DERWENT RECYCLING CENTRE

ODOUR MANAGEMENT PLAN (OMP)

VERSION NUMBER: 0.3

DATE: 18.03.2024

Change History / Document Review

Revision No.	Effective Date	Significant Changes	Previous Revision No.
0.1	14/08/24	Initial draft.	N/A
0.2	15/08/24	Minor grammatical changes.	0.1
0.3	18/03/24	Updated Material Bay Plan and Dust Suppression drawings and revised Odour Monitoring Report Form (Appendix B) included.	0.2

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Appendices

1. Introduction

The site covers approximately 2.03 hectares or 5.01 acres. It is an existing industrial premises located on the North side of Derwent Way (Grid Reference SE 42122 02009) on the Wath West Industrial Estate, which is located to the North-West of Wath-Upon-Dearne and North of Rotherham. The site falls within the administrative area of Rotherham Metropolitan Borough Council.

The site fronts directly onto Derwent Way on its Southern border. Bordering the permitted area to the North is a belt of green land which includes a public footpath, beyond this are industrial units off Manvers Way. There are industrial premises neighbouring the site on the Eastern boundary. To the West of the permitted area is an extension of hard standing land.

There are no residential properties located within immediate proximity of the site. The nearest residential properties are on Moorbridge Crescent located west of the site on the west side of the Pontefract Road at a distance of 200m.

Access and egress for the site is situated directly from Derwent Way. There is also the option of accessing the site from Pontefract Road on the Western boundary.

The site currently comprises of staff and visitor parking, a platform weighbridge, a waste transfer station (WTS) building, HGV parking, container storage area, administration offices, and staff welfare facilities.

Having previously being used as a waste facility, the site benefits from internal surfaced roadways that provide access into the WTS building on its Northern façade.

The WTS building has a footprint of 816m2 (or 8,783ft2) and is part concrete panels and part corrugated cladding. Access into the WTS building is via the Southern façade which is completely open. The floor of the WTS building is constructed from concrete.

The recycling facility benefits from an Environmental Permit (EPR/VP3693VS) currently allowing a maximum of 25,000 tonnes of wasted to be received on site per annum. It is intended to increase this to 75,000 tonnes per annum.

The site is not located in an Air Quality Management Area, this has been verified on the Defra website: http://uk-air.defra.gov.uk/aqma/

This OMP was generated to support the conditions outlined in the site's environmental permit. It will be integrated into the Environmental Management System for the site. A copy of this plan will be kept on site and will be used for reference by site staff, specifically those who operate fixed plant within the building and those who control movements of mobile plant and vehicles around the site.

We believe that under the usual operating conditions it is unlikely (due to the infrastructure and management techniques in place) that there will be no odour emissions beyond the permit border of this facility.

We have referenced the guidance from the Environment Agency (H4 Odour Management) and we understand that we will be assessed / benchmarked against the below criteria at the boundary of the site.

Three levels of odour

Unreasonable odour amounting to serious pollution is being or is likely to be caused (regardless of whether appropriate measures are being used) **We must** take further action, or we may have to reduce or cease operations. The Environment Agency would not issue a permit if it considered that we are likely to be operating at this level.
Odour pollution is or is likely to be caused beyond boundary. **Our duty** is to use appropriate measures to minimise odour. We are not in breach if we are using appropriate measures. If appropriate measures are being used, residual odour will have to be tolerated by the community. For some activities appropriate measures will achieve no smell beyond the boundary.
No odour beyond the boundary or likely to be. = no pollution = no action needed

1.1 Sensitive Receptors

Table 1.1 below is a summary of the sensitive receptors local to the site boundary.

Table 1.1 Representative Sensitive Locations

Boundary of transfer station	Land use	Distance / Direction
Northern Boundary	Century Businesses Park (various) KC Sofas Big Wild Thought Technical Print Manvers Way (A633) Old Moor Wetland Centre RSPB Reserve	52m / N 50m / NE 85m / NE 110m / NE 145 / NE 250m / NE
Eastern Boundary	Dearne Lane Industrial units on Dearne Lane Knoll Beck River	105m / E 165m / E 355m / E
Southern Boundary	Nu-Con Derwent Way Ultimate Accident Repair Life Skills Rotherham	50m / S 130m / S 145m / S 255m / S
Western Boundary	Keyline Civils Industrial units off Derwent Way Recreational area Moorbridge Crescent	50m / W 195m / W 250m / WNW 260m / W
SSSIs	Old Moor Wetland Centre RSPB Reserve	>500m / NE

The most immediate receptors to the site for odour would be:

- the neighbouring businesses in all directions,
- users of Derwent Way and,
- natural habitats living within the deciduous strip of woodland to the north.

Figure 1.2 in the following pages shows the detail for sensitive receptors within 1,000km of the site.

NB: Please note that distances provided with this detail is the distance from the building and not from the site boundary, the reason for this is that this assessment was undertaken to support a Fire Prevention Plan for the site.

We have listed the type of receptor, the distance from the facility, the direction from the facility and a grid reference for each receptor.

We have listed travel routes as they have a potential to be affected if excessive odour emissions from the facility did occur. As we cannot comment on the health of users of the industrial estate site nor the occupants of the properties within 1,000km, we have listed them all as receptors.

Meteorological Conditions

The closest meteorological station to the site is Sheffield weather station, which is located circa 10.4 miles (16.7km) South-South-West from the site boundary. Due to its locality this weather station is considered the most suitable in terms of reflecting weather patterns likely to be experienced at the site.

Data from the windfinder.com website is based on measurements taken annually; the prevailing wind direction is indicated in Figure 1.1 below.

The wind rose below shows that the prevailing wind direction is predominantly from the West and the South-East. This indicates that the wind will be blowing principally towards the industrial premises to the east of the site boundary and towards the hardstanding on the North-West of the same property owned by HWMW.

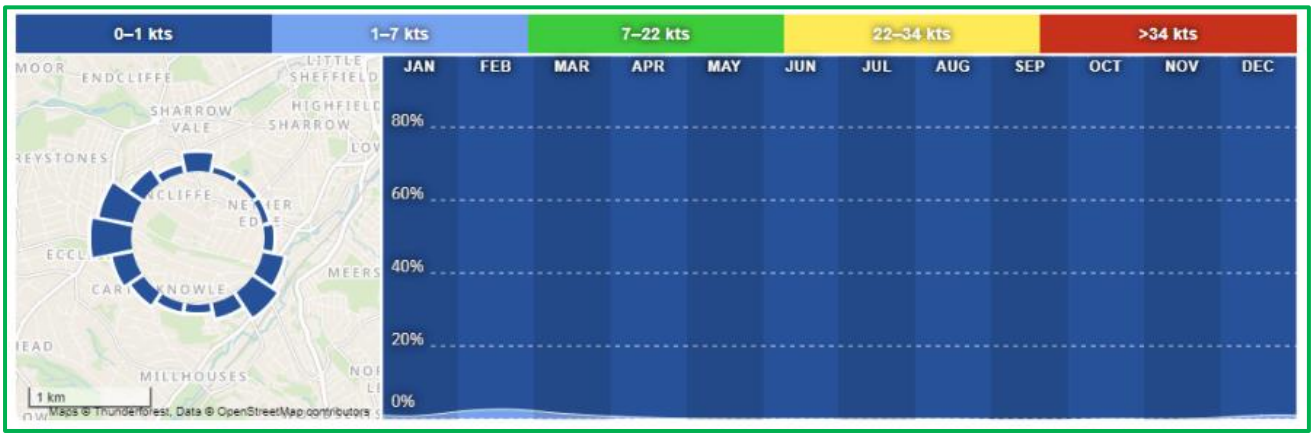
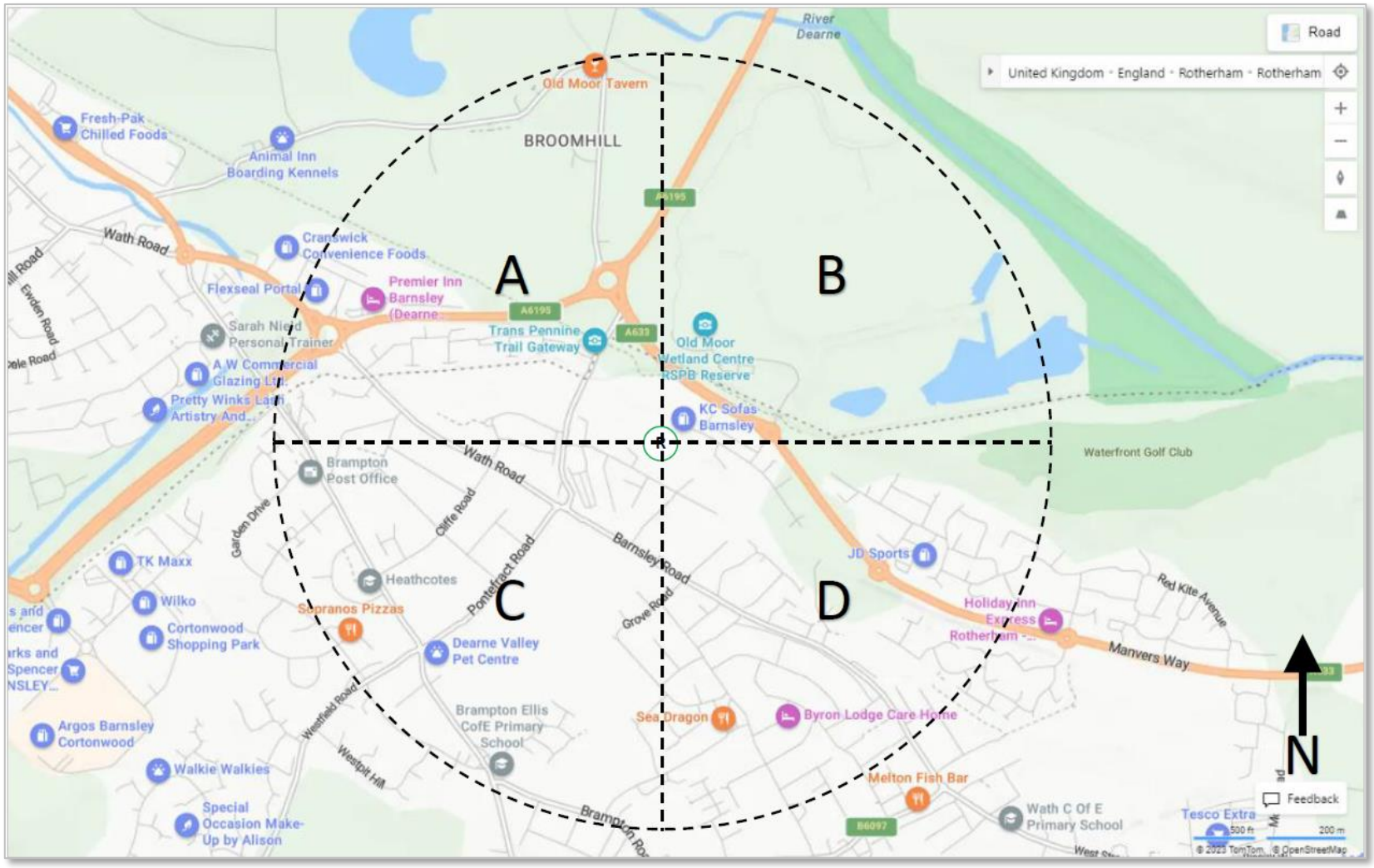


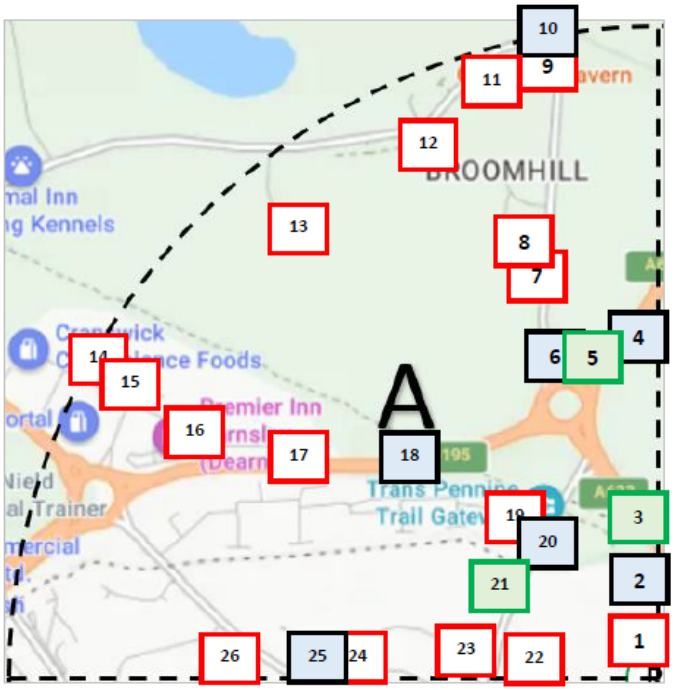
Figure 1.1: Wind rose showing the AVERAGE WIND DIRECTION AND STRENGTH at Derwent Recycling Centre

Figure 1.2: LOCAL SENSITIVE RECEPTORS - within 1 km (Derwent Recycling Centre, SE63 6EX, Grid ref. SE 42122 02009)


A
B
C
D
N
BROOMHILL
Old Moor Tavern
River Dearne
Road
United Kingdom · England · Rotherham · Rotherham
Fresh Pak Chilled Foods
Animal Inn Boarding Kennels
Wath Road
Cranswick Convenience Foods
Flexseal Portal
Premier Inn Barnsley (Dearne...
Sarah Nicol Personal Trainer
A W Commercial Glazing Ltd
Pretty Winks Lash Artistry And...
Trans Pennine Trail Gateway
Old Moor Wetland Centre RSPB Reserve
KC Sofas Barnsley
Waterfront Golf Club
Brampton Post Office
Garden Drive
Cliffe Road
Pontefract Road
Barnsley Road
Grove Road
JD Sports
Red Kite Avenue
Holiday Inn Express Rotherham -...
Manvers Way
TK Maxx
Wilko
Cortonwood Shopping Park
Heathcotes
Sopranos Pizzas
Dearne Valley Pet Centre
Westfield Road
Westpit Hill
Brampton Ellis CofE Primary School
Sea Dragon
Byron Lodge Care Home
Argos Barnsley Cortonwood
Walkie Walkies
Special Occasion Make-Up by Alison
Melton Fish Bar
Wath C Of E Primary School
Tesco Extra
Feedback

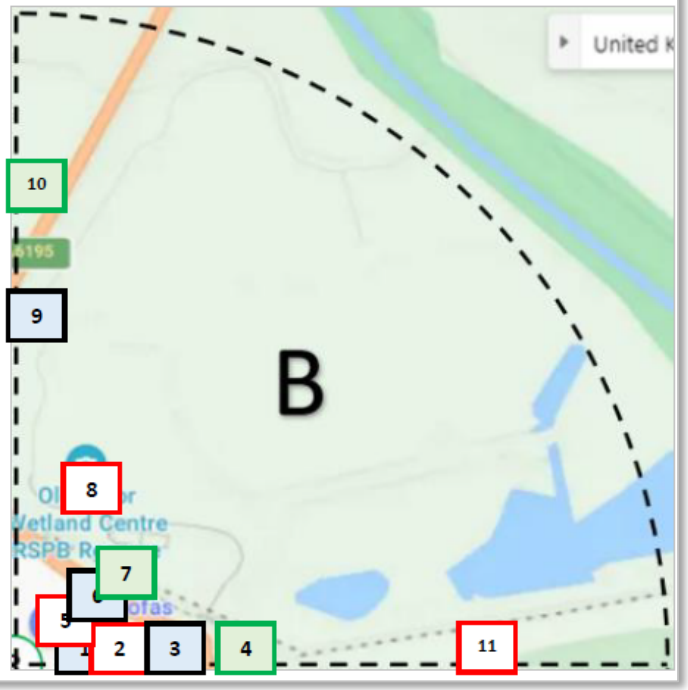
QUADRANT A

#	Receptor	Dist. M	Direction from site	Grid Reference
1	Century Business Park	52	North	SE 42115 02080
2	Manvers Way (A633)	165	North	SE 42125 02171
3	Old Moor Wetland Centre RSPB Reserve	200	North	SE 42129 02231
4	Dearne Valley Parkway (B6273)	555	North	SE 42113 02538
5	Recreational area	465	North-by-West	SE 41987 02456
6	Highgate	475	North-by-West	SE 41950 02450
7	Highgate, residentials	605	North-by-West	SE 41931 02583
8	The Sidings, residentials	700	North-by-West	SE 41910 02638
9	Old Moor Tavern	935	North-by-West	SE 41941 02930
10	Everill Gate Lane	960	North-by-West	SE 41929 02942
11	Leon Grant Clothing	940	North-by-West	SE 41836 02877
12	Everill Gate Lane, residentials	850	North-by-West	SE 41770 02775
13	Willow Farm	805	North-West	SE 41590 02617
14	Cranswick Convenience Foods	990	West-North-West	SE 41243 02479
15	Flexseal Portal	900	West-North-West	SE 41290 02421
-	D L G Auto Services	900	West-North-West	SE 41290 02421
16	Premier Inn Barnsley (Dearne Valley)	775	West-North-West	SE 41403 02311
-	The Meadows, Brewers Fayre	775	West-North-West	SE 41403 02311
17	Valley Park Estate	690	West-North-West	SE 41605 02333
18	Dearne Valley Parkway (B6273)	490	North-West	SE 41784 02310
19	Kingfisher Drive, residentials	300	North-West	SE 41898 02228
20	Pontefract Road	240	North-West	SE 41945 02197
21	Recreational area	250	West-North-West	SE 41887 02106
22	Industrial units off Derwent Way	195	West	SE 41925 02014
23	Moorbridge Crescent, residentials	260	West	SE 41852 02009
24	Wath Road, residentials	290	West	SE 41610 02021
25	Wath Road	580	West	SE 41530 02014
26	Chapel Avenue, residentials	660	West	SE 41465 02027



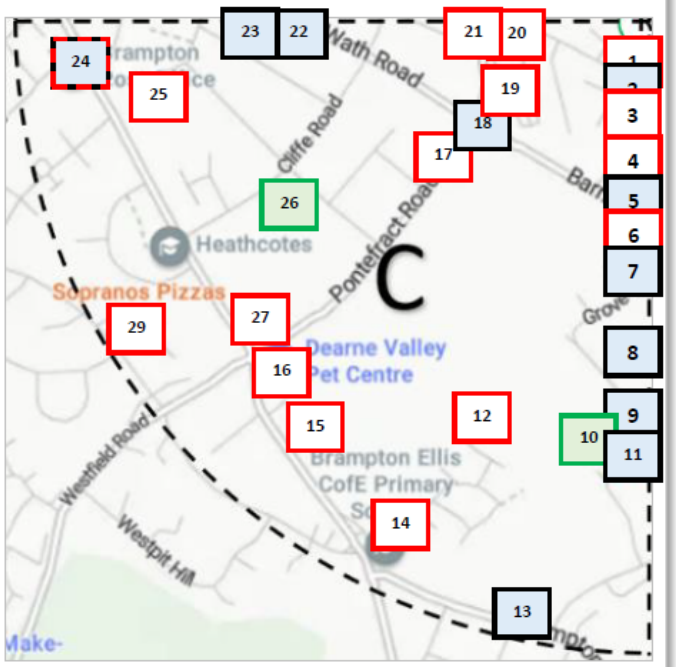
QUADRANT B

#	Receptor	Dist. M	Direction from site	Grid Reference
1	Dearne Lane	105	East	SE 42227 02006
2	Industrial units, Dearne Lane	165	East	SE 42284 02008
3	Manvers Way / Old Moor Ln, roundabout	255	East	SE 42371 02008
4	Knoll Beck, river	355	East	SE 42473 02010
5	K C Sofas	50	North-East	SE 42166 02050
-	Big Wild Thought	85	North-East	SE 42210 02061
-	Technical Print	110	North-East	SE 42197 02087
6	Manvers Way	145	North-East	SE 42222 02114
7	Old Moor Wetland Centre RSPB Reserve	190	North-East	SE 42249 02154
8	Old Moor Wetland Centre	245	North-North-East	SE 42190 02247
9	Dearne Valley Parkway (B6273)	600	North	SE 42125 02592
10	Recreational area	755	North	SE 42120 02773
11	Waterfront Golf Club	780	East	SE 42891 01997



QUADRANT C

#	Receptor	Dist. M	Direction from site	Grid Reference
1	Keyline Civils	50	South	SE 42135 01913
2	Derwent Way	130	South	SE 42133 01877
3	Ultimate Accident Repair	145	South	SE 42124 01866
4	Life Skills Rotherham	255	South	SE 42102 01756
5	Barnsley Road	335	South	SE 42121 01686
6	Barnsley Road, residentials	360	South	SE 42122 01669
-	Grove Road, residentials	360	South	SE 42122 01669
7	Grove Road	420	South	SE 42099 01582
8	Elliot Close & Browning Road	590	South	SE 42140 01423
9	Coleridge Road	675	South	SE 42108 01334
10	Recreation area	765	South	SE 42009 01273
11	Christchurch Road	850	South	SE 42114 01156
12	Ellis Grove, residentials	729	South-South-West	SE 42834 01335
13	Brampton Road	985	South-by-West	SE 41990 01042
14	Brampton Ellis CofE Primary School	880	South-South-West	SE 41773 01207
15	Brampton Road, residentials	825	South-West	SE 41606 01366
16	Dearne Valley Pet Centre	785	South-West	SE 41575 01446
-	Brampton MOT Centre	785	South-West	SE 41575 01446
17	Pontefract Road, residentials	375	South-West	SE 41831 01830
18	Pontefract Road	290	South-West	SE 41881 01872
19	Norham Plastics	215	West-by-South	SE 41929 01924
-	Semlo Fabrications	215	West-by-South	SE 41929 01924
20	Industrial units off Derwent Way	195	West	SE 41925 02014
21	Moorbridge Crescent, residentials	260	West	SE 41852 02009
22	Wath Road	585	West	SE 41503 02033
23	Dearne Road / Chapel Avenue	675	West	SE 41442 02042
24	Knollbeck Lane	870	West	SE 41243 01919
-	Brampton Post Office	870	West	SE 41243 01919
25	Brampton Cortonwood Infant School	740	West-by-South	SE 41395 01866
26	Recreation ground	655	West-South-West	SE 41563 01689
27	Paw 4 A Day School	785	South-West	SE 41527 01514
-	Squad Fitness	785	South-West	SE 41527 01514
-	The Bulls Head	785	South-West	SE 41527 01514
28	Westfield Road	830	South-West	SE 41502 01465
29	Sopranos Pizzas	925	South-West	SE 41329 01518



QUADRANT D

#	Receptor	Dist. M	Direction from site	Grid Reference
1	Dearne Lane	105	East	SE 42227 02006
2	Dollywood Cosmetics / Edit Surgery	270	East	SE 42381 01980
-	Tiny Tots Day Nursery	290	East	SE 42381 01980
3	Manvers Way	295	East	SE 42416 01981
4	Bauer	425	East-by-South	SE 42543 01913
5	Waterfront Golf Club	500	East	SE 42656 01990
6	Bow Wow Brigade	425	East-by-South	SE 42634 01871
-	Rotary Drive, residentials	425	East-by-South	SE 42634 01871
7	Costa Coffee / KFC / Bluebell Inn	640	East-South-East	SE 42702 01734
-	Greggs / JD Sports / Onyx Fish Bar	640	East-South-East	SE 42702 01734
8	Holiday Inn Express Rotherham	995	East-South-East	SE 42998 01582
9	Whitworth Lane, residentials	730	South-East	SE 42655 01524
10	football ground off Barnsley Rd)	575	South-East	SE 42528 01599
11	JET petrol garage	705	South-East	SE 52575 01466
12	Byron Lodge Care Home	805	South-South-East	SE 42549 01292
13	West Melton Primary School	960	South-by-East	SE 42347 01085
14	Premier, convenience store	715	South-by-East	SE 42274 01308
-	Marmareekas Grill / Sea Dragon, cafe	715	South-by-East	SE 42274 01308
15	Barnsley Road	340	South	SE 42109 01687
-	Barnsley Road, residentials	340	South	SE 42109 01687
16	Life Skills Rotherham	255	South	SE 42102 01756
17	Ultimate Accident Repair	145	South	SE 42124 01866
18	Derwent Way	130	South	SE 42133 01877
19	Keyline Civils	100	South	SE 42135 01913

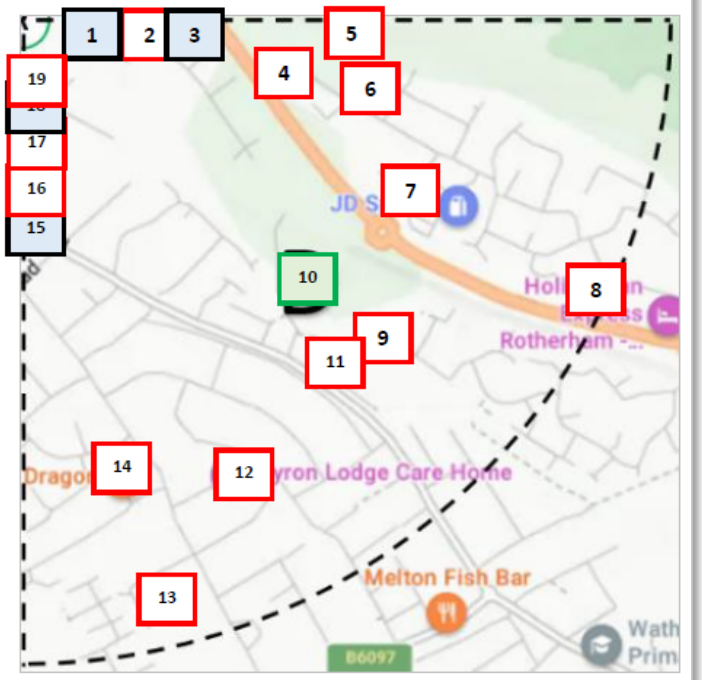


Figure 1.2: Nearby Sensitive Receptors

Table 1.2 Sources of Odours and / or other Emissions

Company	Address	Type of Business	Distance from Derwent Recycling Centre site boundary (m)
Keyline Civils	Derwent Way	Building Material Supplier	0
Nu Con	Derwent Way	Concrete and concrete block production	0
-	A633	Busy public highway	130
Norham Plastics	Derwent way	Plastic injection moulding	50
Garden Shed UK	Derwent Way	Manufacturer of sheds and timber products	150

2. Operations at Derwent Recycling Centre

2.1 Waste Deliveries to Derwent Recycling Centre

The site is operating as a household, commercial and industrial waste transfer station and the total quantity of waste currently accepted onto the site is currently less than 25,000 tonnes per year. Permit variation will increase tonnage to less than 75,000 tonnes per year.

Segregated waste streams will be delivered into the site by 40 – 45 yard container hook lift vehicles or articulated lorries with ejector trailers. As the site develops, HWMW plan to accept mixed Local Authority material as well as the segregated waste streams. All containers and vehicles are contained or have sheeting systems to contain waste and reduce the risk of emissions occurring.

HWMW accepts that there will be a minimal amount of contamination within the mixed dry recyclables and source segregated wastes delivered into this site.

Upon entering the site, all waste delivery / collection vehicles will be checked-in at the weighbridge, upon satisfactory documents and acceptance, the waste vehicles will then be directed towards the applicable storage area. Site staff direct the waste vehicle towards the designated waste bay / tipping area, giving instruction to deposit or collect the load when it is safe to do so. The waste vehicle returns to the weighbridge via the designated route. Routing for the site is shown in Figure 2.2.

All waste is subject to being accepted as per our MRF & WTS Waste Acceptance procedure. This includes being rejected for the presence of non-acceptable or wrongly coded wastes, being odorous or dusty and, the presence of flies and of oversized wastes. Site staff have the option to reject and reload the material in its entirety, to quarantine the material pending further investigation or onward movement or to contain the material pending onward movement.

Predominantly the bulk of the waste accepted at this site is recyclate from the surrounding HWRCs collected by HWMW, so the risk of receiving an odorous load is minimal and to date, we have not witnessed odour an issue within any materials brought to site. This does not discount the likelihood of it happening in the future if for instance, the wrong material is loaded into a vehicle or if a vehicle is not tipped or cleaned out correctly after collecting other material.

If any odour is present when a load is being tipped or rejected, it will be quarantined or reloaded back onto the delivery vehicle. The MRF & WTS Waste Rejection Form will be completed, and the relevant customer / client informed. The decision to quarantine or reload material is taken by the Senior Operations Manager. Photographic evidence may also be taken (and screenshots of CCTV if required) in support of the waste MRF & WTS Waste Rejection Form.

The MRF & WTS Waste Acceptance procedure and the associated rejection form are shown in Appendix A.

Our vehicle fleet in and around Barnsley, Doncaster and Rotherham have an emission rating of Euro 6 which aids reduction in harmful emissions and thus potential vehicle odours.

All materials are stored within individual bays for a maximum period of one month, before they are or sent out for onward treatment.

2.2 Overview of Waste Processing, Odour, and Other Emission Controls

The site has consent to operate on a continuous basis but, is currently only manned by operational staff between the hours of 08:00 and 17:00 Monday to Friday and occasionally to meet demand the site may operate out of these hours as well as, on Saturdays, Sundays, and Bank Holidays (this is to facilitate alternate working arrangements for HWMW and other third-party clients)

Details of the typical waste streams delivered into the facility are shown in table 2.1 below.

The following drawings are shown below:

- *Figure 2.1 - location of the facility*
- *Figure 2.2 - traffic management plan*
- *Figure 2.3 - material bay layout*
- *Figure 2.4 - dust suppression system layout*

Externally

All roads around the site are impermeable concrete or tarmac surfacing, the traffic management plan for the site is shown in Figure 2.2.

Within the entrance of the site there is a platform weighbridge, adjacent to this is the administration office and welfare facilities to the right. To the left of the weighbridge is the workshop building with access into the workshop around the first right hand corner of this building. Also, in front of the workshop access point is an area used for parking HWMWs HGVs. Beyond the welfare facilities and on the left is staff and

visitor parking and, beyond this is an area currently used for (RoRo) container storage. In between the container storage area and the HGV parking area is a ramp which allows access down to the lower level which includes material storage bays and the WTS building. Beyond the WTS building is a large area of hardstanding land used for storage which is enclosed by fencing and large gated access from Pontefract Road.

All roadways and storage areas within the permitted / operational area will be surfaced with tarmac or concrete, laid to suitable falls to aid drainage.

Controlling vehicle speed around the site is managed by:

- site safety inductions,
- speed restrictions in around the facility and
- near miss reporting.

Speed in around the main building is prohibited to 5mph.

The site perimeter is fully secured through the provision of 2.4m high security palisade fencing, chain link fencing or concrete walls around the perimeter and a large steel-framed security gate (3m in height) at the entrance of the site. Both the fencing and gates are inspected, faults reported, arrangements to conduct repairs will be made and details will be recorded.

The security gates and all doors are locked when the site is not in use. In the unlikely event of unauthorised persons scaling the perimeter fence, access to the administration offices, welfare facilities and the workshop building is prevented with all access doors being closed and / or locked when the facility is unmanned.

We will consider micro netting if;

(i) we receive any complaints regarding litter or dust,

(ii) if we perceive there are emissions of litter or dust beyond the permit boundary and,

(iii) if any of our control measures are not sufficient to prevent emissions of litter or dust beyond the permit boundary.

Materials stored outside are un-processed individual waste streams or mixed dry recyclate. These are contained in concrete bays which face away from prevailing winds to minimise wind-whipping of the stockpiled material. These bays are emptied frequently to minimise the risk of the stockpiles reaching the tops of the concrete walls.

These external bays x4 storage bays will be 9.6m wide by 10m deep and 5m high allowing for a waste pile height of 4m. The additional “freeboard” of 1m will contribute towards minimising wind whipping of the stored materials.

It should be noted that as well the bays facing away from prevailing winds the bays are protected from prevailing winds by the presence on the WTS building. During periods of windy weather, the double handling of waste i.e. pushing waste up in the bays will be kept to a minimum.

Road-sweeping around the site is currently outsourced and undertaken fortnightly by:

Beresford Sweeper Hire Limited,
35 Abbott Road, Alfreton,
Derbyshire, DE55 7HD.

Road-sweeping is currently done from outside the entrance gate and covering the upper area of the site. The Senior Operations Manager has the option to increase or decrease this frequency of road-sweeping depending on arising issues or changes in weather.

Operational staff complete housekeeping tasks daily around the site, these are recorded on the Housekeeping & Litter Picker Weekly Report which also defines the areas included. Operational staff complete daily Environmental checks which include the condition of the external roads, perimeter fencing, fuel store, site drainage, the loading bay area and weather conditions. Any issues found are dealt with as soon as it is safe and practical to do so. Confirmation that the checks have been completed, applicable findings and the resulting actions are recorded on the Environmental Log. In addition to this the Senior Operations Manager or Deputy also completes a weekly assessment of the site which includes emissions and complaints and records any findings.

The above forms are shown in Appendix E.

Internally

The WTS building is situated in the centre of the permitted area of the site, with a footprint of 51m x 16m (816m^2) and is located on the northern facade. It is constructed with a steel portal frame and clad on three sides including the roof.

The internal bay walls will be positioned within the building providing x5 equal separate waste storage bays. The bays will be 7.2m deep, width of 9m and a waste pile height of 4m providing 259.2m^2 of storage capacity per bay.

All material storage bays will generally have a minimum freeboard space of 1m at separating walls.

The floor is constructed from concrete.

All material bays will be swept clear / cleaned out when emptied to minimise the risk of any putrescible material rotting, odours escalating and the accumulation of dust. When possible, the material bays will also be washed out. Evidence of these activities are recorded, and these records are retained on site.

Site staff complete housekeeping tasks in and around the main building, these activities are recorded and retained on site. Predominantly the tipping areas are kept clean by the mobile plant operatives. Site staff will complete daily Environmental checks of the interior of the main building which include the condition of the internal working areas, the presence of pests, the welfare facilities, and the loading bay. Any issues found are dealt with as soon as it is safe and practical to do so. Confirmation that the checks have been completed, applicable findings and the resulting actions are recorded on the Environmental Log.

The above forms are shown in Appendix E.

Odour / Dust Suppression

Within the WTS building it is planned to install x6 Mist-Air fans. The position of the misting fans and the misting line are shown in Figure 2.4, they are as follows;

- Fan A1 - rear l/hand corner of the WTS building / Bay 2, facing the front of the building.
- Fan A2 - front l/hand corner of the WTS building, facing Bay 2.
- Fan B1 - second stanchion / upright on the front, facing Bay 3.
- Fan B2 - third stanchion / upright on the front, facing Bay 4.
- Fan C1 - fourth stanchion / upright on the front, facing Bay 5.
- Fan C2 - fifth stanchion / upright on the front, facing Bay 6.

The misting fans have a total of 90 ceramic tipped ultra-fine misting nozzles which create a fine fog for dust suppression within the tipping and processing areas. The system runs on timed programs, we also have the option to run the system manually from the base unit.

We have the capacity to introduce further misting fans if required.

The system would be installed, commissioned, and is serviced by:

Mist-Air Dust Suppression Limited,
Hillcrest, Penybont, Owestry,
Shropshire, SY10 9JF

Detail and benefits of a Mist-Air system is provided in Appendix B.

The Mist-Air system also suppressors odours as well as dust and we also have the option of using additives (masking agents and / or anti-bacterial additives) in the dosing system to control odours if they were to escalate inside the main building.

In addition to the Mist-Air system, it is intended to install a Mist-Tech firefighting system at strategic location within the right-hand corner of the WTS building. This can be used to if required to dampen down internal and external floors to prevent dust. The positioning of this system with the 60m hoses enables dust suppression at all points of the site where materials are tipped and stored.

Details of the system can be found in Appendix G.

2.3 Material Inventory

An inventory of the materials stored on site is listed in Table 2.2, this shows the;

- number of the storage area, as shown in Figure 2.3 (which also identifies the location of each bay),
- storage capacity,
- material description, its form and EWC code,
- source of the material,
- status of the material (receipt, in treatment and awaiting collection),
- maximum age of the waste,
- maximum amount of material in each storage area and

- the risk of odour.

The source of the “Local authority” listed materials could be either from Household Waste Recycling Centres or from domestic wheeled bins collections.

The age of the material is given as a worst-case scenario and this will depend on the frequency of collection, delivery into the site and the fact that materials could be stood over a weekend.

The records of all materials delivered into the site and removed from site will be recorded in the weighbridge system and will be retained for reference for a minimum of 3 years.

All material bays will be swept clear / cleaned out when emptied to minimise the risk of any putrescible material rotting, odours escalating and the accumulation of dust. When possible, the material bays will also be washed out. Evidence of these activities are recorded, and these records are retained on site.

Table 2.1: Estimated waste types that will be brought into DRC each week.

European Waste Code (EWC)	Product Description	Tonnes / week	Destination at the facility				Process	Risk of odour emissions beyond boundary
			WTS building	External storage bays	RoRo Skip Area	Workshop		
20 01 39	Plastic bottles	*2.5*	✓				*Bulked for transfer to other facilities for processing*	*Low*
20 01 01	Fibres (paper & cardboard)	*25*	✓				*Bulked for transfer to other facilities for processing*	*Low*
15 01 01	Cardboard	*50*	✓				*Bulked for transfer to other facilities for processing*	*Low*
20 03 01	MDR (Mixed Dry Recyclate)	*225*	✓				*Bulked for transfer to other facilities for processing*	*Low*
20 01 38	Wood	*150*		✓			*Bulked for transfer to other facilities for processing*	*Low*
20 01 39	Hard plastic	*65*		✓			*Bulked for transfer to other facilities for processing*	*Low*
17 01 07	Inert	*300*		✓			*Bulked for transfer to other facilities for processing*	*Low*
20 02 01	Green waste	*425*		✓			*Bulked for transfer to other facilities for processing*	*Low*
15 01 04	Mixed cans	*0.5*			✓		*Awaiting transfer to other facilities for processing*	*Low*
15 01 07	Glass bottles	*10*			✓		*Awaiting transfer to other facilities for processing*	*Low*
16 01 03	Tyres	*5*			✓		*Awaiting transfer to other facilities for processing*	*Low*
20 01 40	Ferrous Metal	*45*			✓		*Awaiting transfer to other facilities for processing*	*Low*
20 01 40	Non-ferrous Metal	*1*				✓	*Segregated into different grades before being transferred out to off-takers.*	*Low*
	Total	***1,326.5***	***Tonnes***					

**The above tonnages are only estimations and are based on contracted and uncontracted tonnages and seasonal variations.*

Table 2.2: Material Storage Bay Inventory

Bay #	Storage Capacity m3	Material	Form	EWC code(s)	Source	Status	Max. age of the material in storage area	Maximum material stored m3	Risk of odour
1	256	N/A, quarantine bay.	Loose	N/A	Other bays on site or rejected material.	Unprocessed.	N/A	256	Low
2	324	Plastic bottles	Loose	15 01 02, 20 01 39	HWRCs or Local Authority.	Unprocessed.	5 days	259.2	Low
3	324	Fibres (paper & cardboard)	Loose	15 01 01, 20 01 01	HWRCs or Local Authority.	Unprocessed.	2 weeks	259.2	Low
4	324	Cardboard	Loose	15 01 01	HWRCs or Local Authority.	Unprocessed.	1 week	259.2	Low
5	324	MDR (Mixed Dry Recyclate)	Loose	20 03 01	Local Authority.	Unprocessed.	5 days	259.2	Medium
6	324	MDR (Mixed Dry Recyclate)	Loose	20 03 01	Local Authority.	Unprocessed.	5 days	259.2	Medium
7	480	Wood	Loose	20 01 38	HWRCs or Local Authority.	Unprocessed.	1 week	384	Low
8	480	Hard plastic	Loose	20 01 39	HWRCs.	Unprocessed.	1 week	384	Low
9	480	Inert	Loose	17 01 07	HWRCs.	Unprocessed.	2 weeks	384	Low
10	480	Green waste	Loose	20 02 01	HWRCs or Local Authority.	Unprocessed.	5 days	384	Medium
-	33.6	Mixed cans	Loose	15 01 04	HWRCs.	Unprocessed.	3 days	33.6	Medium
-	33.6	Glass bottles	Loose	15 01 07	HWRCs.	Unprocessed.	3 days	33.6	Medium
-	33.6	Tyres	Loose	16 01 03	HWRCs.	Unprocessed.	3 days	33.6	Medium
-	33.6	Ferrous metals	Loose	20 01 40	HWRCs.	Unprocessed.	3 days	33.6	Medium
-	15	Non-ferrous metals	Loose	20 01 40	HWRCs.	Unprocessed and processed (manually sorted)	2 weeks	15	Low

NB: The position of each bay is shown in Figure 2.3

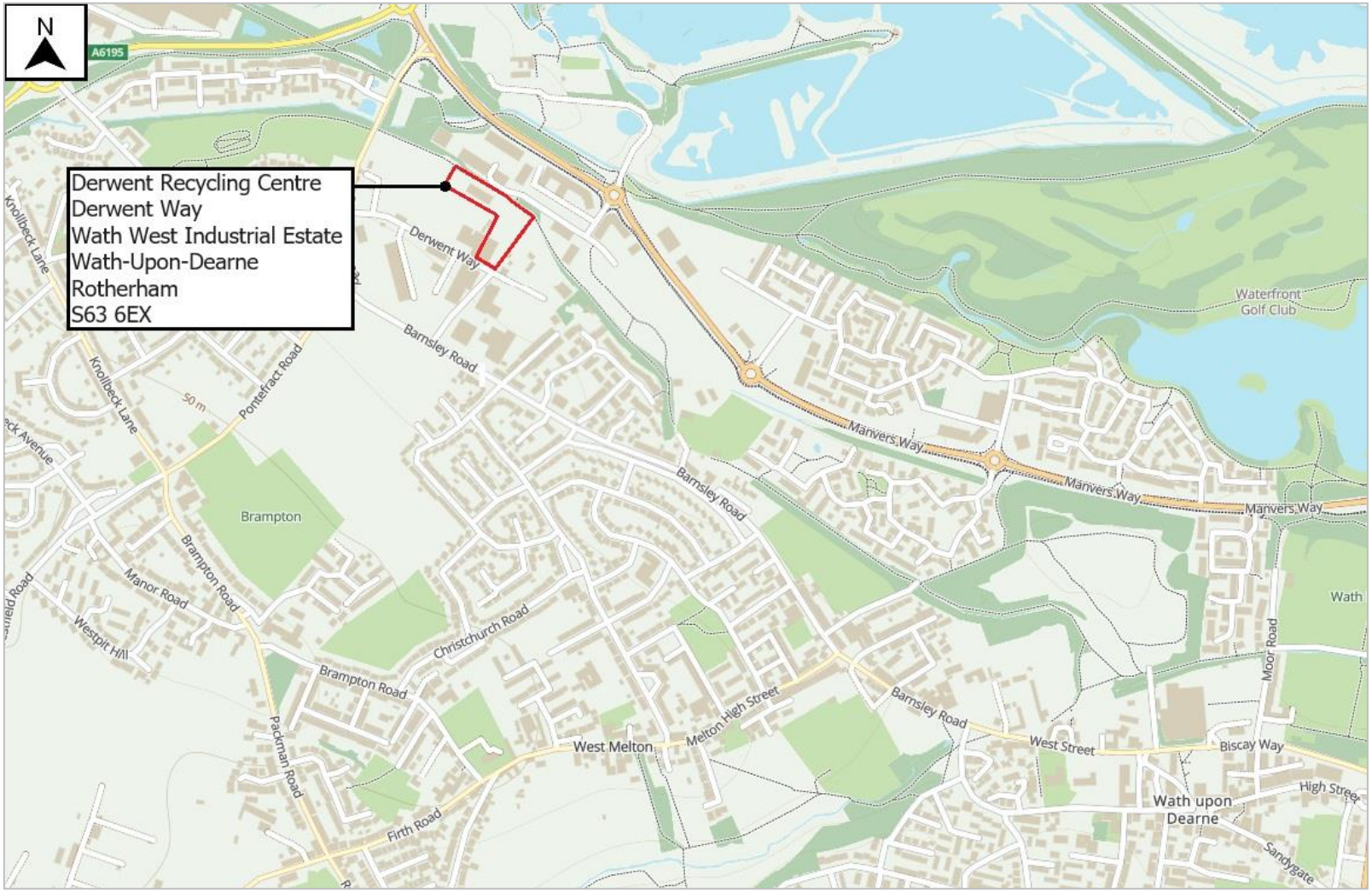


Figure 2.1: Facility Location

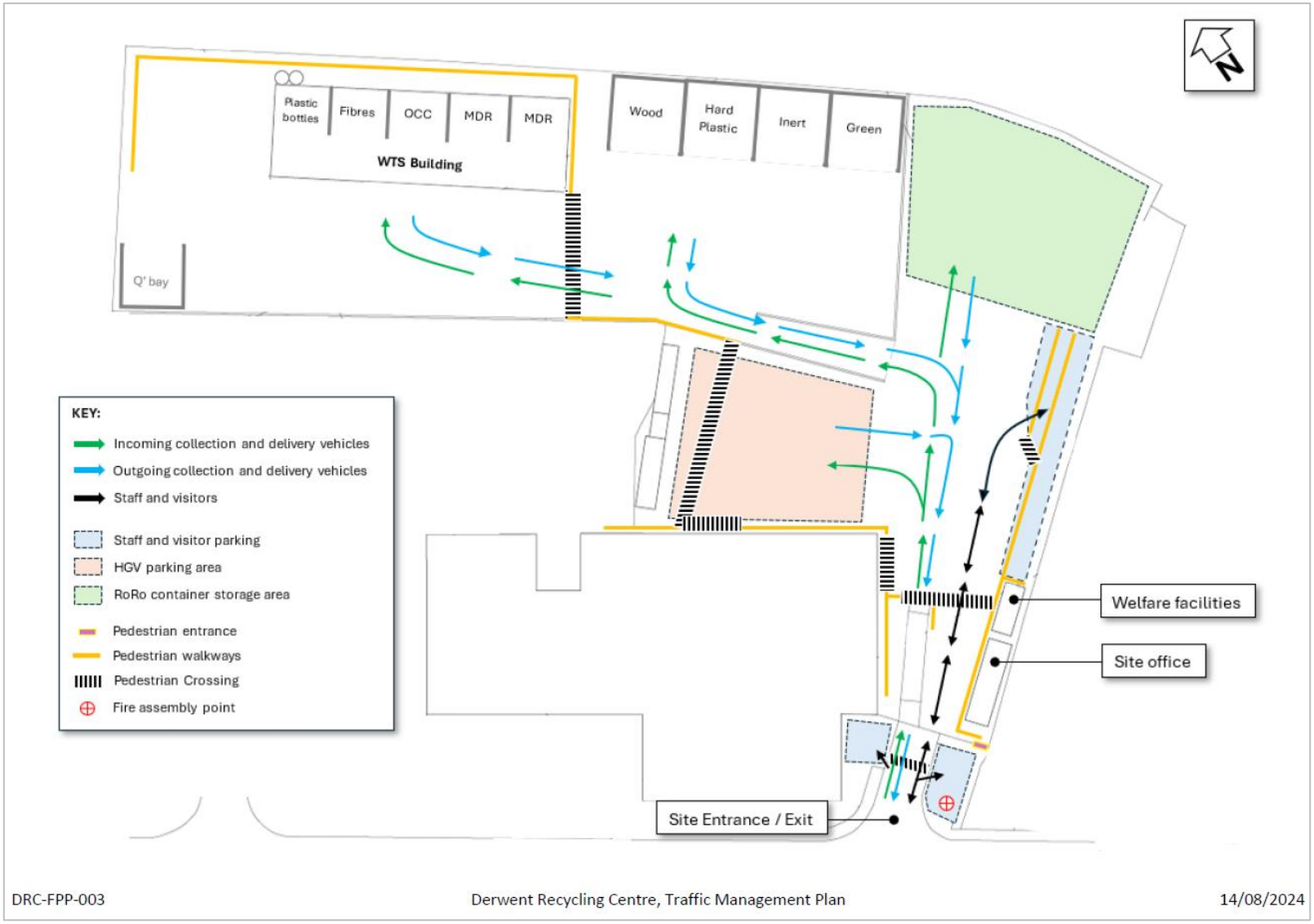


Figure 2.2: Traffic Management Plan

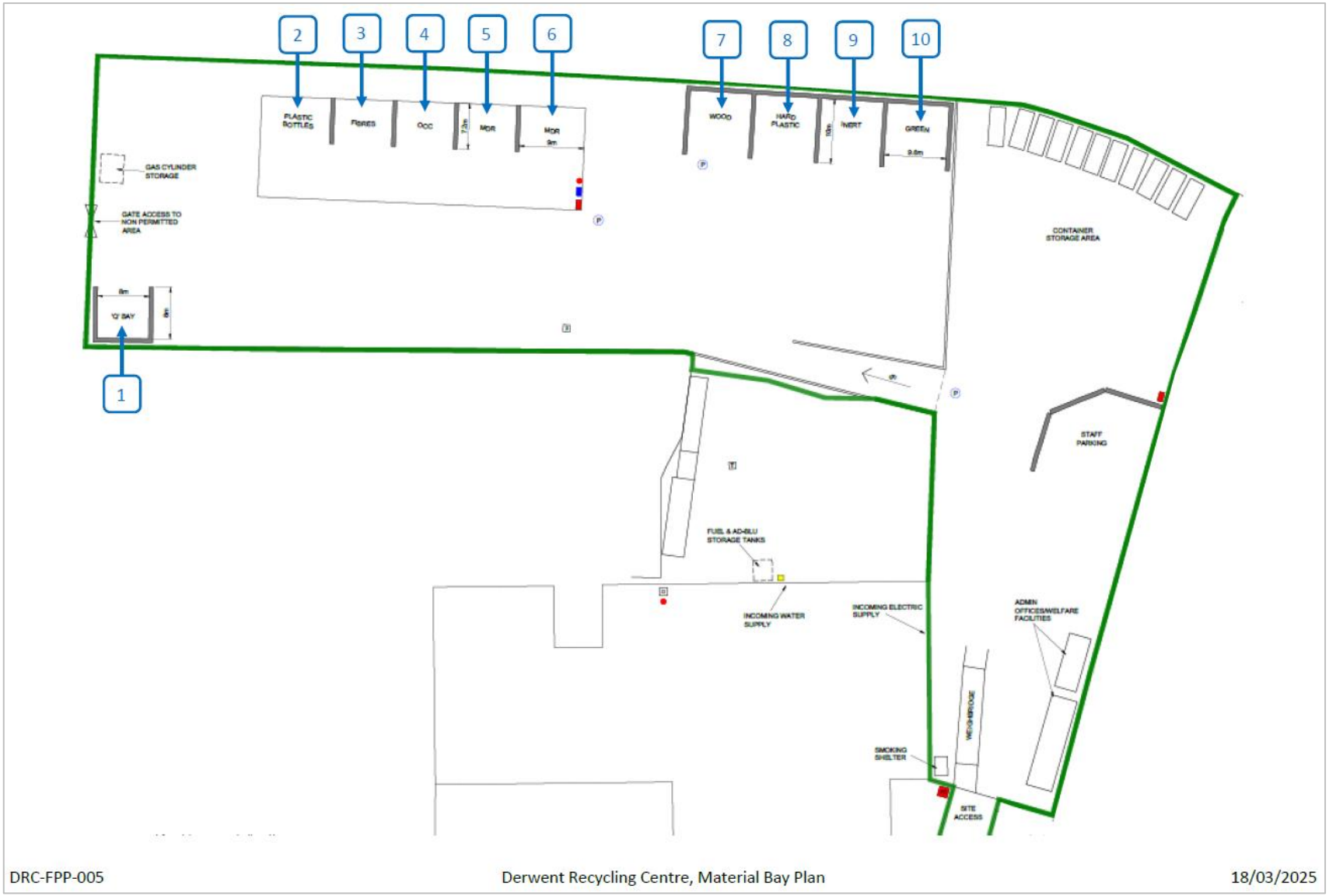


Figure 2.3: Material Bay Plan

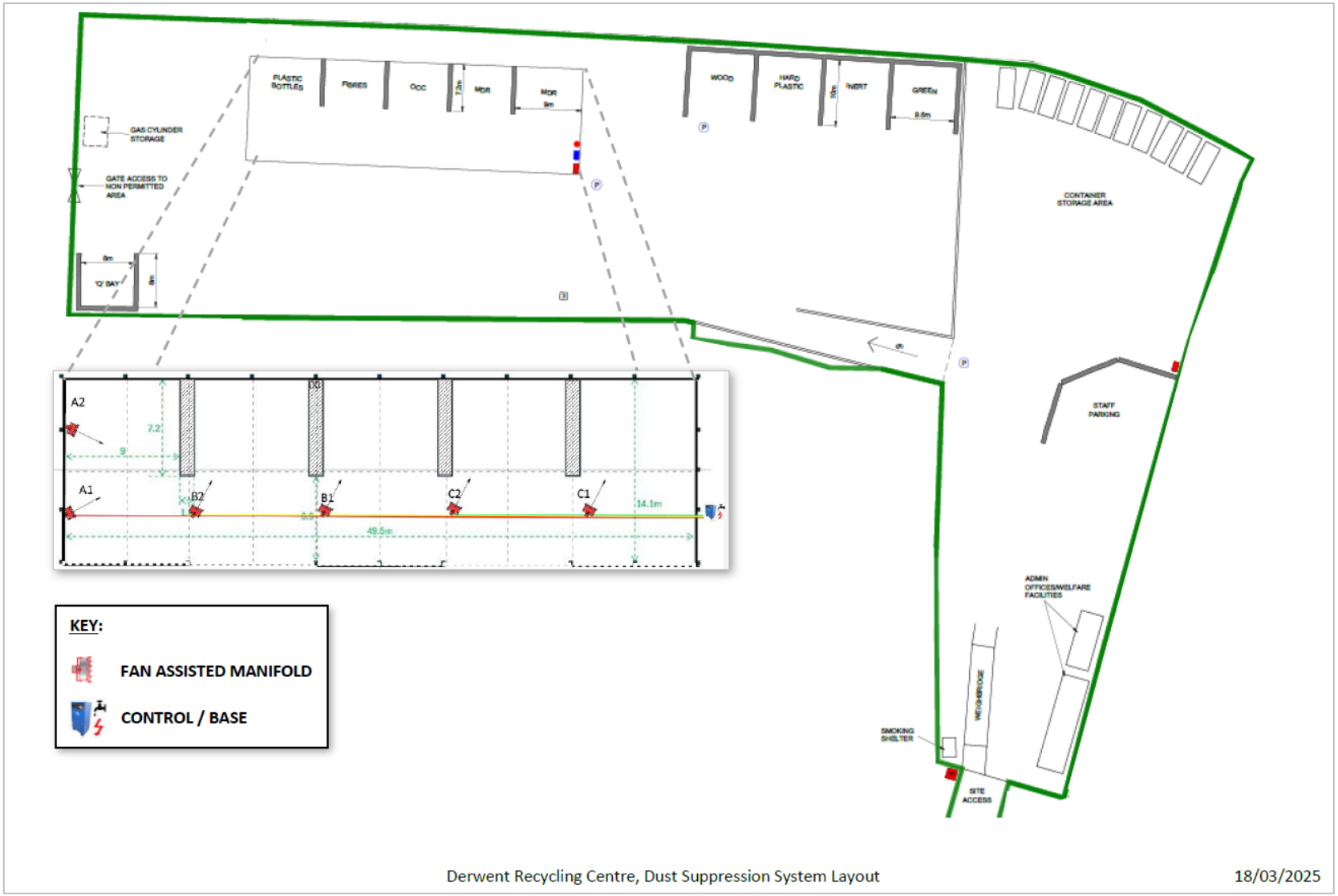


Figure 2.4: Dust Suppression System Layout

2.4 Mobile Plant and Equipment.

Nitrogen Dioxide gas is a by-product of internal combustion engines, and the site uses several items of plant with internal combustion engines. The following table lists the type, mobile and emission ratings for the mobile plant and equipment used on site:

#	Description	Make	Model	Emissions Rating	Leased / Owned
-	Telescopic Waste Handler	JCB	560	Tier 4	Arnold Plant
-	Tracked Material Re Handler	JCB	160	Tier 4	H W Martin

NB: the above mobile plant detail was recorded on 08/07/2024.

The telescopic waste handler is leased through Arnold Plant who provide scheduled servicing and maintenance as per the manufacturer's specification. They are used mainly for the movement of loose material but can be quickly adapted to handle pallets or bales by interchanging the appropriate attachments.

The 360 and the telehandlers on site use diesel as fuel. Our diesel is confirmed by our supplier as being ultra-low sulphur.

All mobile plant operatives have had been trained in the safe and efficient use of all mobile plant.

All mobile plant used on site is checked before use, this includes ensuring that the mobile plant is clean. This is recorded on an Operator Plant Check / Defect Sheet. All mobile plant is also cleaned down at the end of each shift, the acceptance that this is done is completed via a tool-box talk.

Scheduled maintenance is also undertaken on all mobile plant and this includes being jet washed down before various other component cleaning and greasing activities inside the main building. This is recorded on a Mobile Plant Maintenance form.

The Operator Plant Check / Defect sheet and the weekly Mobile Plant Maintenance form are all shown in Appendix F.

3. Odour Management

3.1 Responsibility for Implementation of the OMP

This OMP was established by the Compliance Manager with input from the Senior Operations Manager and the Director.

The Senior Operations Manager is responsible for reviewing the OMP and making sure that OMP is followed on Site.

This OMP will be reviewed annually and / or when:

- there are changes to the site layout or infrastructure,
- when there are any changes to the immediate surroundings areas outside the permit boundary,

- with the introduction or changes to fixed or mobile plant equipment or
- with the introduction of new grades of materials accepted on site.

A Deputy Manager will follow the OMP in the absence of the Senior Operations Manager.

The Senior Operations Manager, nominated Deputy Manager and site staff will read through this OMP in its entirety when it is issued and when it is amended in the future. Records of this will be retained on site and included in the Training Matrix for the facility.

The site was purchased in 2023 and to date we have received no substantiated complaints from any interested parties regarding odour generated by our site activities.

3.2 Sources and Odour

Potential Sources

- Waste (this includes putrescible waste) brought to the site by varying types of vehicles and waste containment.
- Waste being stored on site.
- Waste being moved by the telescopic waste handlers.
- Waste being processed.
- Waste being loaded back onto vehicles.
- Exhausts of vehicles on site and mobile plant.
- Emissions from processing equipment on site.
- Oils and fuel.

Further detail on how we intend to break the source-pathway-receptor model for each of these potential sources is shown in the below Tables 3.1 and 3.2.

Table 3.1: Source-Pathway-Receptor Routes

Source	Pathway	Receptor	Type of impact	Where relationship can be interrupted
Debris	Falling off lorries or from containers	Choose from table 1.1 above	Odour from waste	Good housekeeping regime in place for the site. Covered lorries and containers before entering or leaving facility.
Tipping, storage and sorting of waste inside buildings	Atmospheric dispersion	Choose from table 1.1 above	Odour from waste	All loose waste materials (including waste potentially containing putrescible material) are stored inside the facility in concrete bays. The transfer station building is enclosed on three sides and the storage bays within the building have been situated on the rear wall to contain odours. The transfer station building is fitted with an automatic dust suppression system in place which also assists in supressing odour as fragrances can be added to the system which eliminate odours. All material bays will be emptied (as a minimum) every 3 months and cleaned out to minimise the risk of any putrescible material rotting and odours escalating. All material bays will also be disinfected at least twice a year. Photos are taken and the detail is recorded, and these records are kept on site.
Vehicle exhaust emissions	Atmospheric dispersion	Choose from table 1.1 above	Odour from exhaust fumes	Regulatory controls and best-practice measures to minimise source strength. Daily pre-use checks. Regular servicing and maintenance.
Non road going machinery exhaust emissions	Atmospheric dispersion	Choose from table 1.1 above	Odour from exhaust fumes	Regulatory controls and best-practice measures to minimise source strength. Shift pre-use checks on all mobile plant. Regular servicing and maintenance.

Table 3.2: Measures that will be used on site to control odour emissions

Abatement Measure	Description / Effect	Overall consideration and implementation	Trigger for implementation
Preventative Measures			
Enclosure within a building	Creating a solid barrier between the source of odours and receptors is likely to be the most effective method of control.	Very effective despite costs and the high potential for disruption to already operational sites. New sites are strongly recommended to fully enclose from the outset. Ensure that procedures are in place to manage the building and its integrity.	This will be used all the time, there will be no processing of waste outside the building.
Site / process layout in relation to receptors	Locating waste processing activities at a greater distance and downwind from receptors may reduce receptor exposure.	May be worthwhile in combination with other measures to reduce odours. If possible, discuss at pre-application and prior to site design if the activity is known to be cause odours. For existing sites this will require the operator to think about moving the site around.	This will be used all the time, there will be no processing of waste outside the building. If the facility develops in any way, this will be taken into consideration in the design phase.
Site speed limit, 'no idling' policy and minimisation of vehicle movements on site	Reducing vehicle movements and idling should reduce emissions from vehicles.	Easy to implement as part of good practice. Should be identified clearly in the site management system and implemented as appropriate measures.	These speed controlling measures and reducing plant idling time will be used all the time.
Minimising drop heights for waste.	Minimising the height at which waste is handled should reduce the distance over which odour is carried by winds.	Relatively easy to implement at many sites.	This will be used all the time.

Abatement Measure	Description / Effect	Overall consideration and implementation	Trigger for implementation
Covered skips / storage vessels.	Enclosing processes will further reduce the risk of odour emissions.	These steps should be identified clearly in the site management system and implemented as appropriate measures.	
Good house-keeping	Having a consistent, regular housekeeping regime that is supported by management, will ensure site is regularly checked and issues remedied to prevent and remove potential odour sources.	Easy to implement and requires minimal equipment. Encourages a sense of pride and satisfaction amongst the staff which promotes vigilance and a positive culture. Staff should target the areas not caught by the road sweeper and other cleaning apparatus. Details on the frequency, job roles and areas covered should be documented here.	This will be used all the time. Site Manager will decide when not to do this outside the facility – for example if it is not safe to do so due to icy conditions.
Sheeting of vehicles	Helps prevent the escape of odours from waste materials within vehicles as they travel.	Relatively easy to implement at many sites. Should be identified clearly in the site management system and implemented as appropriate measures.	This will be used all the time.
Minimisation of waste storage heights and volumes on site	Reducing storage volumes of wastes should reduce odours in and around the site.	Reducing the amount of time that waste is on site can incur costs but can be managed. Included within the Fire Prevention Plan for the site is storage times for waste materials together with minimising stockpiles.	This approach will be used all the time.

Abatement Measure	Description / Effect	Overall consideration and implementation	Trigger for implementation
Remedial Measures			
On-site sweeping	Sweeping could be effective in managing odorous debris. Road sweeping vehicles damp down dust and particulates whilst brushing and collecting dust and particulates from the road surface, particularly at the kerbside. This may generate dust and particulate movement that may become a Health and Safety issue if the filters and spray bars on the sweepers are not maintained.	Easy to apply but less effective than other measures.	This will be done on a weekly basis by a third party contractor.
Suppression with mist sprays	Installation of mist sprays around sites, at building entrances/exits and within buildings. It can also assist in the damping down of dust and particulates, therefore, reducing odorous emissions from site.	Very effective at controlling point source emissions of dust, particulates and odours. Not effective for use at site boundaries. Uses less water than water bowser. Maintenance should be covered in the management system and procedures.	This will be used all the time inside the building.

3.3 Other considerations

As shown in Table 1.2 there are other potential sources in and around the industrial estate which could create odours. This list of potential sources is not exhaustive but should be taken into account if odours are reported to site, when investigating complaints or if reported by site staff.

When undertaking odour monitoring and investigations in relation to complaints:

- It is often difficult to witness odour incidents that are episodic and short-lived.
- Emissions are often greatly diluted from their point of release but can still be detected by people.
- Peaks in exposure may be due to changing dispersion conditions (wind direction, turbulence) or variable emissions (doors opened, intermittently run plant or equipment)
- It can be difficult to work out where an emission comes from or to distinguish it from other sources.

We will use alternate staff (office staff or staff from another site or facility) to undertake the weekly monitoring or “sniff tests” if the assigned Manager or assigned deputy has a cold, sinusitis or a sore throat as these conditions could affect their ability to estimate the intensity range of odour during monitoring.

3.4 Enclosure of Waste Processing & Storage Areas

All wastes delivered to site that are bulked for onward movement are stored inside a building, within the external concrete bays or within the Roll-on Roll-off containers pending transfer.

3.5 Active Monitoring

All processing of waste is within the building and we believe that the emission of odours leaving our site boundary is unlikely. We will however include odour monitoring of the site perimeter by site staff on the daily walk around and also on a weekly basis by a Manager independent to the site activities or his / her deputy.

Daily monitoring during the daily walk around the site will recorded on the Environmental Log. If odours are witnessed, then the more specific weekly monitoring will be undertaken immediately to identify the route cause / source of the odour.

The weekly monitoring (or sniff tests) will be taken at least once per week at x6 different location points on the site boundary by a Manager independent to the site activities or his / her assigned deputy. This is to minimise the risk of Adaption (The normal desensitisation of individuals to particular odours)

occurring. This weekly monitoring will be recorded on the Odour Monitoring Report Form as shown in Appendix B.

This weekly monitoring will include:

- Date, time and duration of the test
- Mapping locations
- Weather conditions
- Temperature
- Wind strength and direction
- Odour intensity
- Potential receptor sensitivity
- Source of an evident odour

We have referred the guidance from the Environment Agency (H4 Odour Management) for the above criteria and have used the intensity range as defined in German standard (VDI 3882, Part 14) within our Odour Monitoring Report Form.

Any reports of odours (that have the potential to leave the site) will be reported to the Operations Director and any additional measures agreed and implemented.

3.6 Contingency Measures

Contingency measures may be necessary if there is, or may be, a significant episode, as a result of:

a) a fire on site,
b) a prolonged period of hot weather leading to an increase in the incidence of odours emanating from the building or
c) a major mechanical breakdown of processing equipment.

The following actions will be taken for the above worst case scenarios;

<u>A fire on site</u>

- The site will stop accepting waste as soon as an incident occurs.
- If the Fire & Rescue Service are called to site, we will;
    1. Take advice and guidance from the chief fire officer on scene,
    2. close the surface water penstock valves and
    3. utilise site plant if safe to do so in removing any burning waste away from other waste and creating firebreaks.
- The Senior Operations Manager or Deputy will liaise with the Environment Agency, the direct neighbouring businesses and the emergency services (if applicable) throughout an incident.
- Materials will be diverted to an alternate facility if required.
- Active monitoring will be undertaken daily after the incident until such time that it is proven (and it is also recorded) that there are no

unreasonable odours beyond the permit boundary, this will be completed at all x6 test points as shown on page 2 of Appendix B.

- If required firewater will be pumped into tankers for off-site disposal to a suitable permitted facility. Alternatively, we have the option to apply for a Short Term Discharge Authorisation with the local water authority to discharge the firewater into the trade sewerage system.
- Any fire damaged waste will be characterised to enable determination of a suitable facility for recovery or disposal of the affected waste.
- Only under advice from the Fire & Rescue Service (if applicable) and the Environment Agency will we start to accept waste back into the facility.
- Following a significant fire event, the Fire Risk Assessment for the facility will be reviewed and any additional actions or measures agreed and implemented.

A prolonged period of hot weather

- Active monitoring will be undertaken daily to ensure that there are no unreasonable odours beyond the site permit boundary, this will be completed at all x6 test points as shown on page 2 of Appendix B.
- The Senior Operations Manager or Deputy will liaise with the Environment Agency and the direct neighbouring businesses if we find that odours will be perceived beyond the site permit boundary.
- We have the option to reduce or cease accepting waste on site and to divert some or all incoming materials to an alternate facility until such time that any offending material can be processed and / or removed from site.
- Only under advice from the Environment Agency will we start to accept any diverted waste back into the facility.

A major mechanical breakdown

- The Senior Operations Manager or Deputy will notify the Environment Agency if a mechanical breakdown is likely to result in waste materials being held longer than the maximum storage durations as listed in section 2.3. In this instance the Senior Operations Manager or Deputy will also communicate timeframes for remedial / repair work to the Environment Agency.
- As soon as this scenario occurs, active monitoring will be undertaken daily to ensure that there are no unreasonable odours beyond the site permit boundary. This will be completed at all x6 test points as shown on page 2 of Appendix B.
- The Senior Operations Manager or Deputy will liaise with the Environment Agency and the direct neighbouring businesses if we find that odours will be perceived beyond the site permit boundary.

- We will not exceed maximum storage volumes in the material storage bays unless agreed with the Environment Agency.
- We also have the option to reduce or cease accepting waste on site and to divert some or all incoming materials to an alternate facility until such time that any offending material can be processed and / or removed from site.
- Only under advice from the Environment Agency will we start to accept any diverted waste back into the facility.

It is also accepted that there may be circumstances when unreasonable or highly offensive odorous waste material may be “masked” within materials or loads brought into the site, this would also instigate the contingency measures.

If an unreasonable / highly offensive odour occurs (a significant episode) site staff will:

- Identify the source of the odour if it is on site.
- Transfer the affected waste material into the quarantine bay.
- Where possible the material will be separated either by hand or machine (or a combination of both) to reduce the amount of material to be quarantined and so that the route cause of the odour can be identified easily within the affected material.
  (In some circumstances it may be difficult to identify the route cause I.e. if the affected material has been contaminated with an odorous liquid)
- Additional monitoring will be undertaken on to ensure that fugitive emissions on the site boundary are not unreasonable / highly offensive.
- Arrangements will be made for the affected / contaminated waste materials to be transferred to a suitably licenced waste management facility for treatment or disposal.
- If the decision is made to cease accepting any waste materials, alternate facilities within the Company or operated by a third party can be used.
- Details of the route cause of the odour will be fed back to the applicable customer (external or internal) and any actions agreed to minimise any reoccurrence in the future.
- Details will be recorded on the Dust and Odour Complaint (refer to Appendix C) and any supporting information such as photographs, correspondence with neighbouring businesses etc. will be attached.

Additional measures such as air extraction / filtration, biofilters, chemical scrubbing etc will be considered and implemented if significant episodes continue to occur. When any additional measures are put in place, this OMP will be reviewed and updated accordingly.

4. Reporting and Complaints Response

The Senior Operations Manager will deal with complaints and will formally acknowledge the complainant within 2 working days of the complaint being reported to site.

The Senior Operations Manager will liaise with the complainant on a weekly basis until such time that any resulting actions and / or required works have been completed.

If control measures fail and a repeat complaint is received regarding the same issue, the complaint will be escalated a Director who will (i) take responsibility for liaising with the complainant, (ii) will establish a Working Group to include the Senior Operations Manager, the Compliance Manager and a Site Operative and, (iii) will agree any short term corrective actions and any long term preventative actions.

The National Plant Manager and / or the Group Facility Manager will be included in the Working Group if it is deemed necessary by the Director and if any resulting actions will need their input or approval.

The decision to cease site operations (as a result of repeat complaints) will be approved by the main Director under advice from the Director and the Compliance Manager.

The Environment Agency will be notified accordingly.

4.1 Engagement with the Community

The immediate neighbours to our site (Keyline and Nu Con) have been contacted by our Senior Operations Manager who has passed on his details and who is the primary contact for our facility.

4.2 Reporting of Complaints

All complaints from interested parties will be recorded on our Emissions Complaint Form by the Senior Operations Manager or Deputy. This form is shown in Appendix C.

If the decision has been made to review findings or improvement measures at a later date, the Senior Operations Manager will record this on the form.

Findings from the investigations and any remedial actions will be recorded on the form and details will be fed back to the complainant.

Records of any complaints made about the facility will be kept for at least 3 years.

4.3 Management Responsibilities

All complaints from interested parties regarding the possible emission of odour from the site will be investigated primarily by the Senior Operations Manager who will inform a Director and a Compliance Manager of the

complaint.

Findings from the investigation and any remedial actions will be agreed by a Director.

All complaints together with the results of the investigations and any remedial actions will be included within the H.W Martin Waste Monthly Management Review Meetings.

4.4 Summary

The aims of this OMP are:

- to identify if any site-generated odour is leaving the boundary of the site,
- to identify if on-site odour management methods are effective or whether they need to be reviewed and / or improved.

This OMP will form part of the Environmental Management System for the site and it will be integrated into the EMS as a formal document. A copy of this OMP will be kept on site, enabling ease of reference by site staff.

APPENDICES

Appendix A: Waste Acceptance & Rejection

Policy & Procedure Title	MRF & WTS Waste Acceptance

	Name	Title	Signature	Date
Author	K Brough	Compliance Manager		14.02.2023
Reviewer	D Nortcliffe	Operations Director		14.02.2023
Authoriser	R Akers	Director		14.02.2023

Effective Date:	Sep 2022
Review Date:	As required

H.W. MARTIN WASTE LTD.
POLICY & PROCEDURE
INTEGRATED MANAGEMENT SYSTEM
ISO 9001:2015, 14001:2015 & 45001:2018

1. PURPOSE

The purpose of this policy and procedure (P&P) is to establish a formal process to be followed when accepting waste materials at our Materials Recycling Facilities and Waste Transfer Stations.

2. INTRODUCTION

The company has an established process for accepting waste materials; this P&P formalises the process in order that it can be followed consistently and effectively by our site staff.

This policy and procedure (P&P) also ensures the Company is meeting the criteria set out in the waste Duty of Care code of practice.

3. SCOPE

The P&P applies to all waste materials received at our Materials Recycling Facilities and Waste Transfer Stations. Company activities that may give rise to receiving such waste materials comprise:

- The management and operation of HWRCs (Household Waste Recycling Centres, also known by other names such as tips, civic amenity sites etc.)
- The management and operation of MRFs (Materials Recycling Facilities)
- The management and operation of WTSs (Waste Transfer Stations)
- The management of commercial / trade waste by Premier Waste Recycling
- The treatment of Local Authority MDR (Mixed Dry Recyclate)

4. DEFINITIONS

4.1 D.O.C

Duty of Care - our legal responsibility to ensure that we produce, receive, store, transport and dispose of our waste without harming the environment.

4.2 Environmental Permit

A type of licence that is required if from a result of your activity, you pose a risk of (i) causing an emission which could result in pollution to air, water or land, (ii) increased flood risk or (iii) which could adversely affect land drainage.

4.3 HWRC

Household Waste Recycling Centre - a permitted facility that accepts waste from the public and (in some cases) from a commercial business on behalf of a local authority.

4.4 Load

The contents of any vehicle which is intended to be deposited at the Materials Recycling Facility.

4.5 Local Authority

An administrative body in local government, sometimes referred to internally as the client or council.

4.6 MRF

Materials Recycling Facility - a permitted facility that accepts and treats / separates mixed waste materials from commercial businesses or Local Authorities (councils)

4.7 Waste Exemptions

Required for a waste operation that is exempt from needing an Environmental Permit. Similar to a permit, waste exemptions still have specific limits and conditions that the holder must operate within.

4.8 Waste Transfer Station

A facility where municipal waste is delivered into for baling, shredding, sorting and / or storage before sent on for further treatment or disposal.

5. RESPONSIBILITIES

Business Support Manager (Compliance): responsible for assisting the Operations Director in organising the safe removal of non-conforming waste from site in the absence of the compliance Manager.

Director: responsible for authorising the issue of Integrated Management System (IMS) policies and procedures of H.W Martin Waste and controlled documents directly related to the Waste company's transport activities.

Compliance Manager: responsible for assisting the Operations Director in organising the safe removal of non-conforming waste from site and, for advising the Environment Agency of any possible emissions beyond the site's permit boundary as a result of any non-conforming wastes.

Machine driver (tele-handler operator): responsible for checking all tipped waste materials for non-conforming waste and for communicating this to the weighbridge operator.

Operations Director: responsible for overall day-to-day activities for our HWRCs, MRFs and WTSs and for communicating the details of any waste rejections to the relevant Local Authority or customer.

Site / Operations Manager: responsible for completing the MRF & WTS Waste Rejection Form in a timely fashion and for sending this (together with any supporting information) to the Operations Director and Compliance Manager.

Also responsible for communicating any potential risk of emissions (such as odour and pests) beyond the sites permit boundary to the Operations Director and the Compliance Manager.

Weighbridge Operator: responsible for ensuring the waste description is correct in the documentation supplied by the producer and holder for all materials received on site and, for communicating details of any non-conforming waste to the Site / Operations Manager.

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6. SPECIFIC PROCEDURE

The content or specification of 'conforming' waste materials to be received at the MRF or WTS is agreed at the start of a contract and / or during the contract extension process.

Wastes will only be accepted when the site is operational and when staff are present to inspect the material tipped.

The delivery of waste materials from our HWRCs or commercial customers delivered into our MRFs or WTSs will be agreed in advance and these waste materials should be as described / agreed.

When any waste arrives on site, the associated documentation will be checked by the Weighbridge Operator to ensure the waste description is correct and that it is an accepted waste included in the site's Environmental permit or registered waste exemptions. Materials that cannot be accepted will be rejected from site.

Conforming wastes will be stored in the relevant bay and bulked ready for onward transfer for processing or for treatment / processing on site or will be loaded directly into the line for treatment / processing.

In the event that a non-conforming (unauthorised) waste is identified within Local Authority material by site staff during load discharge / offloading, then the following action will be taken:

- The load will be segregated from other materials in an isolation area or quarantine bay.
- Site staff will inform the Weighbridge Operator and Site / Operations Manager.
- The Site / Operations Manager will take photographic evidence and complete the MRF & WTS Waste Rejection Form before sending this information over to the Compliance Manager and Operations Director.
- Any non-conforming waste likely to cause an emission beyond the site's permit boundary (such as odour or pests) will be communicated to the Environment Agency by the Compliance Manager.
- The isolated / quarantined load will be made available for inspection by the Local Authority and (where applicable) the Environment Agency on request.
- An appropriate disposal route will be agreed with the Local Authority and / or the Environment Agency before it is transferred to a permitted treatment or disposal facility.

If non-conforming (unauthorised) waste is found within a load of material delivered to site and it is possible to safely remove this waste material, it will be placed in an isolation area or quarantine bay. The customer or Local Authority and the relevant Contract Manager will be informed before suitable arrangements are made to remove this non-conforming (unauthorised) waste material from site.

MRF & WTS
Waste Rejection Form

PREMIER Waste Recycling | MARTIN WASTE MANAGEMENT

Site Receiving Waste

** Please tick appropriate box*

ARC ☐ DRC ☐ Leeds ☐ MRC ☐ Monument Park ☐ Sandbach ☐

Details of the Load

Delivery date	Time of delivery
Name of Customer	
Material delivered in	
Haulier | Vehicle registration	

Reason for Rejecting Waste

** Please tick all appropriate boxes*

Legal :	Waste type, presence of non-conforming waste	☐
Legal :	Waste description, wrongly coded & non-acceptable	☐
Environmental :	Presence of hazardous waste material	☐
Environmental :	Presence of dusty waste material	☐
Environmental :	Presence of odorous waste material	☐
Environmental :	Presence of flies or vermin in the waste	☐
Operational :	Presence of oversized waste material	☐
Other :		☐

Comments:

Delivery Driver Details

Name | Signature

Person Completing this Form

Name | Signature

Please ensure photographic evidence is taken and that this form together with the photographs and any weighbridge ticket generated are passed over to the Compliance Manager and Operations Director ASAP.

WA-IMS-ENV-FO-007_V3.0 01.11.2023

Completed MRF & WTS Waste Rejection Forms and any supporting information (such as pictures, documentation, and emails) will be retained by the Company for a minimum of 2 years for non-hazardous wastes and 3 years for hazardous wastes.

7. FORMS/TEMPLATES TO BE USED

WA-IMS-ENV-FO-007, MRF & WTS Waste Rejection Form

8. INTERNAL AND EXTERNAL REFERENCES

8.1 Internal References

Alfreton Recycling Centre Site Management Plan

Leeds Materials Recycling Facility Management System

Monument Park Site Management Plan

Sandbach Management Plan

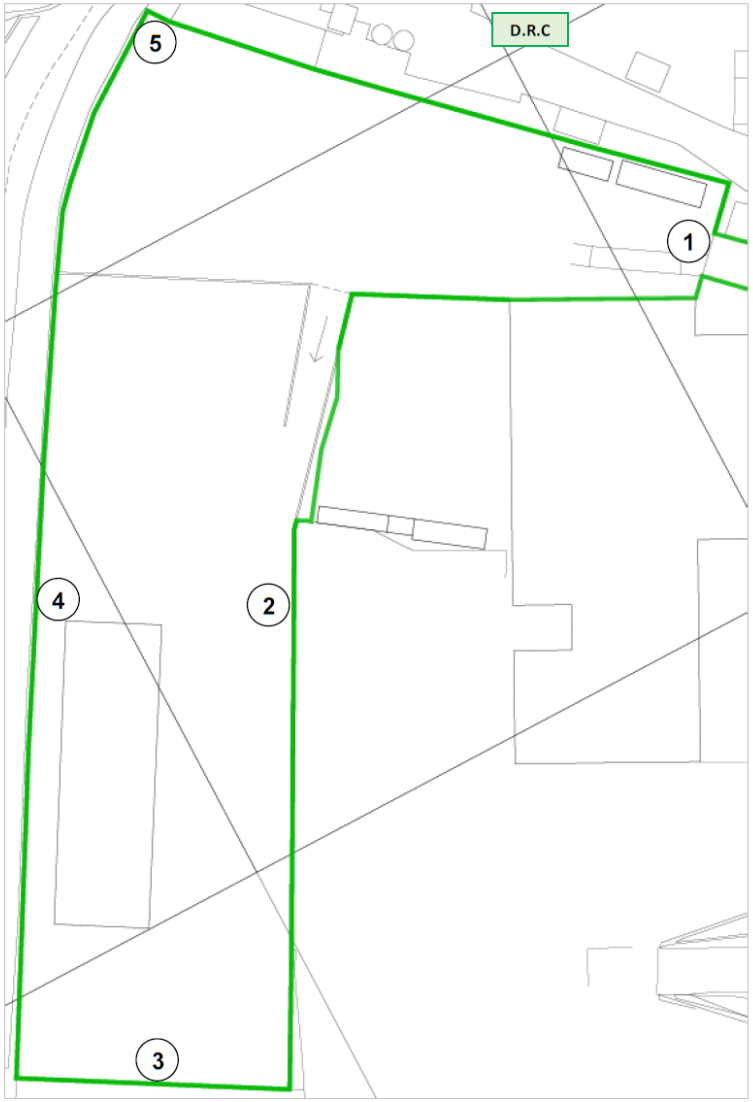
8.2 External References

Environment Agency code of practice & guidance:

- Waste duty of care: code of practice (accessible version) - GOV.UK (www.gov.uk)
- Waste acceptance procedures for deposit for recovery - GOV.UK (www.gov.uk)

9. CHANGE HISTORY / DOCUMENT REVIEW

Revision no.	Effective Date	Significant Changes	Previous Revision no.
1.0	09.09.2022	Initial issue / revision	N/A
2.0	14.02.2023	Title of document amended, minor amendments to content to include 'WTS' reference and Monument Park, the inclusion of managing PWR commercial waste in section 3, Sanbach & Management Plans included in section 8.1.	1.0



Odour Monitoring Report Form

MARTIN WASTE MANAGEMENT

			Date		
Location of monitoring (Locations shown on page 2)	**1**	**2**	**3**	**4**	**5**
Time of monitoring					
Weather conditions (Sunny, dry, damp etc.)					
Temperature (cold, mild, warm, not and / or degrees if known)					
Wind strength (none, light, steady, strong, gusting)					
Wind direction (from N, NE, E etc.)					
Intensity perceived ***(see below range)***					
Duration (of test in minutes)					
What does it smell like ?.					
Receptor sensitivity ***(see below)***					
Is the source evident ?					
Comments or observations *Please use the back of this page for further comments if required*					
Completed by:	.....				

Intensity Range

0	No odour
1	Very faint odour
2	Faint odour
3	Distinct odour
4	Strong odour
5	Very strong odour
6	Extremely strong odour

Receptor Sensitivity

- L - Low (e.g., footpath or road)
- M - Medium (e.g., industrial premises)
- H - High (e.g., housing, hotel, park etc.)

Please avoid strong food or drinks (including coffee) at least half an hour before starting the monitoring.
Do not undertake this monitoring if you have symptoms of a cold, sinusitis or a sore throat.

Appendix C: Emissions Complaint Form

Emissions Complaint Form

PREMIER Waste Recycling

MARTIN WASTE MANAGEMENT

** Please tick appropriate box*

☐ Dust ☐ Litter ☐ Noise ☐ Odour

Complainant Details	
Name of Complainant	
Address	
Contact Tel	
Contact Email	
Date of Complaint	
Complaint Details	
Investigation Details	
Investigation carried out by	
Position	
Date & time investigation carried out	
Weather conditions	
Wind direction and speed	
Investigation findings	
Feedback given to Environment Agency and/or local authority	
Date feedback given	
Feedback given to complainant	
Date feedback given	
Review and Improve	
Improvements needed to prevent a reoccurrence	
Completion date of improvements	
If different insert reason for delay	
Does an emission management plan need to be updated	
Date that the plan was updated	
Closure	
Site / Operations Manager review date	
Site / Operations Manager signature to confirm no further action required	

WA-IMS-ENV-FO-005_V4.0 14.02.2023

Appendix D: Mist-Air dust and particulate suppression system.

THE ADVANTAGES OF THE mist-air® SYSTEM

- Solves environmental and occupational health issues for Dust, Odours, and Flies
- Everything stays dry including floors, machinery, personnel and stock.
- Suppresses all types of dust, including wood, glass, grain, coal, brick, steel, biomass, gypsum, etc.
- Helps to prevent flash explosions caused by igniting airborne dust
- Does not require a water storage tank
- Does not require a compressor
- Uses very little water or electricity.
- 6 independent circuits to suppress each area individually.
- Timed intermittent operation on any circuit when required.
- Chemical dosing system to control Odours and Flies.
- Sanitising system to purge whole system against Legionella.
- All wetted parts manufactured from Stainless Steel and non-ferrous materials so there can be no corrosion within the system
- 20 years corrosion warranty.
- All electronics controlled by “Smart Wire” state of the art solid state electronics, and RCDs.
- The whole system can be trace heated and insulated for protection down to -27 0 C
- The system can be adapted and retro fitted to any type or size of operation.

THE mist-air® PRINCIPLE

mist-air® fog particles are separated and blown out by the silent stainless steel fans, into an ever enlarging cone so that all the particles are increasingly separated. The fog particles are attracted to fine dust particles as they form, preventing dust from rising into the air. This protects the operatives and creates a safe atmosphere.

A mist-air® Base Unit turns small amounts of water into a micro-fine fog, which is distributed to fans throughout the working areas, treating each dusty area independently or simultaneously.

The fog floats in the air without dropping to the floor, suppressing airborne Dust and Odours: but floors, materials, machinery, personnel and stock all stay COMPLETELY DRY.

ANY size of building or operation can be effectively treated.

One Base Unit controls the entire system

Fine dry fog floats in the air

mist-air
leaders in dust suppression technology

MIST-AIR DATA SHEET

Odour effectively absorbed by mist-air odour neutraliser

Pungent Smells:		
Ally Thiol	CH2CHCH2SH	Strong garlic, coffee
Ammonia	NH310	Sharp pungent
Benzyl Thiol	C6H5CH2SH	Unpleasant, strong
Diphenyl Sulphide	(C6H5)2S	Unpleasant
Chlorine	CL2	Pungent, suffocating
Chloro Phenol	C6H4OHCL	Unpleasant, penetrating
Crotyl Mercaptan	CH3CHCHCH2SH	Skunk like
Dibutlyamine	(C4H9)2NH	Fishy
Diisopropylamine	(C3H7)2HN	Fishy
Triethylamine	(C2H5)3N	Ammonia, fishy
Ethylamine	C2H5NH2	Ammonia like
Butylamine	C2H5CHNH2CH3	Ammonia , sour
1-Propanethiol	CH3CH2CH2SH	Very strong onion
Pyridine	C5H5N	Nauseating, irritating
Sulphur Dioxide	SO2	Pungent, irritating
Toluene	C6H5CH3	Benzene like
Acetaldehyde	CH3CH0	Pungent , fruity
Thiocresol	CH3C6H4SH	Skunk, rancid
2-Methly-2-Butanethiol	(CH3)3CSH	Skunk, unpleasant

Putrid Smells:		
Cadaverine	H2N(CH2)5NH2	Putrid, decaying flesh
1,4-Diaminobutane	NH2(CH2)4NH2	Putrid, nauseating
Dimethlyamine	(CH3)2NH	Putrid, fishy
Dimethly Sulphide	(CH3)2S	Decaying vegetables
Ethanethiol	C2H5SH	Decayed cabbage
Hydrogen Sulphide	H2S	Rotten eggs
Indole	C8H6NH	Fecal nauseating
Chlorophenol	C1C6H50	Medicinal
Methlymine	CH3NH2	Strong, ammonia
Pentanethiol	CH3(CH2)3CH2SH	Unpleasant, putrid
Skatole	C9H9N	Fecal, nauseating
Thiocresol	CH3C6H4SH	Skunk, rancid
Thiophenol	C6H5SH	Putrid, garlic like

Typical usage:

Landfill Sites, Stored Putrescence Waste, Wet Baling Plants, Waste Water Treatment Works, Sludge Treatment Works, Chemical Treatment Works, Abattoirs, Composting Works, Brickworks.

Typical mist-air® Sites

- Quarries
- EFW (Energy from Waste)
- WTS (Waste Transfer Station)
- IVC Maturation
- Power Stations
- Particle Board Factories
- Brick Works
- Paper & Board Manufacture
- Storage Facilities
- Building Colleges
- Cement Manufacturing
- Tarmac Handling
- Mining
- Tunnelling
- Glass Manufacture
- Foundries

DUST MONITORING

RESULTS

KEY:

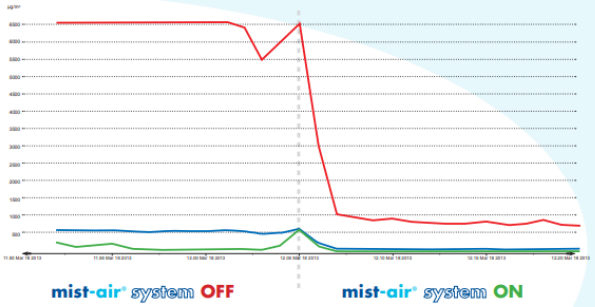
PM10: DM11649/U3000047

PM2.5: DM11649/U3000047

PM1: DM11649/U3000047

Date: 18/03/2013 11:50-12:20

Dust Types: PM10, PM2.5 & PM1



mist-air® system OFF

mist-air® system ON

NOTES:

This is a graph of dust levels in a Materials Recycling Facility.

The Dust Monitor was left to run continually for 30 minutes.

00-15 minutes:
The mist-air® system was switched OFF

16-30 minutes:
The mist-air® system was switched ON

Appendix E: Housekeeping

MARTIN
WASTE MANAGEMENT

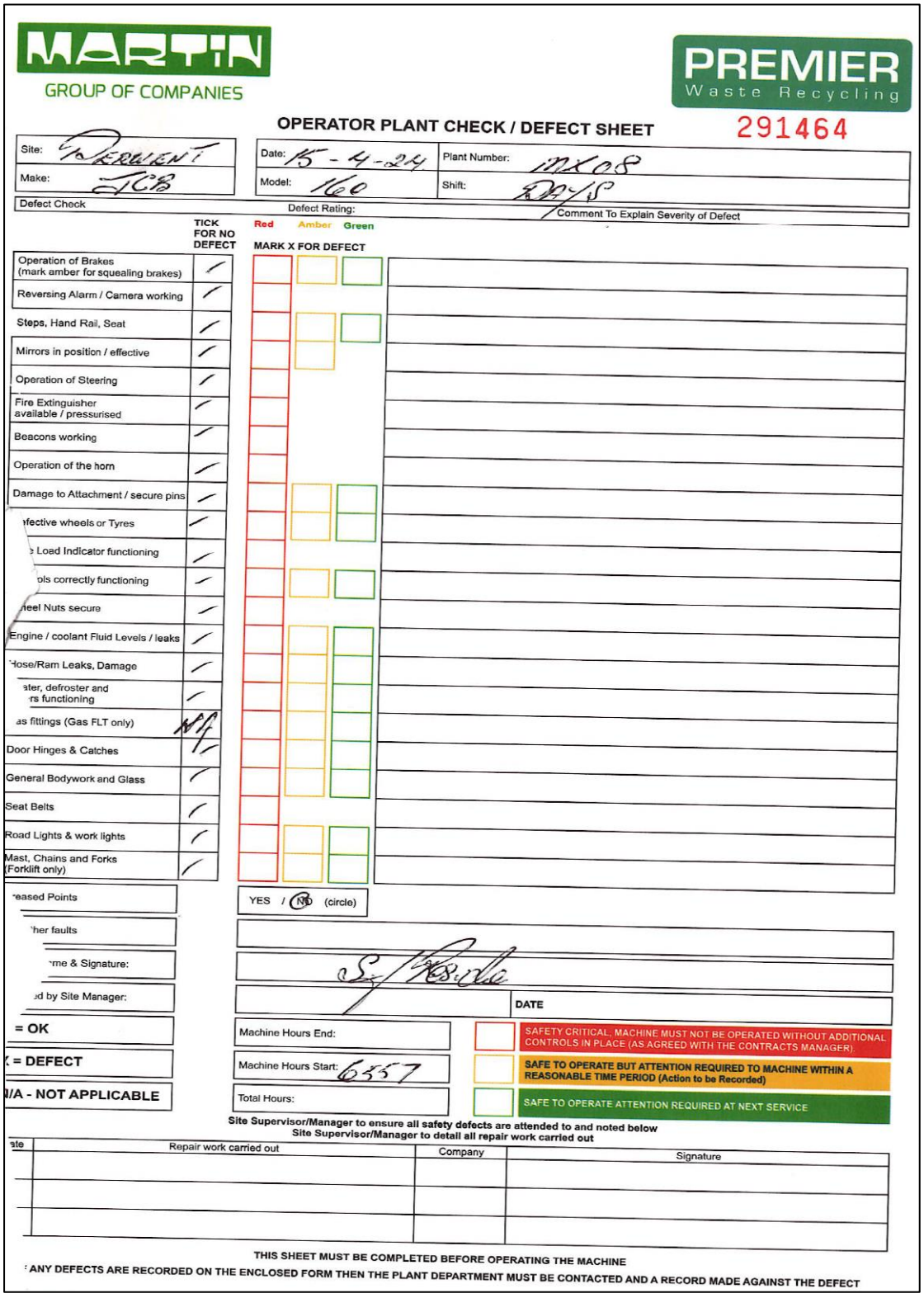
Derwent Recycling Centre

Environmental Log - week commencing: / /

Daily Check List	Inspected by:	M	T	W	T	F	S	S	Coments & Actions	Completed by (Initial)
Condition of external & internal roadways *(Clean, free of litter and no excessive amounts of dirt / mud)*	Site Manager / Foreman or deputy									
Perimeter fencing and gate, barriers *(Operational & inspection for damage)*										
Weighbridge *(Clean, any damage or wear)*										
Wealthfare facilities *(Clean offices, toilets, canteen etc.)*										
Fuel storage *(No leaks & sufficient stock)*										
Oil storage area *(No leaks, correct storage & sufficient stock)*										
Fire safety *(Fire fighting equipment in place and unused)*										
Spill kits *(In place & full)*										
Site Drainage *(Free of pooling, blockages etc.)*										
Storage bay push walls *(Free of damage & intact)*										
Penstock valve *(Clear / free for access)*										
Pest control *(Not an excessive presence of flies, rats etc.)*										
Weather condition (windy, heavy rain, icy) *(Details recorded in site diary)*										
Dust *(Acceptable level, not generating a nuisance)*										
Noise *(Acceptable level, not generating a nuisance)*										
Odour *(Acceptable level, not generating a nuisance)*										

Additionals Comments:

Appendix F: Mobile Plant



MARTIN
GROUP OF COMPANIES

PREMIER
Waste Recycling

OPERATOR PLANT CHECK / DEFECT SHEET 291464

Site: TORRENT		Date: 15-4-24	Plant Number: MX08
Make: JCB		Model: 160	Shift: DAYS

Defect Check	TICK FOR NO DEFECT	Defect Rating: Red / Amber / Green — MARK X FOR DEFECT	Comment To Explain Severity of Defect
Operation of Brakes (mark amber for squealing brakes)	✓		
Reversing Alarm / Camera working	✓		
Steps, Hand Rail, Seat	✓		
Mirrors in position / effective	✓		
Operation of Steering	✓		
Fire Extinguisher available / pressurised	✓		
Beacons working	✓		
Operation of the horn	✓		
Damage to Attachment / secure pins	✓		
ıfective wheels or Tyres	✓		
e Load Indicator functioning	✓		
ols correctly functioning	✓		
heel Nuts secure	✓		
Engine / coolant Fluid Levels / leaks	✓		
Hose/Ram Leaks, Damage	✓		
ater, defroster and rs functioning	✓		
as fittings (Gas FLT only)	N/A		
Door Hinges & Catches	✓		
General Bodywork and Glass	✓		
Seat Belts	✓		
Road Lights & work lights	✓		
Mast, Chains and Forks (Forklift only)	✓		

eased Points	YES / NO (circle)
her faults	
me & Signature:	
d by Site Manager:	DATE
= OK	Machine Hours End:
= DEFECT	Machine Hours Start: 6557
N/A - NOT APPLICABLE	Total Hours:

- ☐ SAFETY CRITICAL, MACHINE MUST NOT BE OPERATED WITHOUT ADDITIONAL CONTROLS IN PLACE (AS AGREED WITH THE CONTRACTS MANAGER).
- ☐ SAFE TO OPERATE BUT ATTENTION REQUIRED TO MACHINE WITHIN A REASONABLE TIME PERIOD (Action to be Recorded)
- ☐ SAFE TO OPERATE ATTENTION REQUIRED AT NEXT SERVICE

Site Supervisor/Manager to ensure all safety defects are attended to and noted below
Site Supervisor/Manager to detail all repair work carried out

ate	Repair work carried out	Company	Signature

THIS SHEET MUST BE COMPLETED BEFORE OPERATING THE MACHINE
: ANY DEFECTS ARE RECORDED ON THE ENCLOSED FORM THEN THE PLANT DEPARTMENT MUST BE CONTACTED AND A RECORD MADE AGAINST THE DEFECT