaning NIR valve block from outside	r		r	r			r				r	r	c	r	r	
SOP Cleaning NIR lights and replacing lamps	r		r	r			r				r	r	c	r	r	
SOP Cleaning NIR from Inside	r		r	r			r				r	r	c	r	r	
SOP Scraper cleaning	r			r			r				r	r	c	r	r	
SOP Cleaning of under-conveyor grills	r		r	r			r				r	r	c	r	r	
SOP Removing tape from conveyors using boat hooks	r		r	r			r				r	r	c	r	r	
SOP Cleaning back boxes on conveyors	r		r	r			r				r	r	c	r	r	
SOP Emptying the Nilfisk House Vacuum			r				r				r				r	
SOP Use of Mobile Pendant to run belt in MPT			r				r									
SOP End of day tape collection	r		r	r							r	r	c	r	r	
SOP Organic Shredder Extraction Grill Clean			r								r					
SOP Clearing Blockages and Housekeeping in the Facility				c								c	c			
Baler & Crosswrap																
SOP Operation of Lyndex Balers							r			c	c	c	c	c	c	
SOP Feeding the Lower Wires into Baler										c	c	c	c	c	c	
SOP Feeding the Upper wires into Baler										c	c	c	c	c	c	
SOP Tying off Wires on Baler										c	c	c	c	c	c	
SOP Wire roll change on balers										c	c	c	c	c	c	
SOP PPM on Lyndex Balers										c	c	c	c	c	c	
SOP Crosswrap Start Up Procedure										c	c	c	c	c	c	
SOP PPM on Crosswrap										c	c	c	c	c	c	
SOP Cleaning Rollers on Crosswrap Ring										c	c	c	c	c	c	
SOP Clearing Blockage from Crosswrap Area										c	c	c	c	c	c	
SOP Offloading Wrapped Bales onto waiting Lorry										c			c			
SOP Removing Substandard Bales										c	c	c	c	c	c	
SOP Baler Pushout and Charge										c	c	c	c		c	
SOP Safe Entry to Lyndex Balers										c	c		c			
SOP RDF Sampling Procedure																
Engineering (no entries in these columns)																
Wet Pre Treatment																
WPT Pre Startup Checks	r			c							r	r	c		r	
SOP WPT Night Mode Shutdown (local)	r			c							r	r	c		c	
SOP WPT Weekend Cleandown (local)	r			r							r	r	c		r	
SOP Sampling from Wet Pre Treatment											r				r	
SOP Sump pump removal and inspection																
SOP Macerator draindown and cleaning	r			c							r	r	c		r	
SOP Unblocking WPT Primary Cyclone																
Operating the WPT Maintenance Crane				c								r	r			
RUNI Dewatering Screw Operation																
RUNI Dewatering Screw Regular Cleaning													c			
AD Equipment																
AD Daily Checks																

SOP Heat Exchanger Inspection/cleaning		Add	Add	
SOP Glycerine addition to Digesters	SOP	RA	link	
Chemical				
SOP Chemical Deliveries using Castell key system	SOP	RA	link	
SOP Removing Ammonium Sulphate from bulk storage	SOP	RA	link	
SOP Inspection of Chemical Cabinets	SOP	RA	link	
SOP Switchover of Chemical Dosing Duty Pump	SOP	RA	link	
SOP Acid Scrubber Pump Check	SOP	RA	link	
SOP Cleaning chilled water scrubber filters	SOP	RA	link	
Using tanker to refill 10k Gas Oil Tank	SOP	RA	link	
Using tanker to refill 35k Gas Oil Tank	SOP	RA	link	
SOP Acetic Acid Dosing via Bulk Tank	SOP	RA	link	
Dryer Building				
Dryer Building Pre Start Checks	C-List	RA	link	
SOP Cleaning Curved Screens	SOP	RA	link	
SOP Performing Chem Clean on Curved Screen (HCl 15%)	SOP	RA	link	
SOP Changing Polymer (flocculant) IBC	SOP	RA	link	
SOP Filling of the Antifoam tank	SOP	RA	link	
SOP Antifoam Dosing to Decanters	SOP	RA	link	
Gas Infrastructure				
SOP CHP Controlled stop in Local	SOP	RA	link	
SOP CHP Resetting in Local	SOP	RA	link	
SOP Manually starting the Flare	SOP	RA	link	
Bioreactors				
Bioreactor Daily Checks	C-List	RA	link	
SOP Filling up Bioreactor Nutrient	SOP	RA	link	
SOP Filling up Bioreactor pH Buffer	SOP	RA	link	
SOP Calibrating Bioreactor pH probes	SOP	RA	link	
SOP Cleaning of the Bioreactor in line strainer	SOP	RA	link	
SOP Bioreactor blowdown strainer cleaning	SOP	RA	link	
SOP Carbon Change	SOP	RA	link	
SOP Carbon Pack Heat Exchanger Cleaning	SOP	RA	link	
MBR				
MBR Daily Checks	C-List	RA	link	
SOP MBR UF Conservation Flush	SOP	RA	link	
SOP Performing a Chemical CIP on MBR	SOP	RA	link	
SOP Restarting Auto-Sampler on MBR	SOP	RA	link	
SOP Sodium BiCarb dosing to MBR SBR tank	SOP	RA	link	
SOP Operating Sodium Bicarbonate Auto Feeder	SOP	RA	link	
SCADA				
SOP SCADA Startup/Shutdown of Air Compressor	SOP	RA	link	
SOP Exhaust air system SCADA start-up / shut-down	SOP	RA	link	
SOP MPT SCADA Startup Procedure	SOP	RA	link	
SOP MPT SCADA Shutdown Procedure	SOP	RA	link	
SOP MPT SCADA Air extraction for grill cleaning	SOP	RA	link	
SOP WPT SCADA Startup Procedure	SOP	RA	link	
SOP WPT SCADA Night Mode Shutdown	SOP	RA	link	
SOP Pasteurisation SCADA Flushing	SOP	RA	link	
SOP Decanter SCADA Startup	SOP	RA	link	
SOP Decanter SCADA Shutdown	SOP	RA	link	
SOP Decanter SCADA Long Flush	SOP	RA	link	
SOP SCADA PAS Individual Tank Sequence	SOP	RA	link	
SOP SCADA FeCL Dosing to Digesters	SOP	RA	link	
General SOPs				
SOP Surface Water Management - Sump testing	SOP	RA	link	
SOP Water Meter Reading	SOP	RA	link	
SOP Meter Reading (Intake Substation)	SOP	RA	link	
SOP Using Pressure washers	SOP	RA	link	
SOP Fire Alarm Fault or Failure	SOP	RA	link	
SOP Adding and closing out NM_Haz spots on IRS	SOP	RA	link	
SOP Closure of the visitor centre	SOP	RA	link	
SOP Site Lockdown Procedure	SOP	RA	link	
SOP Basic CCTV Operation	SOP	RA	link	
SOP Thermal Image Pit Camera Operation and Setup	SOP	RA	link	
SOP Using the Galaxy GX2 to bump test or Calibrating_Gas Mor	SOP	RA	link	
SOP The Use of 2 inch Hose on Site	SOP	RA	link	
Laboratory SOPs				
SOP Sampling from Mechanical Pre Treatment	SOP	RA	link	
SOP Sampling from Wet Pre Treatment	SOP	RA	link	
SOP Surface Water Management - Sump testing	SOP	RA	link	
SOP Laboratory Centrifuge Usage	SOP	RA	link	
SOP Laboratory Dilution Calculations	SOP	RA	link	
SOP Laboratory Dry Solid and Volatile Solids Testing (DS and V!	SOP	RA	link	
SOP Laboratory FOS/TAC: Sample Analysis and Calibration	SOP	RA	link	
SOP Laboratory Ammonia Test	SOP	RA	link	
SOP Laboratory Chloride Test	SOP	RA	link	
SOP Laboratory COD Test	SOP	RA	link	
SOP The Use of Heat Blocks in Laboratory	SOP	RA	link	

Appendix C ISO 14001 Registration Certificate

Certificate of Registration

This is to certify that the Environmental Management System of:

Biffa Group

Coronation Road, Cressex Business Park, High Wycombe, Buckinghamshire, HP12 3TZ, United Kingdom

(Central function listed above. See appendix for additional locations)

applicable to:

The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics

has been assessed and registered by NQA against the provisions of:

ISO 14001:2015

This registration is subject to the company maintaining an environmental management system, to the above standard, which will be monitored by NQA

Managing Director

Certificate No.	601
ISO Approval Date:	6 April 2004
Reissued:	30 April 2021
Valid Until:	2 September 2024
EAC Code:	39

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Certificate of Registration

Appendix to Certificate Number: 601

Includes Facilities Located at:

Biffa Group Certificate No. 601 Coronation Road Cressex Business Park High Wycombe Buckinghamshire HP12 3TZ United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Waste Services Limited - Irlam Recycling M44 5BF Certificate No. 601/1 Resource Recovery Division Irlam Recycling Gilchrist Road Manchester M44 5BF United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Waste Services Limited - St Neots Recycling PE19 2HB Certificate No. 601/2 Unit 6-7 1 Marston Road St. Neots Cambridgeshire PE19 2HB United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Municipal Limited - East Lothian Certificate No. 601/3 Unit 5 27 Distribution Road Macmerry East Lothian EH33 1RD United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics

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Appendix to Certificate Number: 601

Includes Facilities Located at:

Biffa Waste Services Limited - Cottonmouth Landfill Site BT36 4QN Certificate No. 601/4 140 Mallusk Road Newtownabbey County Antrim BT36 4QN United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Municipal Limited - Leicester Certificate No. 601/5 Ball Mill Hoods Close Leicester LE4 2BN United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Municipal Limited - South Bucks Certificate No. 601/6 Dropmore Road Depot Dropmore Road Burnham Buckinghamshire SL1 8ND United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Waste Services Limited - Kilsyth Treatment & Transfer Plant G65 9LP Certificate No. 601/112 13 Kilsyth Road Twechar Glasgow G65 9LP United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics

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Includes Facilities Located at:

Biffa Municipal Limited - Forest of Dean Certificate No. 601/113 Valley Road Cinderford Gloucester Gloucestershire GL14 2NX United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Waste Services Limited - Swindon Transfer Station - SN3 4PD Certificate No. 601/105 Bridge End Road, Swindon SN3 4PD United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Municipal Limited - South Staffs Certificate No. 601/106 Poplars Land Fill Site Lichfield Road Cannock Staffordshire WS11 8NQ United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Municipal Limited - Melton Certificate No. 601/107 Recycling Centre Lake Terrace Melton Mowbray Leicestershire LE13 0BZ United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics

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Includes Facilities Located at:

Biffa Waste Services Limited - St Helens Transfer Station - WA9 1LT Certificate No. 601/109 Navigation Road, Pocket Nook, St Helens WA9 1LT United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Waste Services Limited - Eversley Transfer Station RG27 8BP Certificate No. 601/110 Star Hill Sawmills Star Hill Hook Hampshire RG27 8BP United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Waste Services Limited - Attlebridge Landfill Site NR9 5TD Certificate No. 601/111 Reepham Road Attlebridge Norwich NR9 5TD United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Municipal Limited - Bodmin Certificate No. 601/97 Windwhistle Depot, Windwhistle House Cooksland Road Bodmin Cornwall PL31 2RH United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics

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Includes Facilities Located at:

Biffa Municipal Limited - South Oxford & Vale of White Horse Certificate No. 601/98 Unit 126 Site 1 Station Road Abingdon Oxfordshire OX14 3DA United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Municipal Limited - Mid Kent - Swale Certificate No. 601/99 Gas Road Milton Regis Sittingbourne Kent ME10 2QB United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Waste Services Limited -Wembley Transfer Station HA0 1ES Certificate No. 601/101 Wembley Transfer Station Marsh Road Wembley Middlesex HA0 1ES United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Waste Services Limited - Ufton Landfill Site CV33 9PP Certificate No. 601/103 Ufton Landfill Site UftonNr Southam Leamington Spa Warwickshire CV33 9PP United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics

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Includes Facilities Located at:

Biffa Waste Services Limited - Colnbrook Landfill Site SL3 8AB Certificate No. 601/104 Sutton Lane Slough SL3 8AB United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Waste Services Limited - Skelton Grange Landfill Site LS15 4HD Certificate No. 601/90 Skelton Grange Landfill Site Newsam Green Leeds LS15 9AD United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa West Sussex Limited - Brookhurst Wood RH12 4QD Certificate No. 601/91 Brookhurst Wood Langhurst Wood Road Horsham West Sussex RH12 4QD United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Municipal Limited - Anglesey Certificate No. 601/93 Angelsey Industrial Estate Gaerwen Anglesey LL60 6HR United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics

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Includes Facilities Located at:

Biffa Waste Services Limited - Bradford Transfer Station BD4 8YF Certificate No. 601/94 Bradford Transfer Station Peace Street Bradford West Yorkshire BD4 8YF United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Waste Services Limited - Standen Heath Landfill - PO30 2PD Certificate No. 601/95 Plot 45, Manners View, Newport, Isle of Wight PO30 2PD United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Municipal Limited - Norwich Certificate No. 601/96 William Frost Way Longwater Business Park Norwich Norfolk NR5 0JS United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Waste Services Limited - Meece Landfill Site ST15 0QN Certificate No. 601/84 Meece Landfill Site Swynnerton Nr Stone Staffordshire ST15 0QN United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics

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Includes Facilities Located at:

Biffa Municipal Limited - Manchester Certificate No. 601/85 Manchester 1st Floor Council Depot Hammerstone Road, Manchester M18 8EQ United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Waste Services Limited - Broxburn MRF - EH52 5AU Certificate No. 601/86 Unit 33B, 2/8 Westerton Road Broxburn EH52 5AU United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Waste Services Limited -Trecatti Landfill Site CF48 4AB Certificate No. 601/87 Trecatti Landfill Site Pant-y-Waun Merthyr Tydfil Mid Glamorgan CF48 4AB United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Waste Services Limited - Pebsham Landfill Site TN38 8AY Certificate No. 601/88 Freshfields Bexhill Road St. Leonards-on-Sea East Sussex TN38 8AY United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics

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Includes Facilities Located at:

Biffa Waste Services Limited - Tipton Transfer Station DY4 7BY Certificate No. 601/89 Tipton Transfer Station Chimney Road Tipton West Midlands DY4 7BY United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Waste Services Limited - Stevenage HW - SG1 2BW Certificate No. 601/78 Leyden Road Stevenage SG1 2BW United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Municipal Limited - Arun Certificate No. 601/79 Harwood Road Depot Harwood Road Littlehampton West Sussex BN17 7AU United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Waste Services Limited - Loughborough HW - LE12 5TR Certificate No. 601/80 Plot F & Car Park, Wymeswold Industrial Park Wymeswold Lane Burton on the Wolds LE12 5TR United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics

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Includes Facilities Located at:

Biffa Waste Services Limited - Bradford Recycling BD4 7EZ Certificate No. 601/81 Linton Street Bradford West Yorkshire BD4 7EZ United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Waste Services Limited-Sheffield HW - S20 3FG Certificate No. 601/82 Holbrook Rise Sheffield S20 3FG United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Waste Services Limited - Poplars Landfill Site WS11 8EQ Certificate No. 601/83 Poplars Landfill Site Lichfield Road Cannock Staffordshire WS11 8EQ United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Waste Services Limited - Milton Keynes Transfer Station - MK6 1NE Certificate No. 601/72 Chesney Wold Milton Keynes MK6 1NE United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics

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Includes Facilities Located at:

Biffa Waste Services Limited - Sheffield Transfer Station - S9 5FE Certificate No. 601/73 359-361 Greenland Road, Sheffield, South Yorkshire S9 5FE United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Municipal Limited - Mid Kent JWP - Operations Centre Certificate No. 601/74 Gas Road Milton Pipes Sittingbourne Kent ME10 2QB United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Waste Services Limited - Eye Landfill Site PE6 7TH Certificate No. 601/75 Eye Landfill Site Eyebury Road Peterborough PE6 7TH United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Waste Services Limited - Edmonton MRF (Atlas) N9 0BD Certificate No. 601/76 Unit 2 Aztec 406 London Middlesex N9 0BD United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics

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Includes Facilities Located at:

Biffa Waste Services Limited - Brookhurst Wood Landfill Site RH12 4QD Certificate No. 601/77 Brookhurst Wood Landfill Site Langhurst Wood Road Horsham West Sussex RH12 4QD United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Waste Services Limited - Edmonton Transfer Station N17 0UN Certificate No. 601/65 Edmonton Transfer Station 81 Garman Road London N17 0UN United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Waste Services Limited - Chelmsford Recycling CM3 3AW Certificate No. 601/66 Chelmsford Recycling Industrial Estate, Waltham Road Chelmsford CM3 3AW United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Waste Services Limited - Atherstone HW - CV9 1JG Certificate No. 601/67 Unit 12 Fourways Atherstone CV9 1JG United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics

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Includes Facilities Located at:

Biffa Waste Services Limited - Southampton TS & Recycling Centre Certificate No. 601/69 Link House Tower Lane Eastleigh SO50 6NZ United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Waste Services Limited - Dewsbury Transfer Station - WF13 3LX Certificate No. 601/70 Low Mill Lane Dewsbury WF13 3LX United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Waste Services Limited - Avonmouth Recycling BS11 9HW Certificate No. 601/71 Unit 7 Yara Trading Estate St. Andrews Road Bristol BS11 9HW United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Municipal Limited - St Austell Certificate No. 601/59 Tregongeeves Depot, Tregongeeves Lane, St Mewan St. Austell Cornwall PL26 7DS United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics

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Includes Facilities Located at:

Biffa Municipal Limited - Bude Certificate No. 601/60 Kingshill Depot, Unit 15 & 16 Kingshill Industrial Estate Kings Hill, Bude Cornwall EX23 8QN United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Waste Services Limited - Etwall IVC Composting DE65 6GX Certificate No. 601/61 Etwall Composting Boundary Road Etwall South Derbyshire DE65 6GX United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Waste Services Limited- West Manchester MRF & Transfer Station and Workshop Certificate No. 601/62 Junction Works Bickershaw Lane Wigan WN2 5TB United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Waste Services Limited - Leicester Transfer Station LE67 3NB Certificate No. 601/63 Snibston Drive Coalville Leicestershire LE67 3NB United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics

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Includes Facilities Located at:

Biffa Waste Services Limited - Houghton le Spring Landfill Site DH4 4AU Certificate No. 601/64 The Quarry Quarry Row Houghton Le Spring Tyne And Wear DH4 4AU United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Waste Services Limited - Waresley & Hartlebury Landfill Operations DY10 4JB Certificate No. 601/53 Waresley & Hartlebury Landfill Operations Unit 100 Hartlebury Trading Estate Hartlebury Worcestershire DY10 4JB United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Waste Services Limited - Studley Grange Landfill Site SN4 9QT Certificate No. 601/54 Studley Swindon SN4 9QT United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Waste Services Limited - Swarf (Foxyards) DY4 9AQ Certificate No. 601/55 Bean Road Tipton West Midlands DY4 9AQ United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics

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Includes Facilities Located at:

Biffa Waste Services Limited - Newstead Transfer Station - ST4 8HT Certificate No. 601/56 Newstead Materials Recycling Facility Alderflat Drive, Newstead Industrial Estate Trentham, Stoke on Trent Staffordshire ST4 8HX United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Municipal Limited - Crawley Certificate No. 601/57 Metcalf Way Depot Metcalf Way Crawley West Sussex RH11 7SU United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Waste Services Limited - East London Transfer Station IG11 0TT Certificate No. 601/58 Maybell Farm, Ripple Road, Barking, Essex IG11 0TT United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Waste Services Limited - Edinburgh Transfer Station - EH5 1QD Certificate No. 601/45 West Shore Road Edinburgh EH5 1QD United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics

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Includes Facilities Located at:

Biffa Municipal Limited - Portsmouth Certificate No. 601/47 Unit 26 A/B/C Alchorne Place Portsmouth PO3 5QL United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Municipal Limited - North Somerset Certificate No. 601/49 . Unit 6a & 6b Westland Distribution Park Weston Super Mare BS24 9AB United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Municipal Limited - Cannock Certificate No. 601/50 Poplars Land Fill Site Lichfield Road Cannock Staffordshire WS11 8NQ United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Waste Services Limited - Ufton IVC CV33 9PP Certificate No. 601/51 In Vessel Composting Site Ufton Landfill Site Leamington Spa Warwickshire CV33 9PP United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics

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Includes Facilities Located at:

Biffa Waste Services Limited - Cardiff Recycling CF10 4TS Certificate No. 601/52 Nationwide Works Viking Place Cardiff CF10 4TS United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Municipal Limited - Mid Kent - Ashford Certificate No. 601/39 Unit 6-8 Hanover Close Cobbs Wood Industrial Estate Ashford Kent TN23 1EJ United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Waste Services Limited - Attleborough HW - NR17 2QZ Certificate No. 601/40 Unit 51 Maurice Gaymer Road Attleborough NR17 2QZ United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Municipal Limited - East Hants & Winchester Certificate No. 601/41 Barfield Close Winchester Hampshire SO23 9SQ United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics

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Includes Facilities Located at:

Biffa Waste Services Limited - Bramford Landfill Site IP8 4DE Certificate No. 601/42 Paper Mill Lane Bramford Ipswich IP8 4DE United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Waste Services Limited - North Herts Landfill Site SG5 3RT Certificate No. 601/43 North Herts Landfill Site Bedford Road Hitchin Hertfordshire SG5 3RT United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Waste Services Limited - Ugley Landfill Site CM22 6HT Certificate No. 601/44 Cambridge Road Ugley Bishop's Stortford Hertfordshire CM22 6HT United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Waste Services Limited - Grimsby Transfer Station DN31 2RL Certificate No. 601/32 Grimsby Transfer Station Gilbey Road Grimsby South Humberside DN31 2RL United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics

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Includes Facilities Located at:

Biffa Municipal Limited - Rutland Certificate No. 601/34 Rutland Contract, Unit 4 Station Court Whissendine Road, Ashwell Oakham, Rutland Leicestershire LE15 7LT United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Waste Services Limited - Cardiff Transfer Station CF11 8DL Certificate No. 601/35 Cardiff Transfer Station Leckworth Industrial Estate Cardiff CF11 8DL United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Municipal Limited - Tandridge Certificate No. 601/36 Warren Lane Depot Warren Lane Oxted Surrey RH8 9DB United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Municipal Limited - St Erth Certificate No. 601/37 St Erth Depot, St Erth Industrial Estate Rose an Grouse, Canonstown Hayle Cornwall TR27 6LP United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics

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Includes Facilities Located at:

Biffa Waste Services Limited - Wilnecote Landfill Site B77 1LT Certificate No. 601/38 Rush Lane Dosthill Tamworth Staffordshire B77 1LT United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Waste Services Limited - Poplars AD Plant WS11 8NQ Certificate No. 601/26 Poplars Anaerobic Digestion Facility (Known as Poplars AD) Cannock Staffordshire WS11 8NQ United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Municipal Limited - Mid Kent - Maidstone Certificate No. 601/27 Park Wood Depot Bircholt Road, Park Wood Maidstone Kent ME15 9XY United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Waste Services Limited Wednesbury Treatment Centre WS10 7NR Certificate No. 601/28 Wednesbury Treatment Centre Potters Lane Wednesbury West Midlands WS10 7NR United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics

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Includes Facilities Located at:

Biffa Waste Services Limited - Risley Landfill Site WA3 6BY Certificate No. 601/29 Moss Side Farm Silver Lane Warrington WA3 6BY United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Waste Services Limited - Hull Transfer Station Certificate No. 601/30 Bailing Plant, Stoneferry Road, Hull, HU8 8AU United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Waste Services Limited - Redhill Landfill Site RH1 4ER Certificate No. 601/31 Patteson Court Landfill Cormongers Lane Redhill RH1 4ER United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Waste Services Limited - Caerphilly MRF - CF82 7TR Certificate No. 601/20 Unit 3 Willow Way Dyffryn Business Park Caerphilly CF82 7TR United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics

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Includes Facilities Located at:

Biffa Municipal Limited - Stratford on Avon Certificate No. 601/21 The Council Yard Avenue Farm Industrial Estate Stratford upon Avon Warwickshire CV37 0HR United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Waste Services Limited - Westmill Landfill Site SG12 0ES Certificate No. 601/22 Westmill Farm Westmill Ware Hertfordshire SG12 0ES United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Waste Services Limited - Burscough HW - L40 8LD Certificate No. 601/23 7 Tollgate Crescent Burscough Industrial Estate Ormskirk L40 8LT United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Municipal Limited - Lincoln Certificate No. 601/24 Lincoln Contract, Central Depot Stampend, Waterside South Lincoln Lincolnshire LN5 7JD United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics

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Includes Facilities Located at:

Biffa Waste Services Limited - Glasgow Transfer Station G4 0LP Certificate No. 601/25 360 Pinkston Road Glasgow G4 0LP United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Waste Services Limited - Nottingham Transfer Station NG4 2JR Certificate No. 601/14 Nottingham Transfer Station Private Road 2 NOTTINGHAM NG4 2JR United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Waste Services Limited - Kilsby Landfill Site CV23 8XF Certificate No. 601/15 Grove Farm Daventry Road Rugby Warwickshire CV23 8XF United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Waste Services Limited - York Transfer Station - YO26 7QF Certificate No. 601/17 Unit 13 Marston Moor Business Park, Tockwith YO26 7QF United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics

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Includes Facilities Located at:

Biffa Municipal Limited - Wirral Certificate No. 601/18 Dock Road South Wirral Cheshire CH62 4SQ United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Waste Services Limited - Aldridge MRF WS9 8EX Certificate No. 601/19 Westgate Aldridge Walsall Staffordshire WS9 8EX United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Municipal Limited - Epping Forest Certificate No. 601/20 Waltham Cross Depot New Ford Road Waltham Cross Hertfordshire EN8 7PG United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Waste Services Limited - Shakespeare Farm Certificate No. 601/7 Shakespeare Farm Ratcliffe Highway Rochester Kent ME3 8RN United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics

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Includes Facilities Located at:

Biffa Municipal Limited - Liskeard Certificate No. 601/8 Moorswater Depot Old Station Road Moorswater, Liskeard Cornwall PL14 4LA United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Waste Services Limited - Roxby Landfill Site DN15 0BD Certificate No. 601/9 Winterton Road Scunthorpe South Humberside DN15 0BD United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Waste Services Limited - Derby MRF DE24 8EJ Certificate No. 601/10 Derby MRF Unit 4 Trafalgar Park Way Derby Derbyshire DE24 8EJ United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics
Biffa Municipal Limited - Warwick Certificate No. 601/12 Lower House Farm Birch Coppice Industrial Estate Atherstone CV9 2QA United Kingdom	The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics

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Includes Facilities Located at:

Biffa Waste Services Limited - Cardiff Transfer Station CF10 5FX
Certificate No. 601/13
Cardiff Transfer Station Curran Embankment
Cardiff CF10 5FX
United Kingdom

The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics

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Appendix D Corporate Policy Statements

Environment, Sustainability and Carbon Policy

Our Policy Statement

What is Biffa's commitment to the Environment, Sustainability and to Carbon Management?

Protection of the environment and the climate is a cornerstone of Biffa's business, both operationally and at corporate level. It is underpinned by our Vision and Purpose to be the leader in UK sustainable waste management and to change the way people think about waste and it is delivered by initiatives like our Sustainability Strategy ("Resourceful, Responsible") and our operational Environmental Compliance Strategy. Biffa is committed to its compliance obligations as well as promoting high standards of environmental, sustainability, carbon and energy management at all our workplaces, and in all our activities. To achieve this, we will:

- Continually evaluate environmental risks and opportunities associated with aspects and impacts, including consideration of life cycle impacts.
- Plan and support the continued application of Environmental Compliance and Sustainability Strategies and evaluate performance
- Ensure that all our sites and operations are managed in an environmentally sensitive way to minimise any negative impact on the environment and local communities.
- Ensure we meet all applicable compliance obligations with due consideration of the needs and expectations of interested parties
- Provide adequate resources for planning, provision and maintenance of environmental management plans.
- Constantly work towards improving environmental management at all levels within Biffa and to ensure the effectiveness of an integrated management system in accordance with ISO 14001:2015

What are Biffa's objectives for the Environment, Sustainability and Carbon Management?

The company set objectives and targets which are measured, monitored and reviewed to enable continuous improvement in our environmental performance in order to:

- Raise awareness and evaluate performance against the identified targets and actions in the Environmental Compliance and Sustainability Strategies, supported by targeted training and practice improvements.
- Retain certification to ISO14001:2015
- Continuously improve emergency planning and business continuity strategies.
- To identify risks and opportunities and direct resources as targeted campaigns where we can make significant improvements in terms of our environmental performance, specifically reduction of greenhouse gas emissions, resource efficiency, energy, water, life cycle and our own waste management.
- To retain Carbon Saver Gold accreditation.

How do Biffa comply with responsibilities for the Environment, Sustainability & Carbon?

Through systems and processes that are lean, efficient, effective and fit for purpose and hassle free for our customers, employees and suppliers, working towards continual improvement to ensure that:

- Our Environment & External Affairs and SHQ teams work together across the business ensuring we meet our compliance obligations by monitoring, evaluation, auditing, coaching and training.
- All our people are responsible for ensuring high standards of environmental care.
- We maintain and monitor the performance of an integrated management system. This provides clear advice, guidelines and tools to ensure we protect or enhance the environment and prevent pollution wherever possible.
- Our local business leaders are responsible for their business obligations and performance and for cascading information to our operating teams.
- Monitor and review both the environmental compliance and Sustainability strategies and performance.

Engagement and consultation with a wide range of stakeholders help shape these policies and strategies. Biffa welcomes suggestions from any interested party, members of the public and employees to improve performance.

The Biffa plc Board is responsible for establishing this Policy and for monitoring and reviewing the environmental and sustainability performance of Biffa plc and its subsidiaries. The responsibility for the management of Environment, Sustainability and Carbon lies with all Directors and Managers.

NAME	POSITION	SIGNATURE	DATE
Michael Topham	Chief Executive Officer		2nd March 2021

This policy statement is publicly available on the Company website and displayed prominently and made available to view by all employees and interested parties at all Biffa workplaces. The Policy will remain under review to ensure its continuing relevance to the context of the organisation and undergo a formal review each year.

Health, Safety & Wellbeing

Our Policy Statement

What is Biffa's commitment to Health, Safety & Wellbeing?

Health, Safety & Wellbeing is the highest priority within the business and Biffa is committed to monitoring and reviewing performance on a regular and ongoing basis. Our goal is to keep our people, our customers and the public safe through effective leadership and risk management, promoting high standards of Health, Safety & Wellbeing in the workplace and in all our activities. We will:

- Continuously review the organisation [for health and safety risks] and maintain an up to date risk profile. Identify and evaluate those risks for opportunities to enable Biffa to work towards the continual improvement of the health, safety & wellbeing culture at all levels.
- Drive and sustain excellence and positive change through engagement and action with its health and safety performance including visible and active leadership at all levels of the organisation
- Provide relevant and pragmatic tools which enable operations to control risk and support the ongoing education to enable people to create a safe and healthy workplace where people can thrive
- Act swiftly where standards fall short of our expectation to eliminate hazards, reduce risks and drive positive change in behaviours and performance
- Provide adequate resources to ensure we meet legal, other and ISO 45001 requirements, constantly review and monitor the effectiveness of the Integrated Management System (**IMS**) ensuring alignment with Group Strategy, Objectives and Targets
- Encourage and recognise employee engagement and feedback to promote improvements and maintenance of safe working conditions in conjunction with the Safety, Health & Quality and Health & Wellbeing support teams
- Ensure all our employees, contractors and third-party resource providers take personal ownership of health, safety & wellbeing each day
- Continuously review and ensure wellbeing activities are targeted to address the current health issues and trends within our teams to support the improvement of health and wellbeing inside and outside of work

What are Biffa's objectives for Health, Safety & Wellbeing

Biffa believes that all accidents and workplace related illnesses are avoidable and that attention to our employees' overall wellbeing inside and outside of work is essential; our objective is to prevent injury and ill health by continuously improving our safety performance and promoting good mental and physical wellbeing. Biffa commits to plan, control and monitor these activities and not cause harm to our colleagues or interested parties. To achieve this, we will:

- Develop strategies and campaigns to support our Resourceful, Responsible Sustainability Strategy and a Balanced Business Plan with specific objectives and targets considering the needs and expectations of interested parties
- Educate and support staff at all levels in the prevention of work-related and general ill health by promoting wellbeing via our health and wellbeing strategy
- Engage with and influence other interested parties, collaborating with the Regulators, and industry trade groups to improve industry standards.
- Undertake incident investigations to ascertain learning points and improvement.
- Internally and externally audit our IMS, implementing improvements, and retain existing external certifications, utilising actions raised from those audits as key drivers for continuous improvement
- Commit to further improve processes and systems and to provide a fit for purpose IMS and an associated digital platform to ensure consistent application of processes across the business
- Continue to proactively promote and positively reinforce good behaviours and healthy lifestyles with effective health, safety & wellbeing initiatives and campaigns

What are Biffa's expectations for collaboration on Health, Safety & Wellbeing?

Participation and consultation are vital aspects of this policy. Biffa welcomes suggestions from all interested parties to improve Health, Safety & Wellbeing and Biffa colleagues are encouraged and expected to:

- Report and discuss health, safety & wellbeing matters with their managers, and company SHQ coaches who will offer or obtain further expert advice, where necessary
- Create an environment that supports health and wellbeing including looking out for each other
- Work collaboratively; contribute good ideas and improvements; report defects and short falls
- Create an environment that encourages colleagues to share and learn about wellbeing (particularly mental health) factors that might impact on individual performance and workplace absence
- Work closely with our regulators and industry bodies to improve standards

The Biffa plc Board is responsible for establishing this Policy and for monitoring and reviewing the Health, Safety & Wellbeing performance of Biffa plc and its subsidiaries. The responsibility for the management of Health, Safety & Wellbeing lies with all Directors and Managers.

NAME	POSITION	SIGNATURE	DATE
Michael Topham	Chief Executive Officer		2nd March 2021

This policy statement is publicly available on the Company website and displayed prominently and made available to view by all employees and interested parties at all Biffa workplaces. The Policy will remain under review to ensure its continuing relevance to the context of the organisation and undergo a formal review each year.

Quality Policy

Our Policy Statement

What is Biffa's commitment to Quality?

Biffa is committed to ensuring a positive experience for Biffa's customers and interested parties and believes an effective integrated management system that is consistent across all Group activities delivers the services which meets expectations, drives growth and improves performance.

We will ensure that our systems and processes are optimised to meet all compliance obligations and customer needs and aligns with the strategic direction of the business.

Why is Quality important to us?

Our vision is to lead the sector in sustainable waste management and we will do this by providing excellent, trusted services and developing products which meet and exceed the needs of our customers and other key groups including the local communities we serve.

- We understand and care about our customers and our people.
- We deliver high quality sustainable waste services and products.
- We are a forward-thinking business which is committed to changing the way people think about waste.
- Our customer experience is positive and rewarding. We help our customers communicate their needs and use our skills to help promote business growth.
- Our customers trust us to keep our promises and exceed expectations which fosters good working relationships that are mutually beneficial.

How do we promote Quality in our business?

By ensuring that our systems and processes are efficient, effective and fit for purpose; and are hassle free for our customers, employees and suppliers. We work towards continual improvement of our products and services by:

- Carefully reviewing the context of the organisation and developing objectives and targets aligned to our Resourceful, Responsible Sustainability Strategy and our Balanced Business Plan. The plan considers Group risks and opportunities and our priorities across all stakeholder groups
- Operating within an integrated management system that meets the requirements of ISO 9001:2015 and seeks to prevent process loss such as adverse impacts on products and services and to identify risks and opportunities.
- Ensuring adequate resources are available to achieve targets and that our employees are suitably skilled to design, develop and provide a high-quality service and work in accordance with best practice.
- Monitoring, auditing and evaluating the performance of the integrated management system and processes to the satisfaction of interested parties.
- Communicating and consulting with all interested parties including external providers to maintain a high level of service that meets customer needs.
- Clearly defining ownership of quality in the business and the responsibility to deliver quality services.
- Providing ongoing training and development of our people to underpin a proactive approach to continuous improvement.
- Committing to business transformation to ensure that any inefficient processes are improved to ensure that we are first choice for our customers and easy to do business with.
- Ensuring our supply chain partners meet the standards we set

Biffa actively seeks consultation on this Policy with all interested parties and employees to continually improve performance. The Biffa plc Board is responsible for establishing this Policy and for monitoring and reviewing the quality performance of Biffa plc and its subsidiaries. The responsibility for the management and delivery of quality lies with all Directors and Managers.

NAME	POSITION	SIGNATURE	DATE
Michael Topham	Chief Executive Officer		2nd March 2021

This policy statement is publicly available on the Company website and displayed prominently and made available to view by all employees and interested parties at all Biffa workplaces. The Policy will remain under review to ensure its continuing relevance to the context of the organisation and undergo a formal review each year

Appendix E IMS Structure

Biffa Group Integrated Management System Index

List of Group SHEQ Policies, Group Standards, Management Operational Guidance, Biffa Work Instructions and supporting documents, forms and templates that together form the Group IMS

The system aims to meet the standards for ISO 9001, 14001 and 45001

Version : 26 Nov 2020

Group Standards	Management Operational Guidance	Biffa Work Instructions	Forms and Templates	Supportive Documents

Group Policies

Occupational Health, Safety and Wellbeing Policy Statement	19th November 2019
Corporate Responsibility Policy Statement	19th November 2019
Quality Policy Statement	19th November 2019
Environment and Carbon Management Policy Statement	19th November 2019

Group Standards

GS01	Group Integrated Management System
GS02	Legal Register and Statutory Inspections
GS03	Environmental Management
GS04	Health and Safety Responsibilities and Coordination
GS05	Construction, Design and Management
GS06	Pedestrian Segregation and Mobile Plant
GS07	Asbestos in Premises
GS08	Control of Legionella
GS09	Management of Fire and DSEAR
GS10	Plant, Machinery and Equipment Safety
GS11	High Risk Site and Field Activities
GS12	Waste Handling, Processing and Storage
GS13	Waste Collection and Road Risk
GS14	Fleet and Workshop Operations
GS15	Incident Reporting and Investigation
GS16	Electrical Safety
GS17	Emergency Procedures and Business Continuity
GS18	Occupational Hygiene
GS19	Office Working
GS20	Control of Contractors

GS01 Integrated Management System		
Management Operational Guidance (MOG's)		
MOG01-01	IMS: Group IMS Plan	01-04-20 v1
MOG01-02	IMS: Management of risk	01-04-20 v1
MOG01-03	IMS: SHEQ communications and document control	01-04-20 v1
MOG01-04	IMS: Management of change	01-04-20 v1
MOG01-05	IMS: Auditing and site visit reports	01-04-20 v1
MOG01-06	IMS: Non-conformance, evaluation and improvement	01-04-20 v1
MOG01-Appendix A	IMS: Context of the organisation and context review matrix	25-11-20 v2
MOG01-Appendix B	IMS: Needs and expectations of interested parties	01-04-20 v1
MOG01-Appendix C	IMS: Guide to completion of local risk assessments	01-04-20 v1
MOG01-Appendix D	IMS: Compliance matrix	01-04-20 v1
Biffa Work Instructions		
BWI01-01	Desktop or remote audit	01-04-20 v1
Forms and Templates		
GF01-01	IMS Management Review Form	01-04-20 v1
GF01-02	SHEQ internal audit	01-04-20 v1
GF01-03	Site visit report form	02-10-20 v2
GF01-04	Management of change risk assessment & record form	01-07-20 v2
GF01-05	Compliance database change request form	01-04-20 v1
GF01-06	SIT meeting template	01-04-20 v1
GF01-07	SHEQ alert	01-04-20 v1
GF01-08	Management system document change request	01-04-20 v1
GF01-10	Desk top remote audit form	01-04-20 v1
Supportive Documents		
BS EN ISO 14001-2015.pdf		
BS EN ISO 9000-2015.pdf		
BS EN ISO 9001-2015.pdf		
BS ISO 45001_201.pdf		
BS OHSAS 18001-2007.pdf		
Difference between process and procedures - BSI.pdf		
Importance of Leadership and ISO - BSI.pdf		
IRCA Briefing note - Annex SL (previously ISO Guide 83).pdf		
ISO19011_2018_EN_INGLES.pdf		
What is Annex SL- BSI.pdf		
Supporting Document GS01-01 – Sample Local SHEQ Planner		12-01-21 v1

Group Standards	Management Operational Guidance	Biffa Work Instructions	Forms and Templates	Supportive Documents

GS02 Legal Register and Statutory Inspections		
Management Operational Guidance (MOG's)		
MOG02-01	Legal register and compliance	01-04-20 v1
MOG02-02	Statutory Inspections and Facilities Management	01-04-20 v1
MOG02-01 App A	Appendix A - Legal Register	24-11-20 v2
Biffa Work Instructions		
Forms and Templates		
GF02-01	Statutory Inspection Wall Chart	01-04-20 v2
Supportive Documents		
Biffa Contractor Rules and Code of Conduct.pdf		
COSHH L5.pdf		
Examination of lifting equipment INDG422.pdf		
PPE a brief guide INDG174.pdf		
PUWER ACOP L22.pdf		
Safe use of lifting equipment L113.pdf		
Workplace health safety and welfare regulations L24.pdf		

Group Standards	Management Operational Guidance	Biffa Work Instructions	Forms and Templates	Supportive Documents

GS03 Environmental Management		
Management Operational Guidance (MOG's)		
MOG03	Environmental Management	12-01-21 v2
MOG03 App A	App A Group Aspects and Impacts Assessment	01-04-20 v1
Biffa Work Instructions		
BWI03-01	Environmental Nuisance and Pollution	01-04-20 v1
Forms and Templates		
GF03-01	Aspects and impacts register	01-04-20 v1
GF03-02	Duty of care audit form	01-04-20 v1
GF03-03	Calibration record sheet	01-04-20 v1
GF03-04	Landfill waste reception forms	01-04-20 v1
Supportive Documents		
Asbestos at transfer stations HSE checklist.pdf		
CDG - Packaging and documentation requirements related to the carriage of asbestos and asbestos waste.doc		
Environment Training I&C September 2019.pdf		
Environment Training I&C September 2019.pptx		
Example Waste transfer notes 2020.pdf		
Safe handling of gas cylinders on waste sites.pdf		
Sector Guidance S5.06 for the Recovery and Disposal of Hazardous and Non-Hazardous Waste.pdf		
Sustainability Strategy Resourceful Responsible Manager's Toolkit March Final.pdf		
Sustainable Procurement Policy 2019-20.pdf		
WASTE-22- Offensive - hygiene waste.pdf		
WASTE-27- Health and hazardous substances.pdf		

GS04 Health and safety management and coordination		
Management Operational Guidance (MOG's)		
MOG04-01	H&S Responsibilities and Coordination.pdf	01-04-20 v1
MOG04-02	Permit to work Final.pdf	01-04-20 v2
MOG04-03	PPE and Welfare.pdf	01-04-20 v1
Biffa Work Instructions		
BWI04-01	Personal Protective Equipment PPE	01-04-20 v2
Forms and Templates		
GF04-01	Location Health and safety responsibility matrix	03-11-20 v2
GF04-02	Quarterly review form	01-04-20 v3
GF04-03	Perimeter boundary assessment form	01-04-20 v1
GF04-04	Vulnerable worker assessment form	01-04-20 v1
GF04-05	Monthly compliance check sheet	01-04-20 v2
GF04-06	Expectant mother risk assessment form	01-04-20 v1
GF04-07	Lighting assessment form	01-04-20 v1
GF04-08	Behaviour observation form	01-04-20 v1
GF04-09	Record of issue for PPE	12-01-21 v2
GF04-10	3rd Party Access onto closed or unmanned Biffa locations	01-04-20 v1
GF04-11	Permit to work Audit form	01-04-20 v1
GF04-12	Permit to work authoriser list	01-10-20 v1
Supportive Documents		
MPA_guidelines_for_management_of_public_safety_March_2015.pdf		
operationalhandbook2016.pdf		
Safety briefing HS Management and Coordination Awareness Training v1.pptx		

GS05 Construction, Design and Management		
Management Operational Guidance (MOG's)		
MOG05-01	Construction, design and management	25-04-20 v1
MOG05-02	Containment Walls	18-06-20 v2
MOG05 Appendix A	Containment Wall Selection Matrix	18-06-20 v1
MOG05 Appendix B	Containment Wall Summary Flow Chart	18-06-20 v1
MOG05 Appendix C	Containment Wall Typical Defects Matrix	18-06-20 v1
MOG05 Appendix D	Concrete Interlocking Block Technical Note	18-06-20 v1
Biffa Work Instructions		
BWI05-01	Inspection of containment walls	01-04-20 v1
Forms and Templates		
GF05-01	CDM Project log	01-04-20 v1
GF05-02	Appointment as Principal Designer	08-06-20 v1
GF05-03	Appointment as Principal Contractor	08-06-20 v1
GF05-04	Client Design Brief for New Containment Walls	18-06-20 v1
GF05-13	Containment wall monitoring record form	01-04-20 v1
Supportive Documents		
CDM and contractor control safety briefing		
CDM Regulations L153		
CITB interactive guidance for clients		
HSE guidance – Construction phase plans		
Safe use of vehicles on construction sites HSG144		
Health and safety in construction HSG150		

GS06 Pedestrian Segregation and Safe Operation of Mobile Plant		
Management Operational Guidance (MOG's)		
MOG06-01	Pedestrian segregation at waste and recycling sites	01-04-20 v1
MOG06-02	Safe use of vehicles and mobile plant at waste and recycling sites	01-04-20 v1
Biffa Work Instructions		
BWI06	Mobile plant and pedestrian segregation manual	01-04-20 v2
BWI06-20	Vehicle Hygiene Standards	01-09-20 v1
Forms and Templates		
GF06-01	Vehicle and pedestrian interface risk assessment form	01-04-20 v1
GF06-02	Vehicle and pedestrian interface process map	01-04-20 v1
GF06-03	Traffic management plan template	01-04-20 v1
GF06-04	Traffic planning concept design assessment form	01-04-20 v1
GF06-05	Mobile plant delivery check sheet	01-04-20 v1
GF06-06	Daily mobile plant checks	18-11-20 v4
GF06-07	Landfill daily briefing record sheet	01-04-20 v1
GF06-08	MRF and Transfer daily briefing record form	01-04-20 v1
GF06-09	New operative assessment form	01-04-20 v1
GF06-10	Operative quarterly declaration form	10-09-20 v1
GF06-11	Mobile plant and pedestrian observation form	01-04-20 v1
GF06-12	Mobile plant wheel nut torque calendar	01-04-20 v1
Supportive Documents		
	CITB Guidance for mobile plant operations.pdf	
	Employers guide to workplace transport HSG136.pdf	
	Fork Lift Trucks in DSEAR zones(hsg113).pdf	
	PAS 13 2017 safety barriers presentation.pdf	
	pas-132017-code-of-practice-for-safety-barriers-within-workplace-environments.pdf	
	Presentation on mobile plant wheel nuts security	
	Rider operated lift trucks training and safe use L117.pdf	
	Safe transport at waste facilities WISH guidance WASTE 09.pdf	
	Safe use of skip loaders INDG378.pdf	
	Safe use of vehicles on construction sites HSG144.pdf	
	SFPSG-Guidance-on-Ground-Conditions-for-Construction-Plant.pdf	
	Traffic and Pedestrian Management Standard Familiarisation Briefing v1.pptx	
	traffic-signs-manual-chapter-08-part-01.pdf	
	traffic-signs-manual-chapter-08-part-02.pdf	
	traffic-signs-manual-chapter-08-part-03.pdf	
	Use lift trucks safely a guide for operatives INDG457.pdf	
	Workplace transport a brief guide INDG199.pdf	

Group Standards	Management Operational Guidance	Biffa Work Instructions	Forms and Templates	Supportive Documents

GS07 Asbestos in premises		
Management Operational Guidance (MOG's)		
MOG07-01	Asbestos in premises	01-04-20 v1
Biffa Work Instructions		
BWI07-01	Discovery of asbestos	01-04-20 v1
Forms and Templates		
GF07-01	Asbestos management plan template	01-04-20 v1
GF07-02	Annual asbestos management plan review form	01-04-20 v2
Supportive Documents		
	Asbestos - The licenced contractors guide HSG247.pdf	
	Asbestos - The survey guide HSG264.pdf	
	Asbestos at transfer stations HSE checklist.pdf	
	Control of Asbestos Regulations 20120 ACOP.pdf	
	Managing and working with asbestos HSE L143.pdf	
	Managing asbestos in buildings - a brief guide INDG223.pdf	

Group Standards	Management Operational Guidance	Biffa Work Instructions	Forms and Templates	Supportive Documents

GS08 Control of Legionella		
Management Operational Guidance (MOG's)		
MOG08-01	Control of legionella	01-04-20 v1
Biffa Work Instructions		
Forms and Templates		
GF08-01	Annual water risk assessment review form	01-04-20 v1
GF08-02	Location weekly showerhead flush record	01-04-20 v2
Supportive Documents		
	Control of legionella - audit checklist.pdf	
	Legionaires disease part 1 HSG274.pdf	
	Legionaires disease part 2 HSG274.pdf	
	Legionaires disease part 3 HSG274.pdf	
	Legionella brief guide indg458.pdf	
	Legionella report BIFFA Leeds Depot 18.09.18 reviewed.pdf	
	The control of legionella bacteria in water systems ACOP L8.pdf	

GS09 Management of Fire and DSEAR		
Management Operational Guidance (MOG's)		
MOG09-01	Fire prevention	01-04-20 v2
MOG09-02	DSEAR	01-04-20 v1
MOG09-01 App A	Appendix A Fire escape	01-04-20 v1
MOG09-01 App B	Appendix B Fire signage	01-04-20 v1
MOG09-01 App C	Appendix C Fire Training	01-04-20 v1
MOG09-01 App D	Appendix D Portable Extinguishers	01-04-20 v1
MOG09-01 App E	Appendix E Fire Alarm Categories	01-04-20 v1
MOG09-01 App F	Appendix F Personal Emergency Evacuation Plan	01-04-20 v1
MOG09-01 App G	Appendix G Emergency Lighting	01-04-20 v1
MOG09-01 App H	Appendix H Fire Authority Inspections	01-04-20 v1
Biffa Work Instructions		
BWI09	Fire prevention manual	01-04-20 v2
Forms and Templates		
GF09-01	Fire risk assessment – high risk	01-04-20 v1
GF09-02	Fire risk assessment form – low risk	01-04-20 v1
GF09-03	DSEAR risk assessment form	01-04-20 v1
GF09-04	PEEP	01-04-20 v1
GF09-05	Fire logbook	10-09-20 v1
GF09-06	DSEAR explosion protection document template	01-04-20 v1
GF09-07	Emergency services information pack	01-04-20 v1
GF09-08	Fire prevention plan template	01-04-20 v2
Supportive Documents		
	A Guide to Choosing a Competent Fire Risk Assessor - Version 2 published 29th April 2014.pdf	
	Chief Fire Officers Enforcers Guidance 2015.pdf	
	Chief Fire Officers Guide to making your premises safe from fire.pdf	
	Chief Fire Officers Guidance on Waste Fires and technical advisors.pdf	
	Controlling Fire and Explosion Risk INDG370.pdf	
	DSEAR ACOP L138.pdf	
	DSEAR ICoP 1 waste management.pdf	
	DSEAR ICoP 2 Gas extraction.pdf	

	DSEAR ICoP 3 leachate.pdf	
	DSEAR ICoP 4 Drilling.pdf	
	DSEAR ICoP 5 Landfill.pdf	
	Fire Regulatory Reform Order 2005 uksi_20051541_en.pdf	
	Fire risk assessment factories and warehouses.pdf	
	Fire risk assessment Means of Escape.pdf	
	Fire risk assessment Offices and Shops.pdf	
	Fire Risk Assessment shortchecklist.pdf	
	Fire risk management systems BS 9997 2019.pdf	
	Hampshire FRS - Fire Risk Assessment training.pptx	
	Primary Authority Biffa and Hampshire FRS Direct Partnership Agreement 2019.pdf	
	Primary Authority Fire Presentation.pptx	
	Primary Authority Hampshire FRS guidance.pdf	
	Primary Authority Statutory Guidance 2017.pdf	
	REA DSEAR ICoP August 2019.pdf	
	TUV - e-learning Biffa DSEAR master.ppt	
	WASTE 28 Reducing fire risk at waste management sites issue 2 2017.pdf	
	WISH fire testing technical note IFS.pdf	
	WISH INFO 05 Waste fire burn trials summary report April 2017.pdf	
	WISH INFO 08 Rogue lithium batteries and fire risk September 2019.pd	

GS10 Plant, Machinery and Equipment Safety		
Management Operational Guidance (MOG's)		
MOG10	Plant, machinery and equipment	01-04-20 v2
Appendix A	Conveyors and other continuous handling systems	01-04-20 v1
Appendix B	Infeed floor conveyors to balers and shredders	01-04-20 v1
Appendix C	Fixed and interlocked guards	01-04-20 v1
Appendix D	Machines for compacting waste or recyclable fraction	01-04-20 v1
Appendix E	Common standards applicable to fixed and transportable equipment	01-04-20 v1
Appendix F	Manual sorting line safety requirements	01-04-20 v1
Appendix G	Repairs and fabrication of guards	01-04-20 v1
Appendix H	Minimum contents of a machinery safety file	01-04-20 v1
Appendix I	Management of fixed plant and equipment	01-04-20 v1
Appendix J	Procurement of fixed plant and equipment	01-04-20 v1
Biffa Work Instructions		
Forms and Templates		
GF10-01	General PUWER assessment form	01-04-20 v2
GF10-02	PUWER assessment form - balers	01-04-20 v1
GF10-03	PUWER assessment form - compactors	01-04-20 v1
GF10-04	Guarding register	01-04-20 v1
GF10-05	Fixed plant installation project log	01-04-20 v1
GF10-06	Daily Fixed plant checks	01-03-21 v2
GF10-07	Isolation and lock-out register	01-04-20 v1
GF10-08	Lock off audit sheet	01-04-20 v1
GF10-09	PUWER Inspection form	01-04-20 v1
GF10-11	Padlock register	01-04-20 v1
GF10-12	Padlock removal authorisation	01-04-20 v1
GF10-13	Isolation point register	01-04-20 v1
GF10-14	Machinery CE checklist	01-04-20 v1
GF10-15	LEV filter change	01-04-20 v1
GF10-16	Padlock isolation & lockout register	01-04-20 v1
Supportive Documents		
	Written Scheme of examination.pdf	
	BWS Written Scheme of Examination - Fleet January 2019.pdf	
	MPA Energy LOTOTO Handbook V8.pdf	

GS11 High Risk Site and Field Activities		
Management Operational Guidance (MOG's)		
MOG11-01	Working at height	01-04-20 v1
MOG11-02	Confined spaces	01-03-21 v3
MOG11-03	Working on or near water	01-04-20 v1
MOG11-04	Lifting operations	01-08-20 v2
MOG11-05	Excavations	01-03-21 v2
MOG11-06	Hot works	01-04-20 v2
MOG11-07	Lone working	01-04-20 v1
Biffa Work Instructions		
BWI11-01	Working at height	01-04-20 v1
BWI11-02	Confined Space	01/07/20 v1
BWI11-05	Use of Ladders	01-04-20 v1
BWI11-06	Use of safety harness	01-04-20 v1
BWI11-07	Falling objects	01-04-20 v1
Forms and Templates		
GF11-01	Excavation inspection record form	01-04-20 v1
GF11-02	Confined space risk assessment form	01-03-21 v3
GF11-03	Confined space rescue plan	01-03-21 v3
GF11-04	Ladder inspection form	01-04-20 v1
GF11-06	Lone worker risk assessment	01-04-20 v1
GF11-07	Lone worker roll call record form	01-08-20 v1
GF11-08	Inventory of lifting equipment and lifting accessories	01-03-21 v2
GF11-09	Confined space medical questionnaire	01-03-21 v2
GF11-10	Confined space pre entry checklist	01-03-21 v2
GF11-11	Confined Space Register	01-03-21 v2
GF11-12	Site Specific safe system of work template	01-03-21 v2
Supportive Documents		
	Confined Space Generic Health Questionnaire.doc	
	CPA-CIG0801-Excavators-Used-as-Cranes-Rev2-090301.pdf	
	crane lifting plan template.doc	
	Example Safe System for Confined Space Working.doc	
	Fall Arrest Equipment INDG 367 HSE.pdf	
	FRS technical guidance for gas cylinders.pdf	

	Hot Work on Small Tanks and Drums INDG 314 HSE.pdf	
	HSE GN ladders.pdf	
	indg73 lone working HSE GN.pdf	
	Know your Acetylene 2018.pdf	
	Ladders EN_131_Guide.pdf	
	Lone worker BS8484.pdf	
	Safe Operation of MEWPS 2015.pdf	
	Suzi Lamplugh safe working booklet.pdf	
	Suzi Lamplugh Trust guidance.pdf	
	The Classification and Management of Confined Space Entries Guidance.pdf	
	welding-fume-guidance 3M.pdf	
	TBT177 Confined Spaces	
	TBT178 Excavations	
	Managers Briefing Confined Spaces	
	Managers Briefing Excavations	
	SD Example of completed confined space register	

GS12 Waste Handling, Processing and Storage		
Management Operational Guidance (MOG's)		
MOG12-01	Waste handling, processing and storage	01-04-20 v1
Biffa Work Instructions		
BWI12	Manual	01-04-20 v1
BWI12-03	Use of ramps	01-04-20 v1
BWI12-05	Safe stacking of baled products	01-04-20 v1
Forms and Templates		
Supportive Documents		

GS13 Waste Collection and Road Risk		
Management Operational Guidance (MOG's)		
MOG13-01	Waste collection and road risk	01-04-20 v1
MOG13-02	Municipal reversing guidance	01-04-20 v1
MOG13-03	Municipal street cleansing	01-04-20 v1
MOG13-04	Municipal route risk assessment	01-04-20 v2
MOG13-05	Driving Recklessly on Pavements	01-04-20 v1
Appendix A	Municipal reversing procedure	01-04-20 v1
Appendix B	Contract specific instructions	01-04-20 v1
Appendix C	Municipal route risk assessment procedure	01-04-20 v2
Biffa Work Instructions		
BWI13-01	People in Bins	01-04-20 v1
Forms and Templates		
GF13-01	Customer premise assessment form	01-04-20 v1
GF13-02	Route risk assessment record form	01-04-20 v1
GF13-03	Reversing Procedure Knowledge Assessment	01-04-20 v1
GF13-04	Daily debrief	01-04-20 v1
GF13-05	Vehicle gate checks	01-04-20 v1
GF13-06	Crew monitoring compliance register	01-04-20 v1
GF13-07	Crew monitoring form for glass collection	01-04-20 v2
GF13-08	Crew monitoring form for refuse and recycling	01-04-20 v2
GF13-09	Crew monitoring period summary	01-04-20 v1
GF13-10	Vehicle list	01-04-20 v1
GF13-11	Driver assessment form	01-04-20 v2
GF13-12	ADR bag check sheet	01-04-20 v1
GF13-13	Vehicle cctv monitoring form	01-04-20 v2
GF13-14	Contract information planner	01-04-20 v1
GF13-15	Street cleansing monitoring form	01-04-20 v2
GF13-16	Street cleansing inspection	01-04-20 v1
Supportive Documents		
	Biffa Report - People sleeping in waste containers.pdf	
	INFO 10 Safe use of refuse collection vehicle bin lifters and bins September 2019.pdf	
	INFO 11 Safety in driver only commercial waste and recycling collections September 2019 (1).pdf	
	INFO 12 Reversing in waste recycling collections (1).pdf	
	modebookarticulatedejector.pdf	
	modebookbulkcarrier2013.pdf	
	modebookfel2013.pdf	
	modebookskip2013.pdf	
	modebooktradewaste2013.pdf	
SD13-01	Reversing FAQ Final.pdf	01.08.20 V2
	Street Cleansing FAQ Final.pdf	
	WASTE INFO 06 Noise in glass collections hearing protection September 2019 (1).pdf	

	WASTE INFO 07 Noise in glass collections noise assessment September 2019 (1).pdf	

GS14 Fleet and Workshop Operations		
Management Operational Guidance (MOG's)		
MOG14-01	Fleet and workshop operations	01-04-20 v2
Biffa Work Instructions		
BWI14	Manual	01-04-20 v1
Forms and Templates		
GF14-01	MOT final quality check sheet	01-04-20 v1
GF14-02	Vehicle hire check list	01-04-20 v1
GF14-03	Abrasive wheels check list	01-04-20 v1
GF14-04	CHTR monthly vehicle check sheet	01-04-20 v1
GF14-05	ADR monthly vehicle check list	01-04-20 v1
GF14-06	Contractors register	01-04-20 v1
GF14-07	Fleet disposal form	01-04-20 v1
GF14-08	New vehicles requirements	01-04-20 v1
GF14-09	New equipment evaluation form	01-04-20 v1
GF14-10	New vehicle PDI data check sheet	01-04-20 v1
GF14-11	Notifiable component form	01-04-20 v1
GF14-12	Nominated CPC holder new starter or leaver	01-04-20 v1
GF14-13	Vehicle removal request form	01-04-20 v1
GF14-14	VOR notice form	01-04-20 v1
GF14-15	Wheel removal form	01-04-20 v1
GF14-16	Authorisation to weld	01-04-20 v1
GF14-17	Third party workshop maintenance agreement	01-04-20 v1
GF14-18	New vehicle technical update training acknowledgement	01-04-20 v1
GF14-19	Drivers licence declaration form	01-04-20 v1
GF14-20	Monthly workshop checklist	01-04-20 v1
Supportive Documents		
	Fleet day 1 induction.pdf	
	Fleetwave Manual 2018.pdf	
	Fleetwave Quick Guides.pdf	
	Goods Vehicle Operator Licensing Guide GV74 09-08 (1).pdf	
	Mode Book - Rear End Loader.pdf	
	modebookarticulatedejector.pdf	
	modebookbulkcarrier2013.pdf	
	modebookfel2013.pdf	
	modebookskip2013.pdf	
	modebooktradewaste2013.pdf	
	VOI 10t Cage Tipper TL-compressed.pdf	
	WORKING AT HEIGHTS_V3.pdf	
	WRA BWS 23 01 2019	

GS15 Incident Reporting and Investigations		
Management Operational Guidance (MOG's)		
MOG15-01	Incident reporting and Investigations	01-03-21 v3
MOG15 App A	Root cause analysis of incidents	01-04-20 v1
MOG15 App B	Guidance for completion of investigation reports	01-04-20 v1
MOG15 App C	Major Incident flowchart	01-04-20 v1
Biffa Work Instructions		
Forms and Templates		
GF15-01	Investigation form	01-04-20 v1
GF15-02	Witness statement form	01-04-20 v1
GF15-03	Near miss reporting form	01-04-20 v1
GF15-04	Day Six Escalation Template	
Supportive Documents		

Group Standards	Management Operational Guidance	Biffa Work Instructions	Forms and Templates	Supportive Documents

GS16 Electrical Safety		
Management Operational Guidance (MOG's)		
MOG16-01	Electrical Safety	01-04-20 v1
Biffa Work Instructions		
BWI16-01	Checking electrical cables	01-04-20 v1
Forms and Templates		
Supportive Documents		
	Biffa General Electrical Requirements	
	Managers Health and Safety briefing on electrical safety	
	HSG107 portable electrics	

GS17 Emergency procedures and business continuity		
Management Operational Guidance (MOG's)		
MOG17-01	Emergency planning and Business continuity plans	01-04-20 v1
Biffa Work Instructions		
Forms and Templates		
GF17-01	Emergency plan	01-04-20 v1
GF17-02	Business continuity plan	01-04-20 v1
GF17-03	First aid assessment form	01-04-20 v1
GF17-04	First aid kit inspection form	12-01-21 v2
Supportive Documents		
	Business continuity plan guidance	
	Business continuity strategy	
	Example of completed BCP	
	Media enquiries poster	
	Hazardous Waste guidance for Spillage, fire and reaction hazards	

GS18 Occupational Hygiene		
Management Operational Guidance (MOG's)		
MOG18-01	General requirements and health surveillance	01-04-20 v1
MOG18-02	Manual handling	01-04-20 v1
MOG18-03	HAVs	01-08-20 v2
MOG18-04	Noise	01-04-20 v1
MOG18-05	COSHH	01-04-20 v1
MOG18-06	Outside working	01-04-20 v1
MOG18 App A	Group Health Surveillance Matrix	01-04-20 v1
MOG18 App B	Group Inoculation Matrix	01-04-20 v1
MOG18 App C	Bio aerosols	01-04-20 v1
MOG18 App D	Biological hazards	01-04-20 v1
MOG18 App E	Dust	01-04-20 v1
MOG18 App F	Assessment of Repetitive tasks (ARTs) Tool Guidance	22-04-20 v1
Biffa Work Instructions		
BWI18-01	Outside working incl bites and stings	
BWI18-03	Hand Arm Vibration HAVs	
BWI18-04	Noise Use of ear defenders	
BWI18-05	Control of substances hazardous to health COSHH	
BWI18-06	Use of face masks incl face fit	
BWI18-07	Hydrogen Sulphide Release – H2S and use of gas monitors	
Forms and Templates		
GF18-01	HAV's monitoring form	01-04-20 v1
GF18-02	Noise monitoring form	01-04-20 v1
GF18-03	Face fit test form	01-04-20 v1
GF18-04	Assessment of repetitive tasks (ARTs) form	22-04-20 v1
GF18-05	Working with Waste GP letter	12-01-21 v1
Supportive Documents		
	A3 Site HAVS Guidance Poster.pub	
	EH40 exposure limits.pdf	
	Example of completed havs calculator.xls	
	Example of Hand Vibration Tools register.xlsx	
	HAVs readyreckoner.gif	
	HAVS Tool Box Talk PowerPoint Jan 2019.pptx	
	HAVS Workshop Equipment Cornwall.doc	
	HSE HAVs calculator.xlsm	

Group Standards	Management Operational Guidance	Biffa Work Instructions	Forms and Templates	Supportive Documents

GS19 Office Working		
Management Operational Guidance (MOG's)		
MOG19-01	Office working	01-04-20 v1
Biffa Work Instructions		
BWI19-01	Display Screen Equipment	01-04-20 v1
Forms and Templates		
GF19-01	Home working assessment form	01-04-20 v2
GF19-02	DSE assessment form	01-04-20 v1
GF19-03	Equipment inventory	01-04-20 v1
Supportive Documents		
	Indg 226 Homeworking	

GS20 Control of contractors		
Management Operational Guidance (MOG's)		
MOG20-01	Management of contractors	01-04-20 v1
MOG20-02	Managed service contractors	01-04-20 v1
MOG20 Appendix A	Subcontracted Services standards	01-04-20 v1
MOG20 Appendix B	Managed service contractor safety plan	01-04-20 v1
MOG20 Appendix C	Additional guidance for the management of contractors in flow charts	01-04-20 v1
Biffa Work Instructions		
Forms and Templates		
GF20-01	Contractor competency record form	01-04-20 v1
GF20-02	Scope of works form	01-04-20 v1
GF20-03	Routine and repeat works contractor safety plan	01-04-20 v1
GF20-04	Contractor performance review form	01-04-20 v1
GF20-05	Contractor induction form	01-04-20 v1
GF20-06	Method statement form	01-04-20 v1
Supportive Documents		
	Biffa Contractors Rules Handbook	
	Subcontracted Services pre-audit questionnaire	
	Subcontracted Services supplier qualification questionnaire	
	HSG 159 Managing Contractors	

Appendix F Permitted Waste List

EWC Code	Waste Description
01	**Wastes Resulting from Exploration, Mining, Quarrying & Physical & Chemical Treatment of Minerals**
01 01	**Wastes from mineral extraction**
01 01 01	Wastes from mineral metalliferous excavation
01 01 02	Wastes from mineral non-metalliferous excavation
01 03	**Wastes from physical & chemical processing of metalliferous minerals**
01 03 06	Tailings other than those mentioned in 01 03 04 and 01 03 05
01 03 09	Red mud from alumina production other than the wastes mentioned in 01 03 07
01 04	**Wastes from physical and chemical processing of non-metalliferous minerals**
01 04 08	Waste gravel and crushed rocks other than those mentioned in 01 04 07
01 04 09	Waste sand and clays
01 04 11	Wastes from potash and rock salt processing other than those mentioned in 01 04 07
01 04 12	Tailings and other wastes from washing and cleaning of minerals other than those mentioned in 01 04 07 and 01 04 11
01 04 13	Wastes from stone cutting and sawing other than those mentioned in 01 04 07
02	**Wastes from Agriculture, Horticulture, Aquaculture, Forestry, Hunting & Fishing Food Preparation & Processing**
02 01	**Wastes from agriculture, horticulture, aquaculture, forestry, hunting & fishing**
02 01 01	Sludges from washing and cleaning. Limited to food processing waste, food washing waste, washing waste - food
02 01 03	Plant-tissue waste
02 01 04	Waste plastics (except packaging)
02 01 07	Wastes from forestry
02 01 10	Waste metal
02 02	**Wastes from the preparation and processing of meat, fish & other foods of animal origin**
02 02 03	Materials unsuitable for consumption or processing
02 03	**Wastes from fruit, vegetables, cereals edible oils, cocoa, coffee, tea and tobacco preparation & processing; conserve production; yeast & yeast extract production, molasses preparation & fermentation**
02 03 01	Sludges from washing, cleaning, peeling, centrifuging and separation
02 03 04	Wastes from preserving agents
02 03 04	Materials unsuitable for consumption or processing
02 03 05	Sludges from onsite effluent treatment. (Waste consisting of only: food preparation and processing operations, waste of non-animal origins including fruit, vegetables and cereal processes.
02 03 99	Wastes not otherwise specified. (Waste consisting of only sludges from the productor of edible fats and oils, seasoning residues, molasses residues, residues from the production of potato corn or rice starch.
02 04	**Wastes from sugar processing**
02 04 01	Soil from cleaning and washing beet
02 04 02	Off-specification calcium carbonate
02 04 03	Sludges from onsite effluent treatment.
02 04 99	Wastes not otherwise specified. (Waste consisting of only: other biological waste from sugar processing).
02 05	**Wastes from the dairy products industry**
02 05 01	Materials unsuitable for consumption or processing
02 05 02	Sludges from onsite effluent treatment.
02 06	**Wastes from the baking and confectionery industry**
02 06 01	Materials unsuitable for consumption or processing
02 06 02	Wastes from preserving agents
02 06 03	Sludges from onsite effluent treatment.
02 07	**Wastes from the production of alcoholic and non-alcoholic beverages (except coffee, tea and cocoa)**

EWC Code	Waste Description
02 07 01	Wastes from washing, cleaning and mechanical reduction of raw materials
02 07 02	Wastes from spirits distillation
02 07 04	Materials unsuitable for consumption or processing
03	**Wastes from Wood Processing and The Production of Panels and Furniture, Pulp, Paper and Cardboard**
03 01	**Wastes from wood processing and the production of panels and furniture**
03 01 01	Waste bark and cork
03 01 05	Sawdust, shavings, cuttings, wood, particle board and veneer other than those mentioned in 03 01 04
03 03	**Wastes from pulp, paper and cardboard production and processing**
03 03 01	Waste bark and wood
03 03 07	Mechanically separated rejects from pulping of wastepaper and cardboard
03 03 08	Wastes from sorting of paper and cardboard destined for recycling
03 03 10	Fibre rejects, fibre-, filler- and coating-sludges from mechanical separation
04	**Wastes from The Leather, Fur and Textile Industries**
04 01	Wastes from the leather and fur industry
04 01 08	Waste tanned leather (blue sheetings, shavings, cuttings, buffing dust) containing chromium
04 01 09	Wastes from dressing and finishing
04 02	**Wastes from the textile industry**
04 02 21	Wastes from unprocessed textile fibres
04 02 22	Wastes from processed textile fibres
07	**Wastes from Organic Chemical Processes**
07 02	**Wastes from the MFSU of plastics, synthetic rubber and man-made fibres**
07 02 13	Waste plastic
12	**Wastes from Shaping and Physical and Mechanical Surface Treatment of Metals and Plastics**
12 01	**Wastes from shaping and physical and mechanical surface treatment of metals and plastics**
12 01 01	Ferrous metal filings and turnings
12 01 02	Ferrous metals dust and particles
12 01 03	Non-ferrous metal filings and turnings
12 01 04	Non-ferrous metals dust and particles
12 01 05	Plastics shavings and turnings
15	**Waste Packaging; Absorbents, Wiping Cloths, Filter Materials and Protective Clothing Not Otherwise Specified**
15 01	**Packaging (including separately collected municipal packaging waste)**
15 01 01	Paper and cardboard packaging
15 01 02	Plastic packaging
15 01 03	Wooden packaging
15 01 04	Metallic packaging
15 01 05	Composite packaging
15 01 06	Mixed packaging
15 01 07	Glass packaging
15 01 09	Textile packaging
15 02	**Absorbents, filter materials, wiping cloths and protective clothing**
15 02 03	Absorbents, filter materials, wiping cloths and protective clothing other than those mentioned in 15 02 02
16	**Waste Not Otherwise Specified**
16 01	**End-of-life vehicle from different means of transport**
16 01 19	Plastic
16 01 20	Glass
17	**Construction and Demolition Wastes**
17 01	**Concrete, bricks, tiles and ceramics**
17 01 01	Concrete
17 01 02	Bricks

EWC Code	Waste Description
17 01 03	Tiles and ceramics
17 01 07	Mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06
17 02	**Wood, glass and plastic**
17 02 01	Wood
17 02 02	Glass
17 02 03	Plastic
17 04	**Metals (including their alloys)**
17 04 01	Copper, bronze, brass
17 04 02	Aluminum
17 04 03	Lead
17 04 04	Zinc
17 04 05	Iron and steel
17 04 06	Tin
17 04 07	Mixed metals
17 04 11	Cables other than those mentioned in 17 04 10
17 06	**Insulation materials and asbestos-containing construction materials**
17 06 04	Insulation materials other than those mentioned in 17 06 01 and 17 06 03
17 09	**Other construction and demolition wastes**
17 09 04	Mixed construction and demolition wastes other than those mentioned in 17 09 01, 17 09 02 &17 09 03
19	**Wastes from Waste Management Facilities, Off-Site Wastewater Treatment Plants and Preparation of Water Intended for Human Consumption/Industrial Use**
19 02	**Wastes from physico/chemical treatments of waste (including dechromatation, decyanidation, neutralisation)**
19 02 03	Premixed wastes composed only of non-hazardous wastes
19 02 06	Sludges from physico/chemical treatment other than those mentioned in 19 02 05
19 02 10	Combustible wastes other than those mentioned in 19 02 08 and 19 02 09
19 05	**Wastes from aerobic treatment of solid wastes**
19 05 01	Non-composted fraction of municipal and similar wastes
19 05 02	Non-composted fraction of animal and vegetable waste
19 05 03	Off-specification compost
19 06	**Wastes from anaerobic treatment of waste**
19 06 03	Liquor from anaerobic treatment of municipal waste.
19 06 05	Liquor from anaerobic digestion of animal and vegetable waste
19 08	**Wastes from wastewater treatment plants not otherwise specified**
19 08 05	Sludges from treatment of urban wastewater.
19 08 09	Greases and oil mixture from oil/water separation containing only edible oil and fats.
19 08 12	Sludges from biological treatment of industrial wastewater other than those mentioned in 19 08 11.
19 12	**Wastes from the mechanical treatment of waste (for example sorting, crushing, compacting, pelletising) not otherwise specified**
19 12 01	Paper and cardboard
19 12 02	Ferrous metal
19 12 03	Non-ferrous metal
19 12 04	Plastic and rubber
19 12 05	Glass
19 12 07	Wood other than that mentioned in 19 12 06
19 12 08	Textiles
19 12 09	Minerals (for example sand, stones)
19 12 12	Other wastes (including mixtures of materials) from mechanical treatment of wastes other than those mentioned in 19 12 11
20	**Municipal Wastes (Household and similar commercial, industrial and institutional wastes) including separately collected fractions**
20 01	**Separately collected fractions (except 15 01)**

EWC Code	Waste Description	
20 01 01	Paper and cardboard	
20 01 02	Glass	
20 01 08	Biodegradable food waste	
20 01 10	Clothes	
20 01 11	Textiles	
20 01 25	edible oil and fat	
20 01 28	Paints, inks, adhesives and resins other than those mentioned in 20 01 27	
20 01 30	Detergents other than those mentioned in 20 01 29	
20 01 32	Medicines other than those mentioned in 20 01 31	
20 01 34	Batteries and accumulators other than those mentioned in 20 01 33	
20 01 36	Discarded electrical and electronic equipment other than those mentioned in 20 01 35	
20 01 38	Wood other than that mentioned in 20 01 37	
20 01 39	Plastics	
20 01 40	Metals	
20 01 41	Wastes from chimney sweeping	
20 02	**Garden and park wastes (including cemetery waste)**	
20 02 01	Biodegradable waste	
20 02 02	Soil and stones	
20 02 03	other non-biodegradable wastes	
20 03	**Other municipal wastes**	
20 03 01	Mixed municipal waste	
20 03 02	Waste from markets	
20 03 03	Street-cleaning residues	
20 03 07	Bulky-waste	
OVERALL WASTE ACCEPTED PER ANNUM		**327,000**

Appendix G Notification Requirements

Part A

Permit Number	EPR/HP3238GW
Name of operator	Biffa Waste Services Ltd
Location of Facility	Brookhurst Wood Waste Recycling & Management Park, Langhurst Wood Road, Horsham, West Sussex RH12 4QD
Time and date of the detection	

(a) Notification requirements for any malfunction, breakdown or failure of equipment or techniques, accident, or fugitive emission which has caused, is causing or may cause significant pollution	
To be notified within 24 hours of detection	
Date and time of the event	
Reference or description of the location of the event	
Description of where any release into the environment took place	
Substances(s) potentially released	
Best estimate of the quantity or rate of release of substances	
Measures taken, or intended to be taken, to stop any emission	
Description of the failure or accident.	

(b) Notification requirements for the breach of a limit	
To be notified within 24 hours of detection unless otherwise specified below	
Emission point reference/ source	
Parameter(s)	
Limit	
Measured value and uncertainty	
Date and time of monitoring	
Measures taken, or intended to be taken, to stop the emission	

Time periods for notification following detection of a breach of a limit	
Parameter	Notification period

(c) Notification requirements for the detection of any significant adverse environmental effect	
To be notified within 24 hours of detection	
Description of where the effect on the environment was detected	
Substances(s) detected	
Concentrations of substances detected	
Date of monitoring/sampling	

Part B - to be submitted as soon as practicable

Any more accurate information on the matters for notification under Part A.	
Measures taken, or intended to be taken, to prevent a recurrence of the incident	
Measures taken, or intended to be taken, to rectify, limit or prevent any pollution of the environment which has been or may be caused by the emission	
The dates of any unauthorised emissions from the facility in the preceding 24 months.	

Name*	
Post	
Signature	
Date	

* authorised to sign on behalf of Biffa Waste Services Ltd