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Environmental Management System (EMS)

for

KCM Waste Management Ltd

Wash Plant And Recovery Facility

at
land off
Aldwarke Lane,
Rotherham
S65 3SR

Licensed Waste Management and Recycling Facility - Scrap Metal Merchants - Skip Hire – Trade Waste
Aggregates & Tipper Hire - Hazardous Waste Disposal - Confidential Waste Disposal – WEEE Disposal

VAT NO 173 445 405– COMPANY NO 08180835

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VERSION 1 DOCUMENT D1

Date Prepared
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16.04.2027

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Health, Safety, Environment and Quality Manager
KCM Waste Management Ltd

Authorised by
Mr C.P Hickling
KCM Waste Management Ltd
Company Director

Document History

Version	Issue date	Author	Checked by	Description
V1	16.04.2026	D Robinson-Parker	C P Hickling	Document Release

This document will be reviewed as a result of any incidents which may lead to the requirement for immediate review.

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SITE INFORMATION AND KEY CONTACTS LIST

Site Address:	Site off Aldwarke Lane	**Postcode:**	S65 3SR
Site Operator:	KCM Waste Management Ltd	**National Grid Ref:**	SK45149582

Company Contact Details

Contact	Description	Office hours	Out of hours
Charles Philip Hickling	Director	07889236342	07889236432
Keith Mark Hickling	Director	07710321462	07710321462
James Hickling	Senior Site Manager	07753795486	07753795486
Darren Robinson-Parker	QHSE Manager	07710321461	07710321461
Gareth Hickling	Managing Director	07703593214	07703593214
Keith Hickling	Senior Manager	07753795485	07753795485
Emma Hickling	Finance Director	07734600650	07734600650
Emma Hickling	WAMITAB	07734600650	07734600650

Emergency Contacts

Contact	Description	Office hours	Out of Office Hours
South Yorkshire Fire and Rescue	Fire and rescue service	0114 2727202 In case of emergency 999	999 or 112
South Yorkshire Police	Police headquarters	0114 2196905 In case of emergency 999	999 or 112
Environment Agency	Environmental Regulator	03301226320	03708506506
Health and Safety Executive	In case of major incident, dangerous occurrence etc	08453009923	08453009923
Woodland Oils	Fire water clean-up/spillage clean-up	07771848872	07771848872
Yorkshire water	Water supply	0345 1242424	0345 1242424
	Electricity supply		

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1 General Considerations

1.1 Site operator/ permit type

1.1.1 KCM Waste Management Ltd is the permit holder and operates the site in line with permit number 00000000000000 which in summary is a combination of a:

i) Physical treatment facility (PTF) for the production of soil, soil substitute and secondary aggregates and

ii) Household, commercial and industrial (HCI) waste transfer station with treatment.

1.1.2 This document has been produced to support the permit and in turn is supported by other operational documents which should be read in conjunction with this EMS:

- Fire Prevention Plan
- Environmental Risk Assessment
- Odour Management Plan
- Dust Management Plan
- Wash Water Management Plan

1.2 Relevant Contacts

1.2.1 The registered office, site address and contact details for the operator are as follows:

Registered Office	Site Address
KCM Waste Management Ltd Effingham Mills Ginhouse Lane Rotherham South Yorkshire S61 4QN	land off Aldwarke Lane, Rotherham South Yorkshire S65 3SR
Contact: Mr Gareth Hickling	Contact: Mr James Hickling
Position: Managing Director	Position: Site Manager
Tel: 07703593214	Tel: 07753795486

1.2.2 This Environmental Management System (EMS) has been produced by Darren Robinson-Parker and has been prepared to meet the requirements of The Environmental Permitting (England and Wales) Regulations 2016 and the Environment Agency's Guidelines.

1.2.3 A full list of relevant contacts including emergency contact numbers are provided in the Site Information and Key Contacts List which forms part of this document.

1.3 Site Information and Locality

1.3.1 The site is located at land off Aldwarke Lane, Rotherham, South Yorkshire S65 3SR as shown on Drawing 1 Site Location Map. The national grid reference for the site is SK45149582

1.4 Permit Area/Waste Management Operations

1.4.1 The permit boundary is outlined in green on Drawing 2 Site Boundary Plan. All references to the site on the EMS shall mean this area and associated infrastructure, plant and equipment.

1.4.2 The Environmental Permit (EP) required for the storage prior to removal, and treatment (all types of handling/processing) of waste. Waste treatment processes which can be carried out on site will include the following:

Compacting (by loading shovel/360 excavator)
Sorting (with loading shovel/ 360 excavator or by hand)
Screening (by using appropriate mechanical screening plant and equipment)
Separation (by using appropriate mechanical screening plant and equipment)
Shredding (by using appropriate plant and equipment)
Magnetic separation of ferrous metals
Crushing (by crusher)
Blending (by loading shovel/ 360 excavator and trommel)
Washing (by using appropriate plant and equipment)

1.4.3 The specified waste management operations include waste disposal, treatment and recovery operations listed Annex IIA and IIB of The Waste Framework Directive 2008/98/EC; also shown in 'Schedule 1 – Operations; Table S1.1 activities' of the EP.

Table 1.1 Proposed Permitted Operations

Description of activities for waste operations	**Limits of activities**
R3: Recycling/reclamation of organic substances which are not used as solvents **R4:** Recycling/reclamation of metals and metal compounds	Physical treatment of waste in table S2.1 consisting only of manual and mechanical sorting, separation, screening, shredding, crushing, washing and compaction of non-hazardous wastes into different components

R5: Recycling/reclamation of other inorganic materials **R13** Storage of wastes pending any of the operations numbered R1 to R12 (excluding temporary storage, pending collection, on the site where it is produced) **D9** Physico-chemical treatment not specified elsewhere in Annex IIA which results in final compounds of mixtures which are discarded by means of any of the operations numbered D1 to D8 and D10 to D12 **D14** Repackaging prior to submission to any of the operations numbered D1 to D13 **D15** Storage pending any of the operations numbered D1 to D14 (excluding temporary storage, pending collection, on the site where it is produced)	for disposal (no more than 50 tonnes per day) or recovery. Subject to any other requirements of this permit, wastes shall be stored for no longer than 1 year prior to disposal or 3 years for recovery. The capacity of the site for non-hazardous waste subject to an R3 activity (biological treatment only) shall not exceed 75 tonnes per day. No more than 50 tonnes of non-hazardous waste to be treated at the site under a D9 activity. All waste shall be stored and treated on hardstanding or on an impermeable surface with sealed drainage system. No more than 450,000 tonnes of waste listed in the table S2.1 shall be treated per year.

1.5 Hours of Operation

1.5.1 The site will be open during the hours for the delivery and receipt of waste on site; including depositing, sorting, processing, shredding, moving, storing and removing.

Monday to Friday	06.00 – 23.00
Saturday	06.00 – 23.00
Sundays, Bank/Public Holidays	06.00 – 23.00

1.5.2 **NOTE:** The site will not always be open, and operating will vary depending on the amounts of waste needed to be treated and hours required to tip.

1.5.3 The only activities on site which will be permitted outside of these hours are maintenance works, general administrative duties and emergency processing due to unavoidable events such as shortages, plant breakdowns or poor weather conditions.

1.5.4 During times where the site is closed or not in operation, the site will be locked and secured to prevent unauthorised vehicular or pedestrian access. The site will also be monitored with CCTV coverage by security based at head office.

1.6 Waste Storage, types and Quantities

1.6.1 The locations of the operational and storage areas are shown on Drawing 3 Site Layout and Fire Plan. The nature of the operations at the waste facility mean that certain operational areas may change depending on processing requirements.

1.6.2 The waste types handled at the site will consist of dry, inert and non-hazardous construction, demolition and excavation waste as defined in the Controlled Waste (England and Wales) Regulations 2012 Section 75 of the Environmental Protection Act 1990. A detailed breakdown of the waste types allowed for acceptance at the site will be shown in the EP which will appear in Appendix III of this document.

1.6.3 It is proposed the site could accept a maximum of 100 loads per day and 1800 tonnes per day into the facility based on the throughput of the mechanical treatment plant which is 150 tonnes per hour over a 12-hour day. Such loads will be delivered to and removed from the site by way of skip and hook loading trucks, 8-wheel tipper and articulated bulk waste vehicles.

1.6.4 The site can accept 450,000 tonnes of waste into the site per annum. The table below details a summary of the main waste types which will be accepted and stored at the site including proposed storages quantities in m^3.

Table 1.2 Waste Storage Time / Quantities Combustible Waste

Plan ref	Brief description	Storage type	Maximum length and width	Maximum height	Total volume (m^3)	Maximum duration of storage
Pile 1	Waste reception and holding area for mixed household, industrial and commercial (HIC) waste	Bay constructed of concrete lego blocks acting as a block fire wall	13.5m x 13.5m	4 meters	729 m^3	28 days
Pile 2	Processed C and D fines	Bay constructed of concrete lego blocks acting as a block fire wall	13.5m x 13.5m	4 meters	729 m^3	28 days
Pile 3	Combustible waste (pre shred)	Bay constructed	13.5m x 13.5m	4 meters	729 m^3	28 days

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		of concrete lego blocks acting as a block fire wall				
Pile 4	Combustible waste (shredded)	Bay constructed of concrete lego blocks acting as a block fire wall	13m x 8.5m	4 meters	442 m^3	28 days
Pile 5	Non-combustible waste (soil, stone, concrete)	Bay constructed of concrete lego blocks acting as a block fire wall	13.5m x 13.5m	4 meters	729 m^3	N/A
Pile 6	Combustible waste (pre shred)	Bay constructed of concrete lego blocks acting as a block fire wall	13.5m x 13.5m	4 meters	729 m^3	28 days
Pile 7	Combustible waste (shredded)	Bay constructed of concrete lego blocks acting as a block fire wall	13m x 8.5m	4 meters	442 m^3	28 days
Pile 8	Non-combustible mixed CDE waste storage and processing area	Free standing	N/A	4 meters	<2,000 tonnes	N/A
Pile 9	Secondary waste reception and holding area for mixed household, industrial and commercial (HIC) waste	Bay constructed of concrete lego blocks acting as a block fire wall	13.5m x 13.5m	4 meters	729 m^3	28 days

1.6.5 There will also be some temporary storage for treated waste as per the table below:

Table 1.3 Waste Storage Time / Quantities Combustible Waste (temporary storage)

Plan ref	Brief description	Storage type	Maximum length and width	Maximum height	Total volume (m^3)	Maximum duration of storage
Pile 10-12	Mechanically treated waste holding bay	Bay constructed of concrete lego blocks acting as a block fire wall	13.5m x 13.5m	4 meters	729 m^3	28 days
Pile 13	Shredded waste	Bay constructed of concrete lego blocks acting as a block fire wall	13m x 8.5m	4 meters	442 m^3	28 days

1.6.6 There will also be some temporary storage for treated material that is no longer classified as waste following Wrap Protocol as per the table below:

Table 1.4 Product Storage Time / Quantities (temporary storage)

Plan ref	Brief description	Storage type	Maximum length and width	Maximum height	Total volume (m^3)	Maximum duration of storage
Pile 14-20	Recycled product (soil, soil substitute, sands and aggregates)	Bay constructed of concrete lego blocks acting as a block fire wall	12m x 6m	3 meters	216 m^3	N/A

1.6.7 There will also be temporary storage for non-conforming, quarantined waste as per the table below:

Table 1.5 non-conforming waste Storage Time / Quantities Combustible Waste (temporary storage)

Plan ref	Brief description	Storage type	Maximum length and width	Maximum height	Total volume (m^3)	Maximum duration of storage
Pile 21	Non-conforming waste	Bay constructed of concrete lego blocks acting as a block fire wall	12m x 6m	3 meters	216m^3	28 days

1.7 Exempt activities

1.7.1 Activities which are outside the scope of the EP for the site (listed in Schedule 3 of the Environmental Permitting (Egland and Wales) Regulations 2018) may be carried out at the recycling centre and the relevant details would be registered with the EA prior to commencement.

1.7.2 Registration- Current and future exemption notifications and register entries are held in the site office. Registered exemptions are valid for a period of 3 years. If the activity is to be carried on after 3years, a renewal will be submitted to the EA.

1.8 Staffing and Management

1.8.1 The site will be open for deposit of waste or for other essential operations such as processing during the hours listed in Section 1.5. Table 1.6 below details the staff structure of the site when operating at full capacity. Positions in bold italic below are the minimum staff requirements when the site is open for the reception of waste:

Table 1.6 Staffing Levels

Position	**Employees**	**Responsibilities**
Site manager	2 **(1)**	Overseeing and co-ordinating all activities which take place at the site
Machine/plant operators	5 **(2)**	Operating systems, plant equipment site supervision
Site/ office manager	2 **(1)**	Managing site administration
General operatives	5 **(2)**	Sorting waste, maintenance, litter picking etc.

1.9 Health and Safety

1.9.1 All operations on site will be in accordance with the relevant requirements of the Health and Safety at Work etc. Act 1974. Conditions of t site use for employees, visitors and contractors are shown in Appendix IV. These conditions will be shown to all site users and must be signed prior to using the site. Anyone refusing to comply with the conditions of use will be asked to leave the site.

1.10 Technically Competent Person

1.10.1 The sites Technically Competent Manager (TCM) will provide the required attendance time at the facility as required by guidance periodically issued by the EA. A copy of the TCM's Certificate of Technical Competence (COTC) will always be made available and be on display in the site office.

1.10.2 The company through the TCM, will ensure that a nominated deputy is sufficiently trained and familiar with the EP and this EMS document in addition to all relevant company procedures who, in the absence of the TCM, will be the competent person. If either the TCM or deputy is changed, the EA will be informed of the change and relevant details of the replacement as soon as possible.

1.11 Convictions

1.11.1 KCM Waste Management Ltd nor any of the relevant people within the company have been convicted of a relevant offence.

2 Site Engineering and Infrastructure

2.1 Site Description

2.1.1 The general location of the operational, treatment and storage areas of the site are shown on Drawing 3 Site Layout and Fire Plan.

2.2 Access and Parking

2.2.1 Access and egress to and from the site is via Aldwarke Lane as shown on Drawing 2 Site Location

2.2.2 There is ample parking in the parking area shown on Drawing 2 Site Layout and Fire Plan.

2.3 Site Office

2.3.1 The site office is at the south of the site as shown on Drawing 2 Site Layout and Fire Plan. The following documents listed below will be retained in the site office and be readably available:

Table 2.1 Documents

Documents to be retained in the site office
The Environmental Permit (Original and any subsequent variations)
This Environmental Management System (EA approved version)
Current site diary (To record all inspections and visitors to the site)
Environment Agency Inspection (CAR reports)
In-house inspection sheets and recording forms
Duty of Care transfer notes (for 2 years minimum)
Duty of care product notes for aggregates, topsoil's (for 2 years minimum)
Non-conforming/rejection notes (rejected waste for 2 years minimum)
Waste delivery tickets
Accident book and first aid kit
Employers' liability insurance certificate (valid in date)
Health and safety Policy Statement (valid signed and in date)
Environmental Policy Statement (valid signed and in date)

2.4 Weighing and Categorising loads

2.4.1 The site has a weighbridge for accurate weighing of loads to and from the site. During instances where the weighbridge is out of action, the weight of each load into and out of the site will also be estimated using the standard EA/WRAP agreed volume-to-weight conversion factors. Most of KCM's fleet also has built in weighing scales on the vehicles so these weights will also be used as a temporary measure.

2.5 Notice Board and Signs

2.5.1 A notice board is erected at the site entrance/gate and displays the following information:

Table 2.2 Notice board information

Relevant Information
The site name and address: KCM Waste Management Wash Plant and Recovery Facility
The name of the permit holder and operator: KCM Waste Management Ltd
The Environmental Permit number and statement stating that the site is permitted by the Environment Agency

Environment Agency contact details, 0800 807 060 Emergency contact details 0845 933 3111
General enquiries telephone number 0800 772 0948
Operators out of hours emergency contact details 0800 772 0948 opt7
Operating hours 06.00-23.00 Monday to Friday

2.5.2 Additional signs are displayed around the site for operational/health and safety purposes. All staff and visitors will be required to comply with the requirements of all signs whilst on site.

2.6 Site Security

2.6.1 The boundary of the site is protected from unauthorised access by members of the public for security. The sites gates are of steel construction and are lockable to prevent unauthorised vehicular or pedestrian access out-of-hours.

2.6.2 The site has 24-hour security supported CCTV system which is remotely accessible and benefits from a videoed intruder alarm which alerts 3 out-of-hours staff who can view the footage and decide what further action to take such as visit the site, call the police, EA or THE South Yorkshire Fire and Resue Service.

2.6.3 The site security measures will be inspected on a daily basis and any defects which impair the effectiveness of the security will be repaired by the end of the working day. If this is not possible, temporary measures will be put in place to ensure no unauthorised access to the site can be gained until the proper repairs can be carried out as soon as reasonably practicable.

2.6.4 If unauthorised access becomes apparent as a problem at the site, the security measures will be reviewed and improvements implemented.

2.7 Fuel Storage

2.7.1 Fuel storage at the site and procedures are shown in Section 2.2 of the company's Fire Prevention Plan (FPP)

2.8 Rejected Waste

2.8.1 Any waste which is rejected will be stored in a quarantined skip or within the quarantine bay shown on Drawing 3 Site Layout and Fire Plan. The quarantine skip will be a maximum capacity and removed from site in accordance with the Environmental Permitting (Egland and Wales) Regulations 2018. If a skip is used to quarantine material at the site, its location may vary as operating conditions permit. Also, the quarantine skip will be clearly marked and labelled. Rejected waste will be recorded on the Non-Conforming Waste Rejection Form.

2.8.2 **Sludges:** Following the initial waste acceptance procedure as shown in Section 3.1 – 3.4 of this EMS, any waste tipped that contain sludges will be scooped by the loading shovel or excavator and deposited into the above rejected waste skip. If the site is knowingly accepting the sludge waste listed on the site Permitted Waste List as a separate load, the waste will be stored in a container and never tipped on the ground. The sludges will then be stored externally for a maximum period of 2 weeks and if they are considered to be solid in content (following inspection by site staff), the waste will be treated by the relevant plant on site for separation or production of aggregates.

2.9 Drainage Checks and Contingencies

2.9.1 The surface area where the wash plant is to be installed will be made of impermeable concrete. The wash plant is a wet system and has its own drains that collect overspill and rainwater and feeds it back into the tanks where it is cleaned. The system is a completely sealed system, and there are currently no drains that leave the site.

2.9.2 The areas where combustible waste and the waste reception bays are located will be engineered by impermeable concrete. There will be no open drains leading off site anywhere in the permitted area.

2.9.3 There will be at least a minimum of 150mm kerbing around all waste bays and concreted areas to ensure the site benefits from the prevention of water runoff.

2.9.4 All improvement works carried out to the site drainage system will be suitably documented and forwarded to the Environment Agency for inclusion within the Environmental Management System Ref: KCM Drainage Plan as necessary.

2.9.5 In the event of surface water pooling on concreted areas, the road sweeper will be deployed to clean up as necessary. The site manager/staff will conduct daily spillage checks looking specially at un-concreted areas but also looking for water pooling and discolouration in the water that may indicate a presence of oil from machines or from contaminated waste. KCM Waste Management Ltd will use the service of an external company (Woodland Oils Group) to clean such spillages. If the pooling water is suitable, it will be scooped up by using the loading shovel and doused onto external stockpiles.

2.10 Vehicles, Plant and Equipment

2.10.1 Waste will be handled and treated on site using the plant listed in the table below. Additional plant will be hired to cover any very busy periods/breakdowns as covered in the company Business Continuity Plan. Only trained operators will be permitted to drive/operate the plant listed below. Any changes to the list will be notified to the EA prior to implementation.

Table 2.2 Plant and Equipment

Item	Number	Function
Weighbridge	2	Determine loads weights in and out of site
Loading shovels	2	Loading/unloading/movement/sorting
Telehandler	1	Loading/unloading/movement/sorting
360 excavator	2	Loading/unloading/movement/sorting
Mechanical treatment plant	1	Mechanical treatment of mixed waste
Crusher	1	Size reduction of bulky inert waste
Warrior	1	Screening of inert waste
Shredder	1	Size reduction of mixed waste

2.10.2 The plant and equipment on site may vary and additional equipment may be hired in to cope with larger jobs, jobs with specific requirements or to prevent over stockpiling leading to a breach of permitting conditions.

2.10.3 Plant and equipment maintenance, preventative maintenance and defect reporting is detailed in Section 2.5 and 2.6 of the FPP.

3 Site Operations

3.1 Preliminary Procedures

3.1.1 Guidance will be given by KCM to all its site employees, sub-contractors, other waste carriers and customers regarding the waste types which are acceptable at the site. A copy of the permitted waste types will be present at the site office and at the weighbridge. The majority of the waste delivered into the site will be by KCM's own fleet; however, waste will be delivered to site by other registered waste carriers. Waste will only be accepted at the site by third parties who have a valid waste carriers' licence. Internal audits will be carried out at the site on a quarterly basis to ensure all vising hauliers have a current waste carriers' licence. The procedures below will be followed prior to the receipt of soils on site.

3.1.2 The procedures below will be followed prior to the receipt of waste on site.

3.1.3 When a KCM driver arrives at the waste producers premises (customer), they will inspect the load/material for conformity with relevant regulations and safety procedures.

a) If the load is satisfactory the driver will sign the relevant paperwork (Duty of Care transfer note/delivery ticket) and remove the load from the premises and return/deliver the waste to the Wash Plant and Recovery Facility off Aldwarke Lane.

b) If the waste doe does not meet the description stated on the controlled waste transfer note, the customer will be advised to check the note and amend it accordingly giving a more detailed description of the waste material.
c) If the more detailed description of the waste reveals that the waste is not permitted at the Wash Plant and Recovery Facility, then the customer will be advised that the waste must be taken to another recycling facility which is appropriately permitted to accept the waste. This could be an alternative KCM site depending on the EWC code.

3.1.4 The driver must seek further instructions from the relevant site manager/Technically Competent Person in the event of the above scenario.

3.2 Checking in and Inspection of Loads (general C and D waste)

3.2.1 All incoming vehicles are required to report to the weighbridge office where their credentials can be checked prior to tipping. The details of the load will be recorded, and the duty of care/company documentation will be further checked by KCM to ensure that the load is acceptable at the site, including visual check prior to the vehicle proceeding to the relevant tipping area shown on Drawing 3 Site Lay out and Fire Plan. Any deviation from the procedures or problems with any loads will result in tipping facilities being suspended for the offending company. Loads which are not acceptable within the above terms will be rejected and returned to the producer.

3.2.2 Once a load has been accepted the driver will be asked to un-sheet the vehicle and a visual inspection/check of the contents will be carried out to ensure that the material complies with the EP. If non-compliant waste is discovered before deposit, the load will not be accepted, the driver will be informed/instructed to leave the site and make arrangements to dispose of the material at an alternative site. In cases where the presence of unauthorised or unusual waste is discovered during initial inspection, the EA will be contacted immediately to agree a course of action.

3.2.3 The nature of bulk loads makes full inspection difficult until the load is deposited. If the load is considered acceptable the driver will be instructed to deposit it in the appropriate area/bay on site. If the load is unacceptable following deposit, it will be reloaded and removed from the site or quarantined and removed within a timescale agreed by the EA.

3.3 Checking in and Inspection of Loads (inert and excavation waste)

3.3.1 Each load of material described as inert, or excavation waste is assessed for visual signs of contamination such as plastic, glass or metal within the material. If the load is deemed unacceptable for purposes of creating quality aggregates or topsoil, then it will be returned to its source or redirected to an alternative site.

3.3.2 Loads will also be examined at the point of unloading. If they are found to be unacceptable, the load will be reloaded onto the delivery vehicle and undergo the

actions stated in Section 3.2.2. if small levels of physical contamination are noted (plastics, wood, metals etc) they are handpicked and taken to the HCI reception bay.

3.3.3 If hazardous waste is suspected hazardous waste is deposited on the site, the material will be left alone with precautions taken to absorb any spillages and the area cordoned off. the EA will be informed as a matter of urgency and the material left in situ until removed under EA instruction.

3.4 Waste Acceptance Procedure (general C and D waste)

3.4.1 All incoming vehicles upon arrival are required to report to weighbridge office who are responsible for waste acceptance at the site. The details of the load will be recorded onto the weighsoft system, and the duty of care and company documentation will be further checked by the weighbridge operative to ensure that the load is acceptable at the site, including a visual check prior to the vehicle proceeding to the appropriate tipping area. Any deviation from the procedure or problems with any loads will result in tipping facilities being suspended for the offending company. Loads which are not acceptable within the above terms will be rejected.

3.5 Waste Acceptance Procedure (inert and excavation waste)

3.5.1 For the protection of Permit Holder/Technically Competent Person/Site Manager any loads containing excavated soil i.e. EWC code 17 05 04 or 17 09 04 from an industrial site which could also include CDE sites, the waste must be accompanied by written documentation to demonstrate that the soil is not contaminated by way of waste analysis in line with the EA's Technical Guidance WM3 "Guidance on the Classification and Assessment of waste (1st Edition v1.2GB)

3.5.2 To ensure that only non-hazardous wastes are accepted, the following information will be requested from the waste producers at the start of each contract to ensure compliance with the EP and WM3:

i) A desk survey which has identified past uses of the excavation/construction site.
ii) A ground sampling plan including both surface and sub-surface sampling.
iii) Following analysis of the samples an environmental/human health risk assessment which identifies areas of the site that require remediation or soil removal.
iv) Waste soil classification in line with WM3
v) All the information relating to site investigations is retained and passed to subsequent holders of waste.
vi) The name and address of the site from which the waste was excavated/produced.
vii) A detailed waste description, including an EWC code.

3.5.3 KCM Waste Management Ltd reserves the right to refuse such loads and contact the EA where necessary (prior to acceptance of the loads) to ensure that the load is acceptable

3.6 Waste Deposit and Handling

3.6.1 Once a load has been accepted at the site, the contents will be discharged into the appropriate reception bay, pile, storage or treatment area as shown on Drawing 3 Site Layout and Fire Plan.

3.6.2 The majority of the waste accepted at the site will be under the following EWC codes and tipped into the following areas on site:

Table 3.1 Most Common waste Types and tipping locations

EWC Code	Description	Tipping location
17 01 01	Concrete	Pile 5
17 01 02	bricks	Pile 5
17 01 07	Mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06	Pile 5
17 02 01	wood	Pile 3
17 05 04	Soil and stones other than those mentioned in 17 05 03	Pile 8
17 09 04	Mixed construction and demolition waste other than those mentioned in 17 09 01, 17 09 02 and 17 09 03	Pile 1
19 12 09	Minerals (for example sand, stones)	Pile 8
19 12 12	Other wastes (including mixtures of materials) from mechanical treatment of wastes other than those mentioned in 19 12 11	Pile 8
20 01 38	Wood other than those mentioned in 20 01 37	Pile 3
20 02 02	Soil and stones	
20 03 03	Street-cleaning residues (mud, dust and stone residues only)	Pile 1

3.6.3 The list above only consists of the most commonly used EWC codes and is not exhaustive.

3.7 General Household, Commercial and Industrial Waste procedures

3.7.1 General household, Commercial and Industrial light waste will not be accepted at the site. The majority of the waste that will be accepted at the site will either be CDE, C and D, inert or wood. Once a load has been accepted at the site, the contents of the delivery will be discharged into Pile 1 in the reception area in accordance with the following procedures:

a) All mixed construction loads will be deposited in the mixed waste reception bay and crudely sorted by hand into recyclable materials such as paper/cardboard, plastics, wood/timber, metals and green waste and transferred into the appropriate recycling skips.
b) Loads delivered to the site which are known to be predominately inert waste will be directed to Pile 8 Non-combustible mixed CDE waste storage and processing area. Some of this waste will be processed through the crusher and screener (see Section 3.3.2).
c) The pre-sorted material is then transferred into either individual skips for removal or into individual bays waiting further treatment.
d) Segregated wood will be stored in Pile 3 and shredded into Pile 4. The shredded wood will be size reduced, so it is suitable for biomass to create waste to energy. This will be achieved by using a pre-shred slow speed and a high-speed shredder to achieve to right size and specification.

3.8 Soils and Aggregates Treatment Procedure

3.8.1 The onsite processing of soils and aggregates to produce material to the desired specification for re-sale on the commercial market.

3.8.2 Below shows the procedure of the treatment operations carried out on site.

Warrior Screen

a) Waste will be loaded into the feeder hopper of the screening plant by using either a loading shovel or a 360 excavator. This process will then separate the soil from stone/hardcore.
b) The screening plant utilises a vibrating grid with evenly spaced verticals bars to separate out the different fractions within the material. Such screens have interchangeable mesh screens to permit the production of a wide range of product sizes (<3 mm to 20mm).
c) Soil will be discharged into two different stockpiles depending on its size via Conveyors.
d) The stone/hardcore material that falls off the front conveyor of the warrior screen will consist of material that is suitable for resale as aggregates. Larger items may then be transferred to the crusher for size reduction.

Crusher

a) The bulky inert/stone waste will be loaded into the feeder of the crusher; the material then passes into the crushing chamber which uses hydraulically operated jaws to reduce the size of the material.
b) Small feed/fines pass through the grid bars/mesh at the base of the crusher and out of the system via a small side conveyor with a discharge height of approximately 1.5 – 3.0 metres. The larger crushed material falls onto the delivery conveyor which will discharge the material onto the ground to form a stockpile.

c) Before the crushed material exits the delivery conveyor (discharge height up to 3.0 metres) it passes through a permanent over band magnet, extracting any extraneous metals. If the material requires further grading after crushing, the mobile warrior screen will be used and set up to have three discharge conveyors creating three stockpiles of different size aggregate products.
d) The stockpiled material which is discharged from the crushing plant will be transferred to the appropriate storage areas by the loading shovel.

Wash Plant

a) Upon arrival, all loads will be inspected by site staff/management, and any large or non-conforming materials will be removed prior to treatment. All stockpiles on site will be stored in a loose form. All soil washing activities will be undertaken on hard standing.
b) Materials will be fed into a hopper with the assistance of mobile plant and will then travel along a conveyor, at which point any small pieces of scrap metal which may be present withing the waste loads will be removed using an overband magnet.
c) Any oversize materials (particles 100mm-150mm) will be removed via screener subject to materials feed.
d) The remaining waste material, varying in size depending on market demands, will then travel along a log washer where it will be sprayed with wash water. After passing along the log washer, the clean waste material will be separated into smaller fractions via a gravel sizing screen.
e) The sand and silt fractions together with most the water passes through screen and enters a sump from where it is pumped into a hydro-cyclone or plate press, which will separate the sand from any contaminants. The water will be recirculated back into the washing process.
f) All outputs from the soil washing facility will be classed as products. However, any waste from the site will be categorised as set out in WM3 in accordance with Section 5.1 of the Appropriate Measures.
g) All treatment activities will be in accordance the Section 5 of the Appropriate Measures. The site will have accurate and up to date written details of the treatment and abatement and control equipment utilised. Information about the characteristics of the waste to be treated and the waste treatment process include:

Table 3.2 Waste Treated and Treatment Process

Simplified process flow sheets that show the origin of the emissions
Diagrams of the main plant items where they have environmental relevance, for example, storage, tanks, treatment and abatement plant design
Details of physical processes e.g. serration, compaction, shredding, heating cooling or washing.
An equipment inventory, detailing in plant type and design parameters
Waste types to be subjected to the process
The control system philosophy and how the control system incorporates environmental monitoring information
The hourly processing capability of waste treatment equipment
Summary of operating and maintenance procedures

h) Measures will be taken during abnormal operating conditions will be maintained to make sure they continue to comply with permit conditions. Abnormal conditions include the following:

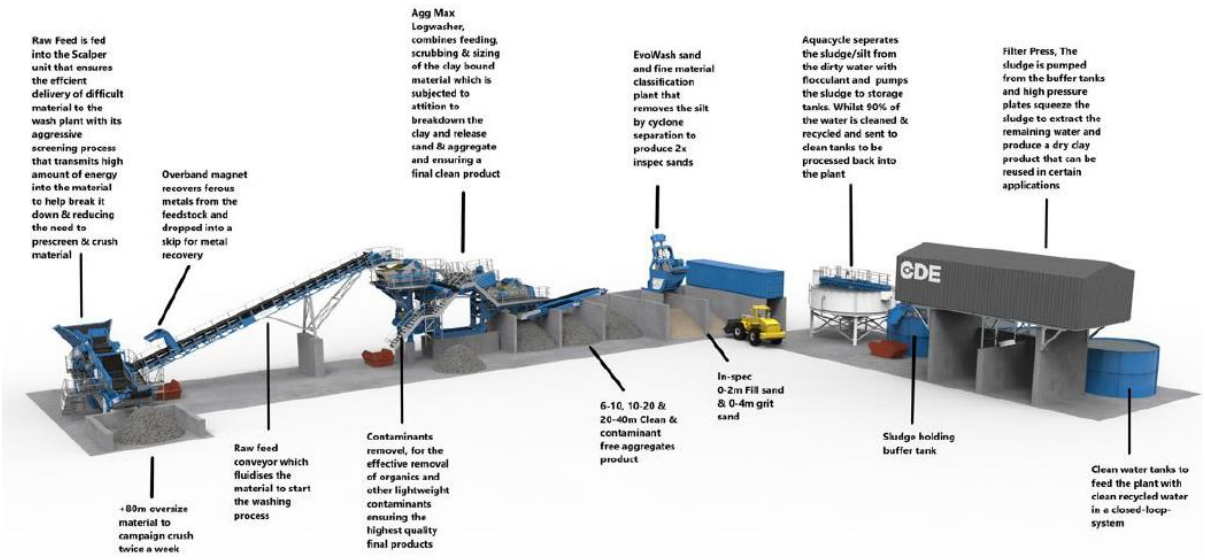
Table 3.3 Abnormal conditions

Unexpected releases
Start -up
Momentary stoppages
Shutdown

i) For information on the processes and treatments carried out by the wash plant please see Annex VII Wash Plant Management System.

j) For information on the water used within the wash plant please see Annex VI Wash Water Management Plan.

A process flow diagram is provided with the figure below:



3.9 Waste/Product Removal and Export

3.9.1 When a collection vehicle arrives at the site to remove waste material or product, the driver will be instructed to report to the site office to confirm their identity. All relevant documentation will be completed, and the vehicle will be authorised to enter the site to collect the load and take it to the designated recycler/disposal site (if the outgoing material has not been fully recovered on site). The product or waste will be loaded using the loading shovel or 360 excavators.

3.10 Aggregates Protocol

3.10.1 The site processes hardcore, inert materials through using a screen, crusher, and wash plant facility, all in accordance with a Wrap Aggregates Quality Protocol which is shown in Appendix V of this EMS. All product leaving the site will be accompanied with a product note and receipt.

3.10.2 To be able to demonstrate compliance with the Wrap Aggregates Quality Protocol the site will retain all documentation for every load of recycled soils/sands/aggregates sent out of the site and the correct information will be included. If information is missed or documentation not retained, then the material will remain a waste and be sent to a suitably permitted site.

3.11 Standard Operating Procedures for Topsoil

3.11.1 The site will also create topsoil to BS 3882:2015 in accordance as per the EA's Regulatory Position Statement 190 – The use of manufactured topsoil for recovery operations. All soil which has been tested to meet BS 3882:2015 will have an accompanying transfer note.

3.12 Record Keeping

3.12.1 KCM Waste Management Ltd use detailed waste transfer notes and product notes in the form of paper and electronic to ensure compliance with the Waste Duty of Care Code of Practice-March 2016 (Section 34(9) of the environmental Protection Act 1990). Section 3.12.2

3.12.2 Records will be kept mainly in electronic format with paper documentation accompanying where necessary i.e. transfer/duty of care/product notes or weighbridge tickets.

3.12.3 It is mandatory for the following details to be recorded for every load of waste deposited at the site:

Table 3.4 Mandatory Details for Waste Inwards

The date and time of delivery
The name and address of the waste producer
The detailed and accurate description of the waste including type, quantity (in tonnes or cubic metres) and EWC codes
How the waste is contained e.g. loose, container type
The carriers name, address and waste carriers' number

The drivers name, signature and vehicle registration number
Signature of initials of person producing/accepting/inspecting/carrying the load
Additional handling details/noters made by the driver after inspection of the load
SIC code of the premises which produced the waste
SIC code of the transferor
Waste hierarchy declaration
Information on previous treatment of the waste e.g. manual or mechanical

3.12.4 The following details will be recorded for all deposits of non-conforming waste at the site and will be forwarded to the EA, where required.

Table 3.5 Mandatory Details Non-Conforming Waste

The date and time of delivery
The name, address and telephone number of the waste producer
The detailed and accurate description of the waste including type, quantity (in tonnes or cubic metres) and EWC codes
How the waste is contained e.g. loose, container type
The carriers name, address and waste carriers' number
The drivers name, signature and vehicle registration number
Signature or initials of person who produced, accepting/inspecting and carrying the waste
Reason for the rejections

3.12.5 The following details will be recorded for every load of waste leaving the site

Table 3.6 Mandatory Details for Waste Outbound

The date and time of the removal
The detailed and accurate description of the waste including type, quantity (in tonnes or cubic metres) and EWC codes
How the waste is contained e.g. loose, container type
The destination i.e. waste management facility, exempt facility, landfill site or biomass facility
The carriers name, address and waste carriers' number or employees name removing the waste (if applicable) and the vehicle registration number
Signature or initials of person i.e. transferor, transferee and carrier of the waste
SIC code of the premises transferring the waste
Waste hierarchy declaration
Type of treatment the waste has been subjected to (if relevant) e.g. manual, mechanical

3.12.6 A summary of all the waste types and quantities deposited and removed from the site, including the origin and destination details are forwarded onto the EA, with the submission due date within one month of the end of each quarter as listed below:

a) Quarter 1: January to March (due on or before 30th April)

b) Quarter 2: April to June (due on or before 31st July)
c) Quarter 3: July to September (due on or before 31st October)
d) Quarter 4: October to December (due on or before 31st January of the following year)

3.12.7 Outcomes of inspections of waste types, transfer/tipping/treatment areas, storage areas, onsite drainage, infrastructure etc., will be recorded in the site diary and on the on-site inspection forms that make up part of this EMS including comments and all actions and proposed actions to be taken.

3.12.8 Visitors to the site will sign in at the weighbridge using the visitors log, stating the company/organisation that they represent and the purpose for the visit.

3.12.9 Complaints will be recorded using the complaints form. Section 4.9 demonstrates further action on the event of any complaints received.

3.13 Management Techniques

3.13.1 All reasonably practicable measures will be taken to achieve a high level of protection of the environment and to ensure that the site is operated in accordance with this EMS and EP conditions will be strictly adhered to.

3.13.2 The manner/professionalism in which the facility is managed is a critical element in ensuring emissions from the site operations are minimised. Therefore, management of this KCM Waste Management facility will ensure:

a) Staff are competent to manage and operate the facility i.e. fit and proper persons.
b) Waste acceptance procedures are in place and followed.
c) Appropriate storage and handling procedures are in place.
d) Waste/product despatch procedures are in place.
e) Procedures and control techniques are in place to minimise potential emissions to air, land and water.
f) There is an EMS (this document) in place to ensure standards are maintained, including incidents and complaints management procedures.
g) A communication programme is in place.
h) A Health and Safety programme is in place and is coherently conveyed to all staff in the way of training, meetings, TBT's, and the importance of following safety procedures is rigorously enforced throughout the whole of KCM Waste Management Ltd.

3.14 Site Closure Plan

3.14.1 In the event that the site ceases to operate as a waste transfer/treatment facility as set out in the sites EP, the following steps will be followed to achieve the site closure:

a) Contact the EA to advise the sites Environmental Officer that the site is planning to cease or has cease the acceptance of waste under the permit.

b) The amount of residual processed and unprocessed waste on the site will be assessed by the TCM to set a timeline for the final processing and timely removal of waste from the site.
c) Following the removal of all waste, plant and machinery from the site, a site investigation will be undertaken to ascertain the ground conditions of the land to which the site relates.
d) A permit surrender application will then be submitted to the EA for determination

4 Environmental Control, Monitoring and Reporting

4.1 Site Inspection and Maintenance

4.1.1 The site operates a preventative maintenance plan which is part of the FPP. Each piece of equipment has a daily check carried out by a competent operator. All findings are recorded on the assetgo system that the company utilises. All checks and inspections are completed by a member of the team who is familiar with the requirements of the EMS and the EP for the site. Detailed comments of issues/rectifications will also be record in the site diary. In the event of a major safety defect, operations will cease until repairs are completed.

4.1.2 All repairs to the site security will take place as soon as possible and the site will be made secure until the repair has been carried out. Any major defects found during the daily site inspection will be repaired as soon as reasonability practicable.

4.2 Control of Mud and Debris

4.2.1 Vehicles will be visually inspected before they exit at the weighbridge, checking the load is safe to transport, and that there is no mud on the vehicle that could be carried out onto Aldwarke Lane. HGV's leaving the site will pass through the site wheel wash system before going on to the public highway to reduce the risk of mud and debris escaping the site. Visual inspections of the routes on and off the site including internal routes will be carried out routinely through each operational day and any issues found will be reported to the site manager immediately. The company road sweeper will visit the site on a daily basis or if needed at the request of the site manager if issues are identified.

4.2.2 The deposit of material on the access road or public highway will be treated as an emergency and will be cleared immediately by KCM staff using either a brush and shovel or if necessary, the road sweeper. Silt will not be washed into roadside drains or gullies.

4.3 Control of Dust

4.3.1 The site has a dust management plan (DMP) in place which covers all potential dust sources and mitigation measures. The DMP is kept in the site off.

4.4 Odour Control

4.4.1 The site has an odour management plan (OMP) in place which covers all potential odour sources and mitigation measures. The OMP is kept in the site off.

4.5 Litter Control

4.5.1 Given the nature of the waste that is accepted at the site (i.e. Inert/construction/wood waste), litter would be classed as low risk. That said the site will be carefully managed to reduce /prevent the risk of litter.

4.5.2 Daily inspections for litter will be carried out looking for the presence of windblown litter and operatives will be instructed to collect the litter and place it in a skip for disposal/recovery. The skip will be transferred to Ginhouse Lane Rotherham depot for treatment. Regular checks of areas immediately beyond the site perimeter will be carried out by site operatives, litter will be cleared where possible and findings will be recorded on the daily litter check sheet and also in the site diary.

4.5.3 Light waste will not be accepted at the site, but due to onsite processing such as the wash plant system, there may be an element of light waste (small fragments) created. This waste material will be stored in an enclosed skip until removed from site.

4.6 Control of Pests, Birds and other scavengers

4.6.1 As the site will only be accepting construction/inert/wood waste streams there is only a minor risk of pests at the site. That said the site operates a daily scavenging bird check and the results are documented on the scavenging bird daily check form and also in the site diary

4.6.2 Waste presented at the site that is non-conforming i.e. contaminated with household food waste will be rejected following the company waste acceptance procedure.

4.6.3 If items are discovered hidden amongst the waste, the site will follow the company waste rejection procedures, the waste will be quarantined for a maximum of 48 hours before being removed from site. Following this procedure scavenging pests will unlikely become problematic. If any occurrences are noted, a pest controller will be called to the site to eradicate the problem within a suitable timescale agreed with the EA.

4.7 Control and Monitoring of Noise and Vibration

4.7.1 The waste operations will be carried out using best practicable means at all times. A site-specific Noise Management Plan has been prepared as part of this EMS and is

shown in Table 4.1 below. These measures will ensure the noise created at the site are managed appropriately by identifying the likely sources of noise arising from the site's operations/activities, the actions to be taken and procedures to be followed or planned in order to prevent/minimise noise levels.

Table 4.1 Noise Management Table

Potential Noise Source	Action to be taken to prevent or minimise noise
HGV's travelling to and from the site for delivery/collections of wastes/products	All vehicles are required to be driven onto and off site with due consideration for neighbouring premises and other road users. HGV movements will be spread out evenly throughout the day.
Loading and unloading of waste delivery vehicles	Vehicles must be maintained and operated with silencers. Moving parts to be regularly lubricated. All vehicles must be driven slowly around the site (5mph speed limit). Engines to be switched off when not in use. No shaking of vehicle bodies whilst raised.
Operation of shredding, screening, crushing and wash plant	All plant equipment to be switched off when not in use. Plant to be well maintained and operated with silencers. Moving parts to be regularly lubricated. Operation of the shredder, crusher, screener and wash plant in strict accordance with the hours set out in Section 1.5 of this EMS will ensure any impact on the surrounding areas minimised during 'unsociable' hours when surrounding industrial operations are less intensive or dormant. All static plant will initially be powered by a silent generator until power is sourced direct from the mains. Noise bunds made of inert soil to be created around the site.
Operation of the loading plant such as the loading shovel and 360 excavators	Drop heights to be kept as a minimum, particularly when loading empty tipper wagon/skip/container to minimise noise/vibration. Engines to be switched off when not in use. Plant to be well maintained and operated with silencers. Moving parts to be regularly lubricated. All vehicles must be driven slowly around the site.
Small vehicles travelling to and from the site (e.g. staff and visitor's cars, courier van deliveries etc.)	All those working on and visiting the site to be made aware of the need for considerate driving and keeping vehicles well maintained.

	Small vehicle will drive marginally earlier than the main site operating hours.

4.8 Complaints Procedure

4.8.1 Any third-party complaints received will be recorded following the company complaints procedure and will include a record of the complaint, particulars of the complainant and any details of any actions taken to alleviate the problem to ensure the likelihood of a future third party complaint is minimised.

5 Emergency and Contingency Procedures

5.1 General

5.1.1 In addition, the obligations imposed by RIDDOR '13 (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) the permit holder will notify the EA of any serious injuries to employees of KCM Waste Management Ltd, other site users or members of the public arising as a result of operations on site. All accidents including minor injuries such as cuts and grazes etc. will be recorded in the accident book which is located at the site office. Separate procedures will be used for different types of emergencies. An emergency at the site is defined by the site management as follows:

A) Any incident which is likely to result in harm to human health, pollution of the environment, serious breach of permit conditions and serious detriment to the amenities of the locality.

5.1.2 For all emergency situations, the deposit of any further waste will be suspended where necessary to allow action to be taken safely. If necessary, staff and other users of the site will be evacuated to an area which is a safe distance away from the hazards. Staff handling the emergency will be provided with and trained to use the necessary PPE (personal protective equipment) unless the manager instructs them that the hazard is too severe and outside assistance is needed from the emergency services or specialist waste contractors. A visitors' book will be kept checking who is on site at all times.

5.2 Fire

5.2.1 The site has a Fire Prevention Plan (FPP) which has been prepared to in accordance with EA guidance to meet the following three objectives:

a) Minimise the likelihood of a fire happening
b) Aim for a fire to be extinguished with 4 hours
c) Minimise the spread of fire with the site and to neighbouring sites.

5.2.2 The site has an Emergency Action Plan in place, and the following actions will be taken when fire is detected or suspected:

a) DON'T PANIC

b) Raise the alarm (if not already done so).
c) Notify the site manager (if safe to do so).
d) Do not try to tackle the fire yourself unless you are trained in doing so and you are sure of the nature and source of the fire.
e) Assemble at the specified fire assembly point which is located by the site access gates.
f) Leave the site using the main access gates as quickly and as orderly as possible.
g) The site manager or delegated operative will be the emergency coordinator and will oversee calling the emergency services on 999 and ensuring that all persons who are were working on the site or who signed into the visitor's book are assembled safely and accounted for.
h) The emergency coordinator will laisse with the emergency services and provide relevant documents and information such as site plans identifying waste storage piles and fuel storage tanks etc.
i) Inform all neighbouring sites and sensitive receptors who are likely to be affected.
j) Inform the Environment Agency.
k) Inform the HSE if the incident is categorised as a dangerous occurrence.
l) Do not attempt to return to the site until you have been given the all clear by the emergency serves and the site manager.

5.3 Breakdowns

5.3.1 In the event of plant breakdown, alternative plant will be sourced until the existing plant is repaired to prevent potential over stockpiling of waste. If an alternative plant cannot be used then waste will be stored securely until the plant is repaired and if necessary, waste will be diverted to an alternative site within the organisation. The repair will be carried out at the most convenient location with absorbents used to clear oil or fuel spillages, most likely on the concrete surface.

5.3.2 Essential spares for plant maintenance are kept on site to ensure a repair can be carried out efficiently.

5.3.3 KCM Waste Management Ltd has its own plant maintenance team who carryout plant repairs throughout the company. This drastically reduces lost time due to breakdowns. Preventative maintenance is also carried out by competent operatives. There is a service plan also in place to support preventative maintenance.

5.4 Spillages

5.4.1 Fuel which may be stored at the site will be contained within a bunded receptacle/container to contain any primary leaks. If any oil and vehicle maintenance chemicals are kept on site, they will be stored securely. In the event of a spillage a spill containment kit (absorbent pads, booms or granules) will be used to prevent further spillage and the contaminated absorbents placed in a skip for disposal to a suitably permitted facility.

5.4.2 Any wastes which would be classified as having the potential to cause polluting runoff are stored with the concrete area which is a sealed drainage system.

5.4.3 All site surfaces will be inspected daily for the presence of spillages when the site is in operation. Debris will be swept as required and placed in a skip and sent off site to a suitable permitted site for further processing.

5.4.4 All wastes liable to give rise to contamination will be removed from the site within an EA agreed timescale.

5.5 Drums

5.5.1 The deposit of drummed waste will not be allowed at the site. If a drum is concealed within a skip and is mot observed until the skip is deposited in the waste reception area, then the following procedure will apply:

a) The site staff will visually check the condition of the drum from a safe distance, noting any labels referring to the possible contents or hazards.
b) The site manager will be contacted to verify the observations and to decide on further action.
c) The producer of the waste and the EA will be contacted for advice and further information if necessary and both will be informed that a breach of Duty of Care and site permit conditions has occurred as the result of the unauthorised deposit.
d) No further waste will be accepted/deposited until the emergency has been dealt with.
e) All spillages will be cleared using a spill containment kit and all contaminated absorbent will be paced in a skip for disposal to a suitably permitted waste management site.
f) If the deposit results in serious reactions with other waste, harmful emissions or the drum contents cannot be identified, then the emergency services and/ or specialist waste contractors will be brought in to assist. If necessary, staff will be evacuated from the site or to a safe area within the site and all occupants of neighbouring properties will be informed.

5.6 Adverse Reactions

5.6.1 No wastes are accepted which will react to present such a hazard. If unauthorised waste is found in a load and does present such a hazard the same procedures as for the deposit of drums (above Section 5.5) shall apply.

5.7 Staff Shortages

5.7.1 In the event of unforeseen staff shortages arising from illness, suspension or no shows, the site manager will make a judgement on whether to ask other KCM sites for staff on a short-term basis, agency staff or whether to reduce the number of incoming loads and divert material to an alternative KCM sites. If necessary, the company will seek further

employment within a timely manner to ensure the site can continue to operate at its required capacity.

5.8 Weather Conditions

5.8.1 KCM Waste Management Ltd has its own weather station in Rotherham and through the Ambient App the site will be able to receive notifications on weather updates, conditions and alerts for the following which could cause a potential complaint off site or a potential permit breach.

Table 5.1 Weather conditions

Prolonged periods of heavy rainfall causing mud and surface water ponding which could lead to waste becoming wet and causing odour
Periods of cold weather leading to stockpiles freezing reducing processing operations causing over stockpiling of waste
High winds creating a risk of litter and dust escaping beyond the site boundary
Droughts or periods of hot weather which could lead to heating of combustible waste, water shortages, hosepipe bans and excessive dust
Dense fog leading to poor visibility causing dangerous conditions to operate machinery and potential accidents

5.8.2 KCM will install the following preventative measures to ensure the above do not hinder operations:

Heavy Rainfall

a) Hardcore will be used to create internal routes on site
b) Inert waste will be processed through a wet wash system on concrete
c) Vehicles exiting the site will undergo a more thorough check to ensure mud is not tracked onto the highway.
d) During long periods of rainfall, the company road sweeper will be deployed to the site to ensure that surfaces onsite and offsite are swept throughout the day.

Cold Weather

a) The site may reduce stockpiles by diverting material to alternative company sites following the collection from excavation sites in advance prior to the cold weather conditions

High Winds

a) There will be no processing or treatment of any wastes which are likely to be blown around during conditions of high winds in excess of 15mph

b) Vehicles leaving the site loaded will be sheeted to comply with the requirements of the Duty of Care legislation
c) Stockpiles of shredded wood will be reduced to a suitable height to prevent the material becoming airborne and escaping the site boundary
d) In the event of extreme winds, the site will deploy the above measures and may be forced to close operations until the weather conditions have improved

Droughts/Warm and Dry Weather

a) In extreme cases such as a hosepipe ban or water shortage, the site will ensure there is enough additional water available to supply the wash plant for continuity of operations.
b) In extreme cases such as a hosepipe ban or water shortage, the site will ensure there is enough additional water available to supply the water bowser and dust cannon to ensure suppression techniques can still function
c) For periods of prolonged dry conditions, stockpiles and processing heights may be reduced to a suitable level to reduce the risk of airborne dust.
d) If the above measures are not suitable, the company will look to install dust netting in a timescale agreed with the EA.
e) Where dust is becoming a major concern then KCM will stop processes such as crushing hardcore, screening inert waste and shredding wood.

Dense Fog (Poor Visibility)

a) The site will not operate/process in conditions of poor visibility such as dense fog to reduce the risk of vehicle collisions or other potential accidents.
b) Incoming waste will not be accepted during times of poor visibility caused by dense fog.

5.9 Operational Failure

5.9.1 The site manager will be contacted by staff in the event of any operational failure such as the breakdowns of plant, systems or equipment and will decide whether operations are to continue or be suspended prior to corrective action being taken. If the operational failure can be rectified by the KCM plant maintenance team, then they will be called to assist. Serious operational failures, which result in the closure of the site, will be recorded in the site diary.

5.10 Bomb Scare

5.10.1 In the unlikely event of a bomb scare, the site will be evacuated and the police contacted. The police will then assume control of the site until the threat has been verified, or the device defused and removed. The EA will be kept informed of the events on the site.

6 Training for Site Staff

6.1 Training Needs Assessment

6.1.1 All new and existing staff are subject to a specific training regime based on their responsibilities to ensure all operations are carried out without harm to the safety of site staff/visitors the environment or amenity of the surrounding area. Training in all aspects of the site and waste operations at the site with regard to the individual responsibilities of the site staff will help to prevent incidents occurring which may have an impact on the environment and/or the employees and their co-workers.

6.1.2 An employee training record is provided in Appendix II of this EMS which details a list of the training needs of all new site staff and also serves as a training review for existing site staff which will be carried out annually or at a period set out in the company Internal Audit Schedule.

6.2 Site Rules and Infrastructure Training

6.2.1 This information is provided to all employees and contractors with a full understanding of the site's terms and conditions of use, which is communicated and documented at induction for all staff with specific induction for visitors and contractors.

6.2.2 Competency should be demonstrated within this field to ensure the employee is fully aware of the site's surroundings and operations to ensure their safety and compliance with specific operating conditions at the site.

6.3 Emergency Procedures Training

6.3.1 All employees are required to be familiar with the Environment Controls in Section 4.0 and the Emergency Procedures as detailed in the Section 5.0.

6.3.2 In addition to normal operating conditions as specified in the site rules, employees must also be trained in dealing with eventualities which may occur outside the scope of normal conditions, so they are aware of how to deal with these situations in advance of an occurrence.

6.4 Fire Safety and Firefighting Training

6.4.1 KCM management must provide all employees with appropriate fire safety training with regard to their individual responsibilities.

6.4.2 Emergency procedures detailing what measures employees should adopt should a fire occur at the site are detailed in Section 5.2 of this EMS and are covered by the Emergency Procedure Training in Section 6.3.

6.4.3 Regular fire drills are undertaken (every 6 months) and are under the supervision of the company QHSE Manager to ensure proper procedures are followed by employees in the unlikely event that a fire incident occurs. Thes fire drills will be unannounced and will not form part of the induction or review training as specified in Section 6.1

6.4.4 Records of all fire drills will be documented in the site's Fire Log including the date, duration and any issues arising during the test.

6.5 Recognition of Waste Types Training

6.5.1 All employees are given induction training and subsequent regular training to identify those waste types which are permitted for acceptance at the site under the site's EP and those waste which are not this will include specific training to identify those common wastes which may be found following the deposit and are not permitted at the site and will also include more obscure wastes and how to handle these wastes safely. All employees are advised that they should refer any unrecognisable or unknown wastes to senior management, who should, in turn, follow procedures outlined in this EMS and/or contact the EA to agree a suitable method for removal.

6.5.2 Training is provided to all site users who handle waste on site and those in charge of administration and reporting. In-depth training will also be provided to drivers responsible for collecting wastes from the site of productions in accordance with Section 3.0. They will be trained to identify any wates not covered by the EP for the site and inform the producer that an alternative facility must be sought for any non-compliant wastes.

6.6 Storage Areas and Waste Limits Training

6.6.1 Those employees who carry out their responsibilities at the site and those in senior posts must be trained to identify appropriate waste storage areas to ensure that waste storage operations comply with the requirements of the EP and the FPP for the site.

6.6.2 Employees in these roles must also be trained to recognise storage limits to ensure that they are in accordance with those specified in Section 1.6 of this EMS.

6.7 Vehicle and Plant Preventative Maintenance Training

6.7.1 This training is provided specifically for all vehicle and plant operators in order to ensure that all plant and machinery is checked regularly to prevent any occurrences which may lead to any adverse impacts on the environment or human health.

6.7.2 Training will be in accordance with Section 3.9 of this EMS and will be based on the preventative maintenance schedule supplied by the plant/equipment manufacturer.

6.7.3 The same training will be provided to senior management enabling a dual-level maintenance programme.

6.8 Duty of Care Training

6.8.1 All employees dealing with consignments of waste are trained in the completion of Duty of Care Waste Transfer Notes and the appropriate auditing of destination sites and/or contractors to ensure compliance.

6.9 Plant Operation Training

6.9.1 Any employees who are required to operate loading or treatment plant for the movement or processing of waste will be required to undertake the necessary qualifications for the operation of the specific item of plant in question. This will be required prior to operating the plant and will be obtained through necessary external certification programmes.

6.9.2 Regardless of general plant operation certification, all employees will be fully inducted in the operation of the specific make and /or model of plant used on site.

6.10 Environmental Permit and Management System Training

6.10.1 All employees will be inducted into the operating conditions as prescribed in the EP for the site. Whilst much of the above training will provide specific guidance on many aspects of these documents, all employees will be made aware of the location of the EP and EMS in the site office. All managerial positions will be made fully aware of the site's operating conditions.

6.11 Training for Contractors

6.11.1 General site training will be provided to any contractors who are working on the site on a temporary basis as described in Section 6.2,6.3 and 6.4 of this EMS.

6.11.2 Additional training will be provided to contractors in their area of expertise. If they are dealing with specific items of plant/machinery, site operating conditions and a general understanding of the EP conditions will be provided to prevent any adverse impacts on the environment.

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Appendix I

Drawings:

Drawing 1 Site Location Map

Drawing 2 Site Boundary Plan

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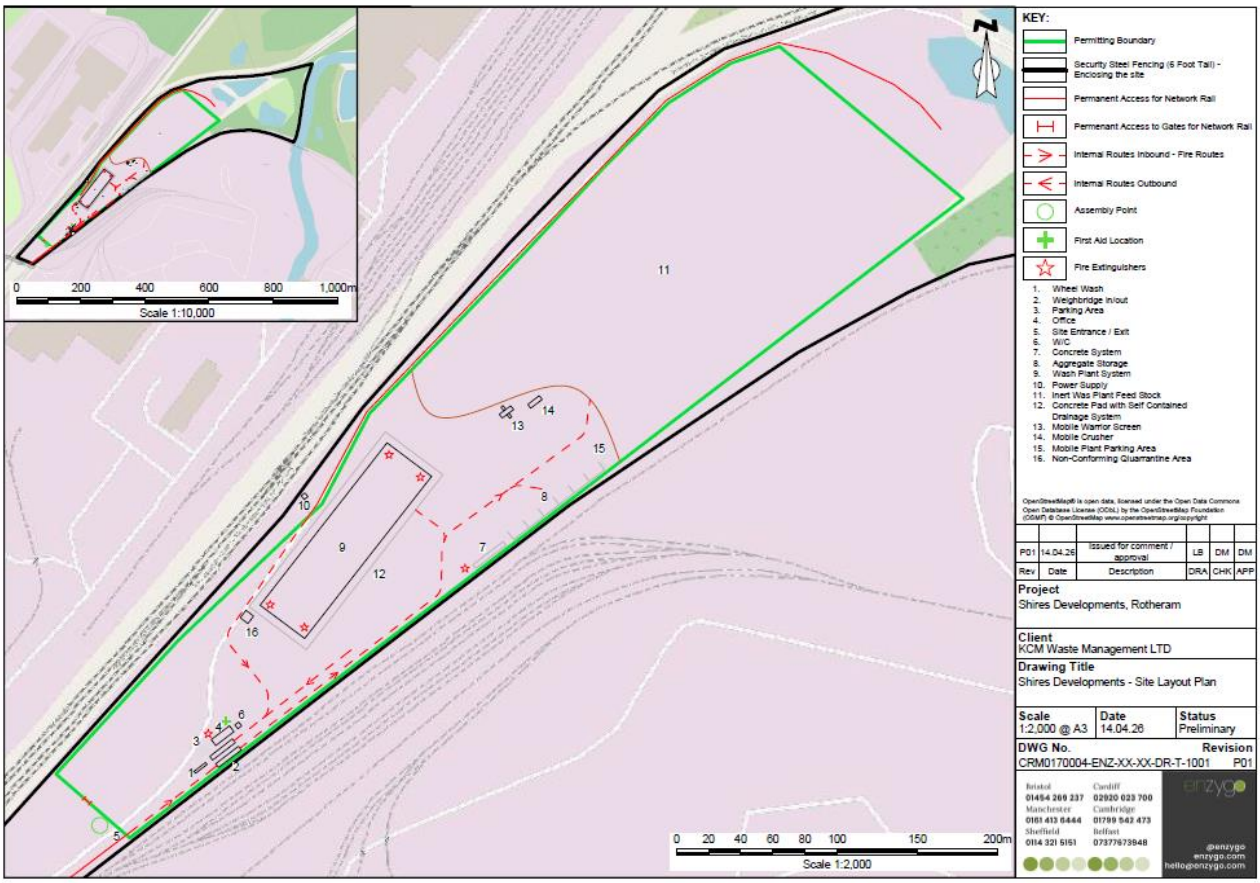
Drawing 3 Site Layout and Fire Plan



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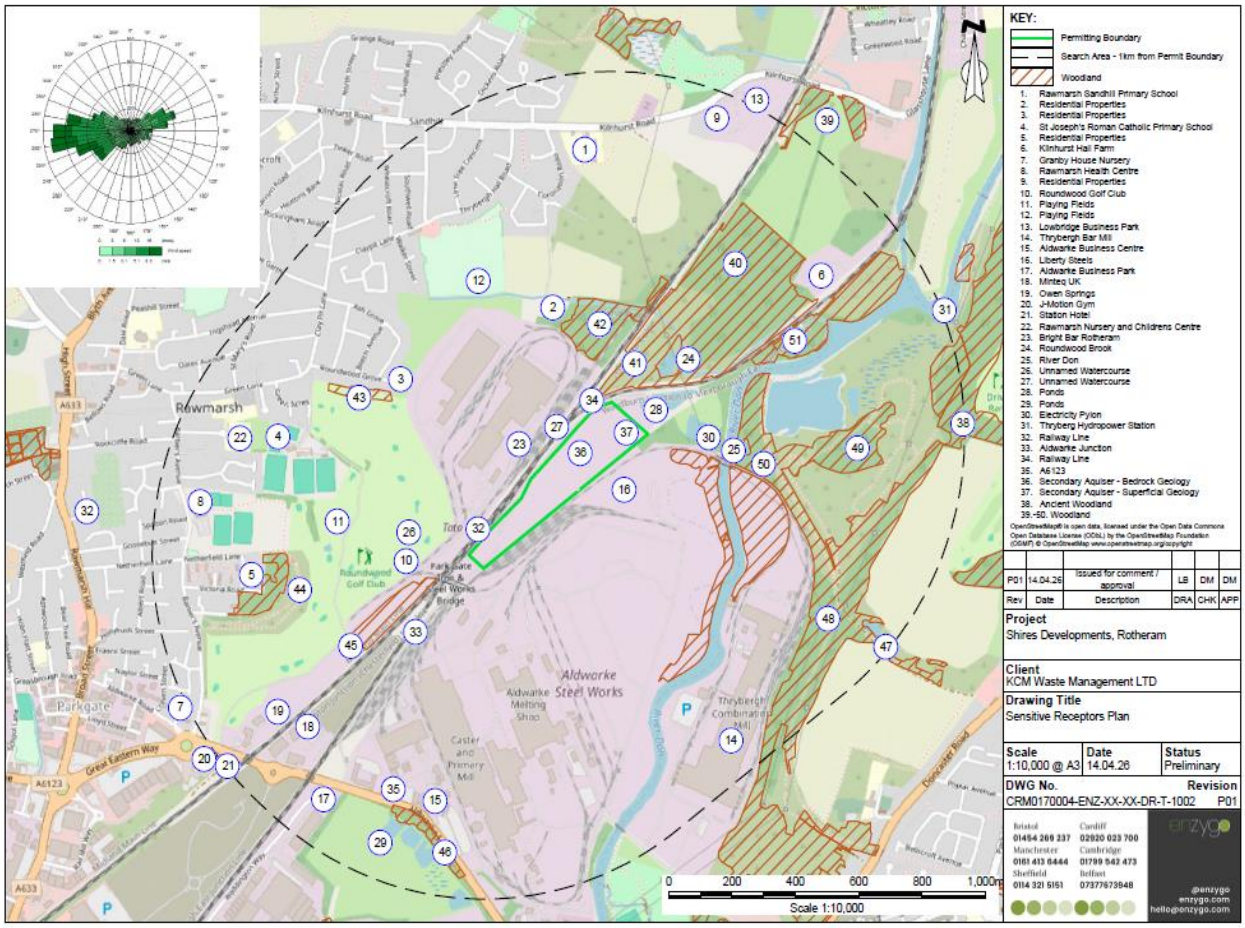
Drawing 4 Sensitive Receptor Plan



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Appendix II

Record Keeping Forms

Complaints report form

Complaint Report Form	**Date:**	**Ref**
Complainant name		
Complainant address		
Complainants contact details	Email:	Tel:
Time and date complaint made	Time:	Date:
Time and date of dust incident	Time:	Date:
Weather conditions at the time (dry, raining, foggy, snow)		
Temperature in ◦C (Very warm, warm, mild or cold		
Wind strength and direction (Light, medium, strong, gusting)		
Results of latest dust/litter monitoring from management system		
Complainant's description of issue (brief description)		
Complainant's additional comments if any		
Any other relevant information		
Activities at the time of the offending dust litter emission occurrence (waste loading/ unloading/crushing/screening)		
Actions taken:		

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Final outcome:	

Form completed by:	**Date completed:**	**Signature:**

Approved by:	**Date approved:**	**Signature:**

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Employee Training Needs Assessment/Review

Employee name		Date	
Position		Review Date	
Training carried out by		Position	

Training Required	General operative	Drivers	Plant operator	Yard Manager	Technically Competent Manager
Site rules and infrastructure					
Emergency procedures					
Fire safety/ fire fighting					
Recognition of waste types					
Recognition of maximum waste pile size					
Recognition of maximum storage duration					
Fire detection - early signs smoke etc					
Storage areas and limits					
Firefighting equipment and alarms					
Fire water containment measures/ drains/ interceptor					
Plant/ vehicle checks (preventative maintenance)					
Plant operation/ loading static plant including wash plant					
Fire Prevention Plan, Environmental Management System and Environmental Permit					
Spillage/ clearance procedure					

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Site Inspection Form

Description of Inspection	Date	Time	Date	Time	Date	Time
Site entrance/ notice board						
Security gates						
Security fencing						
Site routes clear of hazards						
Impermeable concrete areas (integrity)						
Waste bays and containers						
Waste storage limits Inert						
Waste storage limits Combustible						
Combustible wastes away from potential ignition sources						
Rejected waste type and storage						
Noise levels						
Fires (any incidents reported)						
Quarantine area clear of waste						
No Smoking signs in place						
Firefighting equipment						
Fire breaks implemented						
Plant/ equipment maintenance checks						
Hot exhausts / fire watch (dust fluff cleaned and removed)						
Spillages of oil/ liquids cleared						
Office/ welfare fire risks checked						
Electrical appliance and cabling checked						
Fuel tank bund checked						
Litter						
Dust						
Odour						
Vermin						
Records check						
Non-compliance (any)						
Complaints received						
Other: see notes below						
Inspection completed by;						

Notes/ Action

Checked by		Signature	
Position		Date	
Sheet no.		of	

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Waste Rejection Form

Waste Description:	
EWC Code:	

Waste Producer:	
Producers Address:	
Contact No.	

Waste Carrier:	
Carriers Address:	
Contact No.	
Carriers License No.	
Vehicle Registration:	

Reason For Rejection:	

Photo Evidence:	

Drivers Name: Printed	Signature:	Date:
Rejectors Name:	Signature:	Date:

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Appendix III

Environmental Permit

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Appendix IV

Health and Safety-Conditions of Site Use for Staff and Visitors

The following guidelines apply to all site personnel, contractors and visitors using the site (where applicable)

1) The site is covered by the Health and Safety at Work etc. Act 1974 and its associated regulations and all users must abide by any relevant provisions. Any person found to be in contravention of the requirements of this Health and Statement will be asked to leave the site.
2) All visitors must sign thew visitors book on entry to and exit from the site. All vehicle drivers must report to the site office and await instructions from the manager/deputy before proceeding to deposit the waste at the site.
3) All incidents, accidents, diseases, injuries or dangerous occurrences shall be reported to the site manager. All instructions issued the site manager in respect of health and safety at the site must be followed by all site users.
4) A first aid station including eye-wash bottles is located at the site office. If you are injured onsite, please alert a member of staff/trained first aider for assistance.
5) All persons on site must wear the appropriate PPE, including high visibility jackets, safety footwear and hard hats as a minimum.
6) Protective gloves must be worn for any operations which present a hazard of puncture to or laceration of the skin or for any manual handling work carried out on site.
7) Ear defenders, safety helmets and eye protection will be issued when deemed necessary and must be worn by all employees and contractors where required by the site manager or other site representatives.
8) Fire extinguishers are kept on site to deal with any fires. Fires shall only be dealt with by employees of KCM Waste Manager Ltd unless alternative instructions are given by the site manager. Access to fire exits and firefighting equipment must be kept clear at all times. If a fire alarm sounds or there is a call/shout of fire, please follow instructions and leave the site in an orderly manner.
9) Person who are suspected of being under the influence of drugs or alcohol will be tested following the drugs and alcohol policy and removed from site immediately.
10) Smoking is not permitted on the site.
11) All persons must observe and follow all traffic directions and traffic/safety signs.
12) Drivers must comply with all safety instructions given by the site manager, site deputy or site staff.
13) All drivers are responsible for ensuring that their vehicle is safely loaded. Unsafe loads will not be accepted at the site and will not be allowed to leave the site until they have made the load safe.
14) Drivers waiting to tip at the site will follow the instructions of the site staff and only tip in the designated area, unless advised otherwise. No tipping will take place over sorted stockpiles.
15) Drivers must remain in the cab or stand well clear of the vehicle during loading or tipping. Once the vehicle has been loaded it must be securely sheeted (if necessary) before leaving the site. When sheeting and un-sheeting the vehicle ensure that the engine is switched off, the ignition key removed, and the parking brake is applied. Do not gain access using the mudguards and wheels. Ensure that ropes, hooks and sheets are in good condition.

Declaration: To be completed by all site users.

I have read and understand the conditions of use of this site and agree to comply with them at all times. I accept that neither KCM Waste Management Ltd nor their employees shall be liable for any loss or injury arising from my non-compliance with the above conditions.

Signed	Print name:
Company/organisation	Date

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Appendix V

Aggregates Protocol

Factory Production Control

KCM Waste Management Ltd

Wash Plant and Recovery Facility

Prepared by
Becka Bessant MCIWM
Environmental Monitoring Solutions Ltd

15.04.2026

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2 Key Information

Customer	KCM Waste Management Ltd
Registered office Address	Effingham Mills, Ginhouse Lane, Rotherham, S61 4QN
Site Location	Off Aldwarke Lane Rotherham S65 3SR
Project title	Factory Production Control

Key Contacts		
Name	**Company**	**Contact details**
Gareth Hickling	KCM Waste Management Ltd	gareth@kcmwaste.com
Becka Sanderson Senior Environmental Consultant	EMS	Becka.Bessant@em-solutions.co.uk

Document History				
No.	**Date**	**Author**	**Section**	**Amendments**
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1.0	30/09/2020	DRP	-	Annual Review
1.0	30/09/2021	DRP	-	Annual Review
1.0	30/09/2022	DRP	-	Annual Review
1.0	30/09/2023	DRP	-	Annual Review
1.0	30/09/2024	DRP	-	Annual Review
1.0	30/09/2025	DRP	-	Annual Review
2.0	27/11/2025	DRP	Page 1	Change of location of site

Document Location
Site office
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3 Documents Amendments

Originator name	Document No. and title	Page No.	Nature of change	Amendment Ref No.	Date

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4 Definitions

In this Factory Production Control manual, words and phrases have the following meaning.

- **Aggregate:** A granular material used in construction. Aggregates can be natural, manufactured or recycled. Clays and soils are not considered to be aggregate.

- **Recycled Aggregate:** Aggregate produced in compliance of the Quality Protocol from inert and non-organic waste.

- **Inert Waste:** This is waste which is neither chemically or biologically reactive and will not decompose. Its also safe for landfill and used as recycled aggregate and should comply to WRAP Protocol.

- **Waste is Inert if:** It does not undergo any significant physical, chemical or biological transformation. It does not dissolve, burn or otherwise physically chemically react, biodegrade or adversely affect other matter with which it comes into contact in a way likely to give rise to environmental pollution or harm to human health, and its total leachability and pollution content and the ecotoxicity of it leachates are insignificant and in particular, do not endanger the quality of any surface ground water.

- **WRAP (Waste Resources Action Programme):** WRAP is a registered charity. It works with businesses, individuals and communities to achieve a circular economy through helping them reduce waste, develop sustainable products and use resources in an efficient way.

- **Defra:** The department for Environment, Food and Rural Affairs is the government department responsible for the environment protection, food production and standards, agriculture, fisheries and rural communities in the United Kingdom.

5 Introduction

This Factory Production Control (FPC) has been developed by KCM Waste Management Ltd (KCM) to provide a uniform control process from which they can reasonably state and demonstrate that their recycled aggregate is a product, has been fully recovered, and is no longer a waste. The framework created by this FPC provides a clear audit trail to ensure compliance with Environmental Legislation. Customers ensuring, they comply with their own Duty of Care obligations and environmental goals can use this document in the audit trail. This FPC is based upon the following documents:

- WRAP "Quality Protocol Aggregates from Inert Waste; end of waste criteria for the production of aggregates from inert waste" 2013.

- Factory Production Control Annexes of the European Standards on Aggregates.

The WRAP Quality Protocol aims to establish a defined quality management scheme that controls both the management of environmental risk from waste stockpile (imported waste onto site) and the management of aggregate processing to established standards to ensure that materials recovered under its performance criteria meet the quality and conformity requirements for European Standards for Aggregates. The WRAP quality protocol comprises of following key areas; Management and staff responsibilities, Resource Management, Product Realisation (Method Statement of Production), Measurement, Analysis, Improvement and the Factory Production Control.

The aggregate produced by KCM will be regarded as having ceased to be waste, and no longer subject to waste management controls, provided that the following controls taken from the Quality Protocol are adhered to:

- The aggregate conforms to the European standard appropriate to the use it is destined for;
- The aggregate is produced under the Factory Production Control
- That within the Factory Production Control the inputs are limited and controlled
- The aggregate requires no further processing, including size reduction, for the use it is destined;
- The aggregate is destined for a use within the designated market sectors;
- The aggregate will become waste again if it is disposed of or stored indefinitely with little prospect of being used.

The Quality Protocol (QP) for the Production of Aggregates from Inert Waste was published in 2004 and revised in 2013. A review is being carried out by the Environment Agency during 2019, and this document will be revised accordingly. The QP considers the production of aggregates from inert construction, demolition and excavation waste. It is based on a pragmatic approach of material selection through to final product checklists. The schematic diagram used within Quality Control is illustrated within this FPC. This diagram is based upon the following criteria: obtaining source data, acceptance testing, weighing and categorising, stockpiling, re-inspecting and processing to produce the final product stockpiles. Throughout the quality control process, unsuitable materials and failures within the process will result in materials being rejected in order to ensure the quality of the final product.

The 2004 European Standards for Aggregates ensures that there is no discrimination between aggregates from natural, recycled and manufactured materials. The requirement of the Factory Production Control is helping producers of recycled and secondary aggregates to demonstrate the quality of their products. The application of CE marking aims to benchmark standards and give aggregate users the confidence that recycled and secondary materials are of the required quality and equivalent to primary or natural materials.

6 Management Staff and Resources

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6.1 Management and Staff

The Company have appointed Charles Philip Hickling (Managing Director) as responsible for the implementation, maintenance and performance of the FPC. Charles Philip Hickling will authorise an Approved Deputy to ensure that these duties are undertaken when he is not available. The Approved Deputies are Darren Parkin and Keith Hickling. The Organisational chart is available in Appendix 4.

Darren Parkin will be responsible for conducting periodical reviews of the whole system to ensure its continuing suitability and effectiveness. The management will ensure that the responsibilities and authorises are defined and clearly communicated within the organisation; and that measurable quality objectives and product requirements are established at relevant levels and functions within the organisation.

Most members of staff are likely to follow procedures that are part of the FPC and therefore will be responsible for the day-by-day implementation of the FPC. As a consequence, procedures that are set in the FPC should clearly identify responsibilities and tasks for each relevant stage of the production process.

Staff performing work that affects product quality shall be adequately informed and trained with regards to the relevance and importance of their activities and how they contribute to the achievement of the quality objectives.

Definition of roles within the organisation and/or site and reporting structure are as follows:

- Charles Philip Hickling (Managing Director) will have responsibility for the implementation and performance of the FPC. Charles Philip Hickling has significant experience within the industry.
- Darren Robinson-Parker as the QHSE Manager will act as Approved Deputy and will assume responsibility if Charles Philip Hickling is not available.
- Emma Hickling holds a WAMITAB Continuing Competence for Transfer and Treatment of non-hazardous and hazardous waste.
- The Approved Deputy will check all loads to ensure full compliance with the Waste Transfer Note.
- Charles Philip Hickling shall be informed immediately if any environmental and/or safety issues arise.
- Operating staff will be informed on the steps involved within the FPC, they will all report to Charles Philip Hickling or his Approved Deputy.

The procedures for recruiting and training staff, including staff responsible for identifying the need for and managing the recruitment and training are James Hickling or his Approved Deputy. A copy of the FPC will be stored within the Company office. This will be available for staff use at all times. All staff involved in the process will attend verbal training on this Factory Production Control (Appendix 9) . All record sheets will be stored within the Company office.

6.2 Resources

The majority of waste material processed on site will arise from the construction and demolition industry. Some waste material also arises from household and commercial waste. If applicable, as part of our duty of care we will visit the suppliers' operations (demolition site, quarry, waste production site etc.). We will check that our suppliers either hold an Environmental Permit, the relevant Exemption or are a registered Waste Broker. The carrier of such material must be a registered Waste Carrier. Acceptance or rejection of waste contractors' services will be communicated to them in a timely manner.

This FPC is being undertaken at KCM Waste Management Ltd, Effingham Mills, Ginhouse Lane, Rotherham, S61 4QN. KCM are ISO14001:2015 accredited and have a robust environmental management system.

KCM operates under an Environmental Permit and Waste Management Licence that permits the company to transfer and treat waste materials for recycling purposes. A copy of this permit is available in Appendix 1 and the Waste Management Licence is available in Appendix 2 of this FPC.

Material is processed on site using a Warrior Screener and a Powrerscreen Crusher which are owned by KCM and are covered under the site Environmental Permit (Appendix 1).

The activities associated with the aggregate recycling operation shall not extend beyond the permitted site boundary as shown within the Environmental Permit, Appendix 1. Appendix 8 contains a copy of the site plan.

The Environmental Permit is inspected by the Environment Agency on a regular basis. All environmental measures are based upon EA guidance "Getting the Basics Right" and the Process Guidance Note 3/16 (04) "Secretary of State's Guidance for Mobile Crushing and Screening".

All facilities will be well maintained and in good working order to ensure that the staff can operate safely and efficiently to the quality requirements. All plant and equipment are sourced from accredited suppliers, and all identification and specification records are maintained. The schedule of maintenance is located on the sites own plant yard where regular maintenance and repairs are carried out.

The Factory Production Control requires that KCM will provide for the control, calibration and maintenance of inspection, measuring and test equipment. Plant and equipment, including test tools will be serviced regularly and calibrated where applicable. These records will be stored within the Company office; the records will be stored for at least two years.

Storage areas for goods such as input materials, equipment and products, will be clearly defined. This will ensure that such goods are stored to prevent damage and deterioration and can be maintained in accordance with the supplier's recommendations and regulatory requirements.

The location of the plant and waste stockpiles and product stockpiles rarely change location. They are located in carefully thought out areas to prevent cross contamination and ensure consistency (Appendix 8).

7 Method Statement of Production

At KCM, our fundamental principle is that the end product must be produced in accordance with the WRAP Quality Protocol to demonstrate the quality of the products. Only inert waste materials will be accepted (Table 1). The following outlines the legal definition of inert waste along with the more practical EWC categories that will be used by site staff during their initial assessment of the waste. The following definition of inert waste was taken from Article 2 (e) of the Landfill Directive:

- It does not undergo any significant physical, chemical or biological transformations
- It does not dissolve, burn or otherwise physically or chemically react, biodegrade or adversely affect other matter with which it comes into contact in a way likely to give rise to environmental pollution, or harm to human health;
- The total leachability and pollutant content and the ecotoxicity of its leachate are insignificant and, in particular, do not endanger the quality of any surface water or groundwater.

KCM will reject immediately any load containing hazardous and deleterious materials, such as: asbestos, chemical waste, mineral oil, tar, other hazardous waste or domestic waste. The Regulator will be contacted if required. Provided that there is no suspicion of contamination, the wastes within the following tables are considered to be inert wastes which could be accepted for processing, providing that they satisfy the acceptance criteria.

Table 1: Acceptable inert waste input materials

Wastes from physical and chemical processing of non-metalliferous minerals

EWC CODE	DESCRIPTION	EXCLUSIONS
01 04 08	Waste gravel and crushed rocks other than those mentioned in 01 04 07	May include excavation from mineral workings
01 04 09	Waste Sand and Clays	Waste sand only. Must not include contaminated sand.

Wastes from manufacture of glass and glass products

EWC CODE	DESCRIPTION	EXCLUSIONS
10 11 03	Waste glass-based fibrous materials	Only without organic binders

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Packaging (including separately collected municipal packaging waste)

EWC CODE	DESCRIPTION	EXCLUSIONS
15 01 07	Glass Packaging	

Construction and demolition waste – concrete, bricks, tiles and ceramics

EWC CODE	DESCRIPTION	EXCLUSIONS
17 01 01	Concrete	
17 01 02	Bricks	
17 01 03	Tiles and Ceramics	
17 01 07	Mixtures of concrete, ricks, tiles and ceramics other than those mentioned in 17 01 06	

Construction and demolition waste – wood, glass and plastic

EWC CODE	DESCRIPTION	EXCLUSIONS
17 02 02	Glass	Must not include fiberglass or glass fibre

Construction and demolition waste – bituminous mixtures, coal tar and tarred products

EWC CODE	DESCRIPTION	EXCLUSIONS
17 03 02	Bituminous mixtures other than those mentioned in 17 03 01	If allowed from the repair and refurbishment of the asphalt layers of roads and other paved areas (excluding bituminous mixtures containing coal tar and classified as waste code 17 03 01). Must not include coal tar or tarred products. Must not include freshly mixed Bituminous mixtures.

Construction and demolition waste – soil (including excavated soil from contaminated sites), stones and dredging spoil

EWC CODE	DESCRIPTION	EXCLUSIONS

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17 05 04	Soil and stones other than those mentioned in 17 05 03	Must not contain any contaminated soil or stones from contaminated sites
17 05 06	Dredging spoil other than those mentioned in 17 05 05	Only allowed if: inert aggregate from dredgings. Must not contain contaminated dredgings. Must not contain fines.
17 05 08	Track ballast other than those mentioned in 17 05 07	Only allowed if it does not contain soil and stones from contaminated sites

Construction and demolition waste – other construction and demolition waste

EWC CODE	DESCRIPTION	EXCLUSIONS
17 09 04	Mixed construction and demolition waste other than those mentioned in 17 09 01, 17 09 02 & 17 09 03	Only allowed if: The waste is generated from utilities trenching's. The waste consists of subbase aggregates i.e. granular material. The waste contains only materials that would be described by entries 17 01 01, 17 03 02 & 17 05 04 if the waste was not mixed

Wastes from the mechanical treatment of waste not otherwise specified (for example sorting, crushing, compacting, pelletising

EWC CODE	DESCRIPTION	EXCLUSIONS
19 12 05	Glass	Does not include glass from cathode ray tubes
19 12 09	Minerals (e.g. sand and stones)	Must not contain contaminated concrete, bricks, tiles, sand, stone or gypsum from recovered plasterboard

Municipal wastes (household waste and similar commercial, industrial and institutional wastes) including separately collected fractions

EWC CODE	DESCRIPTION	EXCLUSIONS
20 01 02	Glass	Must not include fibreglass

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20 02 02	Garden and park waste (including cemetery waste) soil and stones	Must not contain contaminated stones from garden and parks waste

KCM has produced a number of Method Statements for the production of aggregates. The Method Statements are for staff usage and specify the types of materials accepted for processing, the processes used, and any amendments used and sampling requirements. All method statements will be reviewed regularly, and any amendments will be disseminated to site staff.

7.1 Production Processes

The processing operations that the waste will undergo before being deemed a product by KCM will include all or some of the following operations: stockpiling, prior to sorting, segregating, crushing, screening and stockpiling of the final recycled products.

The equipment utilised on site at the time of writing includes a picking station, a Power screen Crusher and two Warrior Screeners. This operation is prescribed by Section 3.5 of Schedule 1 to the Pollution and Prevention & Control (England & Wales) Regulations 2000, SI 2000 No 1973 (as amended). Other ancillary machinery may include a loading shovel and a 360-degree excavator

7.2 Waste Handling and Processing Procedures

Waste that has been inspected on the weighbridge is tipped on to the process stockpile area located on hardstanding (Appendix 8). The waste is then inspected by the Approved Deputy who ensures the waste matches the description on the Waste Transfer Note.

The Approved Deputy will ensure that only inert materials are transferred from the Waste Reception Area to the feeder material stockpiles of the Aggregate Recycling Area.

The processing of the waste is carried out in several steps. Initially the waste is lifted via an excavator with a grab onto the sorting belt which moves through the picking station. Several pickers hand sort the waste into separate bays including plastic, cardboard, metal and inert hardcore.

An inspection of the inert hardcore bay by the Approved Deputy will ensure that only inert materials are transferred from the Waste Reception Area to the feeder material stockpiles of the aggregate recycling area.

Material from the inert bay is then moved to the screener to be screened into over size, medium size and fines. The fines do not continue into the rest of the process. The oversize and medium size material is transferred to the Powerscreen crusher, and fines removed from the process. The oversize and medium size material is then crushed to specification to form the recycled aggregate product. A final check and hand pick is carried out of any plastic, wood or metal that may still be present and the final product moved to the product

bay. This material is stockpiled, and tests performed in accordance with Table 3 & Table 4. If the test results are returned satisfactorily, then the recycled aggregate has now reached end of waste criteria and can be sold as a product. The final product is inspected during loading, prior to being dispatched from site.

The plant is equipped with overband magnetic separators that remove ferrous metals. No-ferrous metals are picked by hand as necessary. Metals that are removed from the waste materials are stored within a skip and removed off site for further processing.

All materials are visually inspected on a routine basis and the site staff hand picks any contaminants prior to processing, during processing and from the final stockpile as required.

All contaminants are removed from site to be reprocessed back into the sorting area and kept out of the recycled aggregate area.

7.3 Subcontractors

Sub-contractors are not used on the site. All staff are KCM staff. Sub-contractors do however deliver waste material onto site. If a sub-contractor is required to attend the site to tip waste, they must enter site via the weighbridge and be signed in by the weighbridge operator. They will only be permitted to enter the site when they produce a valid waste carriers licence and correctly completed WTN. They are supervised whilst on site at all times by the banksman, and signed out once they have tipped and left site.

7.4 Manufactured Products

All product designations will be derived from the relevant European Standard for Aggregates and industry specifications. The aggregate types, BS EN Standards, product classifications and specifications can be found within Table B1 of WRAP's Quality Protocol. A section of Table B1 that is specific to unbound aggregates is presented below in Table 2.

It is the intention of KCM to produce unbound aggregates for drainage, fill material and sub-base. If the end uses changes and an aggregate is produced for recycled aggregate for concrete; recycled aggregate for asphalt; recycled aggregate for hydraulically bound mixtures; or reclaimed asphalt for use in bituminous

mixtures, the specifications outlined within Table B1 of WRAP's Quality Protocol will be referenced.

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Table 2: Standards, specifications and quality controls for the use of aggregates

PRODUCT USE	STANDARD	SPECIFICATIONS	QUALITY CONTROLS
Unbound recycled aggregate: Pipe bedding & Drainage	BS EN 13242: Aggregates for unbound and hydraulically bound materials for use in civil engineering work and road construction	Highways Agency Specification for Highway Works (SHW) Series 500 Highways Authorities and Utilities Committee (HAUC): Specification for the reinstatement of openings in highways (SROH)	BS EN 13242: Level 4 Attestation Evaluation of Conformity to BS EN 16236: SHW Quality Control procedures in accordance with the Quality Protocol for the production of aggregates from inert waste SROH: Compliance with SHW
Unbound recycled aggregate: Granular fill. General fill Capping	BS EN 13242: Aggregates for unbound and hydraulically bound materials for use in civil engineering work and road construction	Highways Agency Specifications for Highway Works Series 600 HAUC: Specification for the reinstatement of openings in highways BS EN 13285: Unbound mixtures; Specifications	BS EN 13242: Level 4 Attestation Evaluation of Conformity to BS EN 16236* SHW Quality Control procedures in accordance with the Quality Protocol for the production of aggregates from inert waste SROH: Compliance with SHW

Unbound recycled aggregate: Sub base	BS EN 13242: Aggregates for unbound and hydraulically bound materials for use in civil engineering work and road construction	Highways Agency Specification for Highway Works Series 800 HAUC: Specification for the reinstatement of openings in highways BS EN 13285: Unbound mixtures; Specifications	BS EN 13242: Level 4 Attestation Evaluation of Conformity to BS EN 16236* SHW Quality Control procedures in accordance with the Quality Protocol for the production of aggregates from inert waste SROH: Compliance with SHW

The testing schedule meets the minimum requirements of the Standards. The minimum requirements are as follows (Table 3 below):

Table 3: Testing Schedule

TEST	BS EN TEST REFERENCE	MINIMUM TEST FREQUENCY BS EN 13242
Particle Size Distribution	EN 933-1	1 per week
Fines Content	EN 933-1	1 per week
Classification of constituents	EN 933-11	1 per month
Particle density	EN 1097-6	1 per month
Water soluble sulfates	EN 1744-1	1 per month
Resistance to fragmentation (LA)	EN 1097-2	2 per year
Magnesium sulfate soundness	EN 1367-2	1 per 2 years

The supplementary tests that can be undertaken to meet specification requirements are presented in Table 4 below:

Table 4: Supplementary tests

END USE	STANDARD AND SPECIFICATION	TEST	BS TEST REFERENCE	MINIMUM TEST FREQUENCY
Unbound: Fills Capping Sub-base	SHW Series 600, & 800 SROH	California Bearing Ratio Plasticity of fines Frost Heave	1377: Part 4 1377: Part 2 812: Part 124	1 Per month 1 Per week 1 Per Year

The Standards will refer to testing frequencies relating to production periods and not calendar periods. The following definition has been taken from WRAP's Quality Protocol:

- The Tables (3) and (4) above (described as Tables B2 and B4 in The Quality Protocol) collate the minimum test frequencies required by common standards and specifications, including the minimum requirements of the Factory Production Control for a range of routine tests.
- Frequencies are defined in terms of "production week" or similar and/or "production day". These periods should be defined by the producer depending on the output of the plant/equipment.

Testing is carried out by White Rose who are UKAS accredited (Appendix 7).

The Standards will refer to testing frequencies relating to production periods and not calendar periods; where a period is defined as a full week, month or year of production working days. A production week can be defined as the period of 7 consecutive days comprising of at least 5 production days of the period taken to complete 5 production days (whichever is longer). For example; a production day of 1000 tonnes would give a 5000 tonne production week. Individual test frequencies are outlined within the Method Statements for each type of product produced on site.

Testing will be performed on samples obtained in accordance with BS EN 932: Tests for general properties of aggregates. The BS EN 932 – Part 1: Methods for sampling describes how routine samples should be collected. Samples are collected by trained operatives from White Rose (Accredited laboratory).

8 Method Statement for 6F5 Production

8.1 Source of Material

The waste materials that are suitable for the manufacture of recycled 6F5 generally arise from construction and demolition projects and highway maintenance schemes.

8.2 Suitable Materials

The waste materials deemed suitable for use in the manufacture of recycled 6F5 are listed below:

- Tarmac
- Limestone
- Blast furnace slag
- Bricks
- Concrete blocks

8.3 Potential Contaminants

The following list gives examples of materials that are not suitable in the manufacture of recycled 6F5. The list is for illustration and is not exhaustive:

- Petrol or diesel contaminated material
- Sand
- Clay or soils
- Timber
- Plastics
- Metals

8.4 Material Acceptance and Inspection

Where possible, the potential source of suitable material will be inspected at source to confirm acceptability for the manufacture of recycled 6F5.

A visual inspection is carried out on every load, on initial receipt on arrival at the weighbridge. Each waste carrier will have an authorised waste carriers' licence. Each load shall be accompanied by a Waste Transfer Note which describes the material and the source. Details are entered onto the computerised weighbridge system.

After the load is booked in, it is directed to the Aggregate Production Facility or the hand sorting stockpile where it is again inspected by the Approved Deputy before being allowed to discharge the load into the designated area

8.5 Material Rejection and Dealing with Contaminants

In the event that small amounts of contaminants are found to be present in the load that do not render the whole load unacceptable i.e. 1 piece of wood or plastic etc., these contaminants may be removed prior to processing without causing rejection of the whole load.

If the whole load is contaminated i.e. by diesel or petrol, the load will be rejected and removed from site.

8.6 Records of Suitable Material

A record of each load delivered and accepted for processing will be kept for a minimum of 2 years detailing the following information as a minimum.

a) Date
b) Description and quality of material
c) Place of origin (where known)
d) Quantity by weighing/volume
e) Registered Carrier / Supplier

8.7 Equipment used in the Manufacturing Process

The following list of equipment is used in the manufacture of recycled 6F5:

a) Power Screen Crusher
b) Power Screen Warrior
c) CDE Wet Wash plant

8.8 Processing

The following is a brief summary of the processes involved in the manufacture of recycled 6F5 material from selected waste materials:

1. Carry out all Pre-starts checks on all screens and equipment
2. Screen/crush/wash and sort if required
3. Feed into crusher
4. Crusher operator to remove as much debris and steel as possible, overhead magnet belt to recover rest
5. Remove crusher material to stockpile after picking
6. Test materials in accordance with sampling and testing protocol (Table 3)

The above assumes a consistent input of mixed material from feed stocks; if the input of materials varies from the normal feedstock additional samples may need to be taken to ensure quality of the product.

9 Factory Production Control

The Factory Production Control is implemented through the "Implementation of the Method Statement of Production and the Factory Production Control". The Factory Production Control (FPC) is defined in the Construction Products Directive as a control system introduced by the manufacturers to; monitor production, ensure that the required product characteristics are achieved and to maintained consistently by the output. Every aspect of this control system should be documented in a body of written policies and procedures, and as such is an integral part of this FPC. The FPC for the production of aggregates is specified in each of the BS EN Standards relevant to aggregates (Table 2), these ensure that they conform to the relevant requirements of the technical specifications.

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The FPC is implemented through scheduled controls and tests on measuring equipment, raw materials and constituents, processes, machines and manufacturing equipment and finished products, including material properties in products. Most importantly, the system provides for conformity assessment and for the management of non-conforming products.

Each BS EN Standard on Aggregates (Table 2) describes the FPC and its minimum requirements in terms of:

- Organization: responsibilities and management of the FPC
- Control procedures: manuals on procedures, documents and data control
- Management of production: required set of procedures which constitute the FPC (identification and control of materials and any hazardous material content, control of storage and stock conditions, traceability of product throughout the process);
- Inspection and testing; testing equipment, procedures and frequencies as outlined within the BS EN Standards;
- Records: what needs to be recorded and kept;
- Control of non-conforming product: actions to be taken on non-conforming products and corrective actions to avoid replication;
- Handling, storage and conditioning in production areas: arrangements to be taken to ensure maintenance of quality during handling and storage;
- Transport and packaging: responsibilities of the manufacturer and actions to avoid contamination of the product during those phases; and
- Training of personnel: procedures to ensure appropriate training of personnel involved in the FPC.

These requirements are recorded in various documents by appropriately trained staff. The documents will be kept within the main office.

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10 Implementation of the Method Statement of Production and the Factory Production Control

The following sections deal with the implementation of the principles as they apply to a generic process for the manufacture of aggregates from waste. This chart (Figure 1) has been based on the flowcharts used in WRAP Quality protocols and can be used as a framework for developing more detailed descriptions of the processes used, as required by the Method Statement of Production:

Figure 1 KCM's controls mechanisms of quality protocol

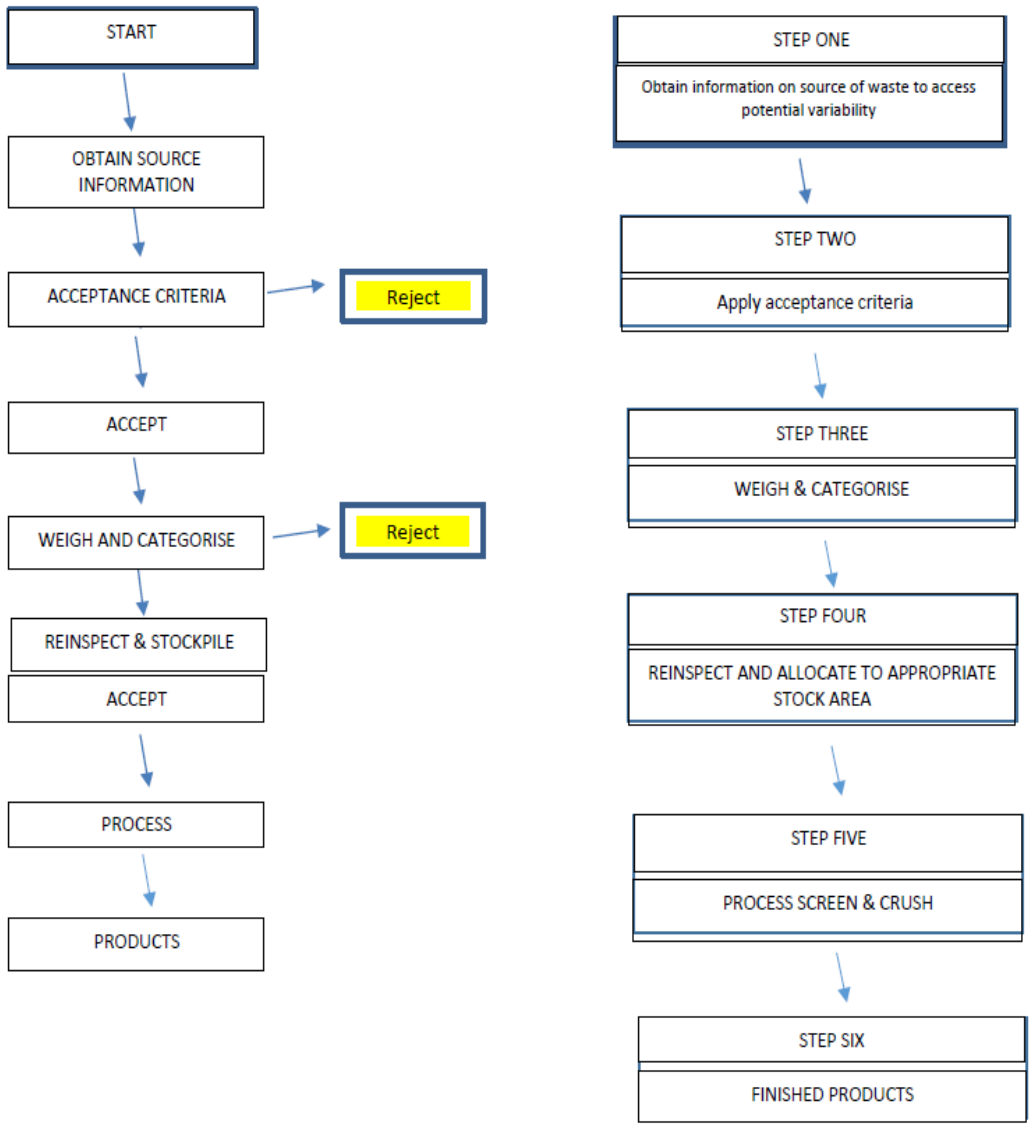
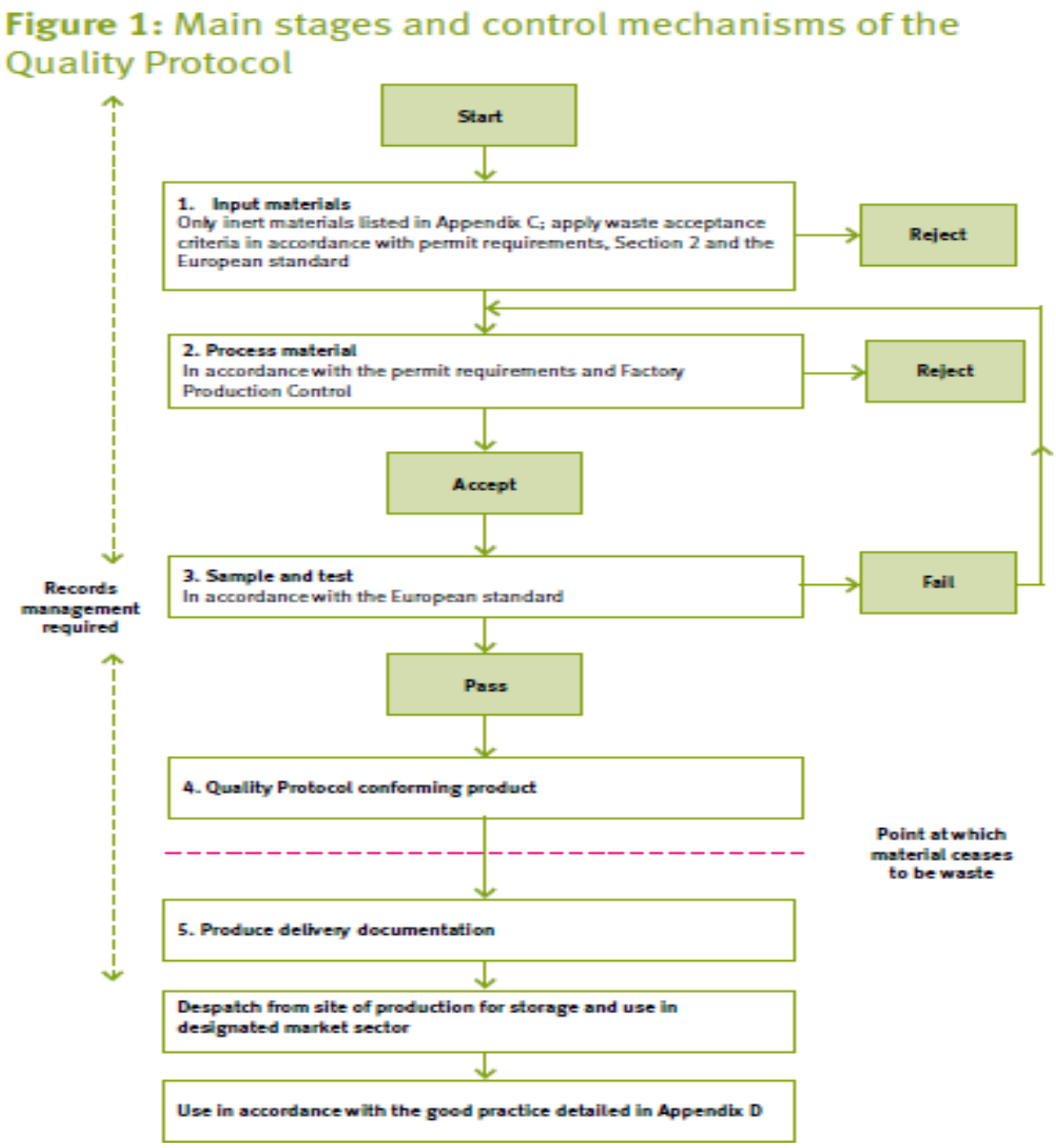


Figure 2: Quality Protocol control mechanisms (taken from the WRAP QP)



For each stage of the flowchart and corresponding step of the tool, a Quality Manual section has been developed. Each section contains:

a) An outline of the procedures to be set in the system and described in the manual

b) A reminder of the responsibilities for the actions required

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11 Waste Acceptance

The Weighbridge Operator will follow the acceptance criteria process; the waste types must conform to the description in the Waste Transfer Note supplied by the producer and holder. The contents of the load will be inspected by the Weighbridge Operator or Approved Deputy as the load is driven onto the weighbridge and once it has been deposited.

To ensure that KCM is complying with the FPC, information on the nature of the raw material and its source is scrutinised. It is KCM's responsibility to ensure that the source material is inert and does not contain any harmful substances. Waste entering the site must be accompanied by the following information:

- Regulatory information:
  - Waste Management Licence, Permit or registration of exemption
  - Waste carrier/waste broker registration details
- FPC information:
  - Material details (e.g.: type of waste)
  - Location of arising (demolition site, plant, etc.)
  - Demolition of building contractor details/ supplier details
  - Date of demolition/arising/production

Acceptance of waste at the site will rely on a 3 level hierarchy that will ensure relevant documentation is produced and that all incoming waste streams are recorded and inspected.

Level 1: Detailed characterization of waste stream

Level 1 characterisation testing will be carried out at the producers prior to the acceptance of waste streams at KCM site. The producer of the waste stream will be required to carry out analysis that provides a thorough identification of components within the waste including list I and list II substances (DoE Circular 11/94, Annex 7). Level 1 characterisation testing will also be required for any excavated inert material that is to be accepted at the site. The producer of the material will be required to carry out analysis that provides a thorough identification of components within the material. Only when KCM Waste Management Ltd are satisfied will the material be accepted at the site.

Having established the nature of the waste, its acceptance at the site will be evaluated with general consideration to the acceptance criteria detailed in the sites Environmental Management System**.**

Level 2: Compliance testing

The producer will be required to send the required analytical data/specified information in advance and where applicable with a representative sample. These samples, if necessary, will be sent to an independent laboratory (White Rose) for a confirmation check to ensure results received off the producer are accurate.

Once confirmation is received that the waste is as described in the notification/documentation then the producer will be informed that the waste can be sent to KCM site for processing.

Level 3: On-site verification

All other wastes being delivered to the site will undergo, as a minimum, a visual inspection. The on-site verification may however extend to clarification over paperwork i.e. does the waste arriving on site meet the description given on accompanying paperwork. Further visual inspections will be carried out once the waste is off- loaded/stored at the site.

KCM will ensure that; the waste is received from a registered carrier or broker; the waste has a traceable origin and owner and the waste originator/site holds an Environmental Permit or Exemption. A list of regular waste carriers is held in the weighbridge and duty of care is carried out on waste carriers' licences on a regular basis by visiting the Environment Agency Public register. https://environment.data.gov.uk/public-register/view/index

KCM hold their own Waste Carrier Licence (Appendix 3) and use their own lorries to collect waste and transport to KCM transfer station. Each KCM vehicle appointed to carry waste will keep a copy of the WCL in the vehicle to be presented upon request.

A Waste Transfer Note (WTN) must accompany each waste load accepted onto the site. This is to be inspected for completeness for regulatory information as required within the Duty of Care Regulations. Any load not accompanied by a WTN or accompanied by an incomplete WTN will be rejected. If a Company delivers waste to site with an inadequate WTN, a copy of the Environment Agency Waste Transfer Note (https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/311081/ LIT_7932.pdf) will be given to the Company for completion. The Waste Transfer Note that accompany each and every load will be kept for at least two years as required by law.

The WTN will contain the following information:

- Quantity of waste
- Description of the waste
- EWC code
- SIC code
- Waste carrier details
- Signatures by all parties
- Time and date of transfer
- Statement to show the waste hierarchy has been applied

Under no circumstances can hazardous waste be accepted into the recycled aggregate process.

The incoming material will either be delivered to the Waste Reception Area of the Environmental Permitted site or directly to the feeder stockpiles of the aggregate recycling area. Waste is inspected on the weighbridge and when it has been tipped.

12 Receipt of Waste Materials

KCM will ensure that strict acceptance procedures are adhered to which will ensure full compliance with statutory duties and processing requirements. All waste will be accompanied with a WTN as required by the Duty of Care regulations. All vehicles that enter site without the relevant paperwork will be rejected and their details will be reported to the Environment Agency.

All waste material will be visually inspected when it arrives on site. The following criteria will be applied to decide upon the acceptance of incoming waste, on receipt and after tipping:

- Only waste that can meet the definition of inert shall be accepted.
- That there is no suspicion of contamination and the wastes are considered to be inert.
- Any load containing any amount of hazardous material shall be rejected immediately and that any load containing 1% by volume of foreign material, such as wood and plastic, shall be rejected sorted through the picking station to remove contamination
- These criteria are met by completing visual inspections of every load, on initial receipt and after tipping.

KCM will reject, for example, concrete waste arising from the demolition of an industrial site if we suspect that such waste may be contaminated because of the nature of the industrial operations.

If the waste material does not meet our acceptance criteria, then it will be rejected. This material will either be reloaded onto the vehicle that deposited the waste or placed within the quarantine area for disposal at an authorised permitted / licenced facility. A copy of the WTN or Hazardous Waste Consignment Note will be kept in the Company Office to ensure that an audit trail can be followed. The Environment Agency will also be informed.

We will keep a record of the loads rejected (with details on the reason for the decision) for future reference. A copy of the Register of Rejected Deliveries is detailed in Appendix 5 the information on this form may be written within the site diary that will record all information as required. This information will be used in discussions with the supplier with regards to the rejected loads; it will provide an explanation as to the reasons for our decision and the actions needed to avoid rejections on future loads.

12.1 Weighing and Categorising

The quantity or volume of all waste entering the permitted site will be recorded onto the WTN, Daily Process Control Record, the Record of Supplies, Record of Deliveries or the

Site Diary. This information will be collated and presented within the Quarterly Returns to the Environment Agency. The recorded volume of materials will be kept for at least 2 years.

12.2 Responsibilities and records to be maintained

Charles Philip Hickling or his Approved Deputy will inspect every load and take the decision to accept or reject the load. They will be responsible for managing the accompanying documents or documenting the rejected load

If the material has successfully passed our strict acceptance criteria, Charles Philip Hickling or his Approved Deputy will be responsible for categorising the load and sending it to be tipped into the appropriate stockpile.

If the material fails to meet these standards, Charles Philip Hickling or his Approved Deputy will be responsible for rejecting a load at this stage of the process and completing the paperwork and associated procedures as required.

The Factory Production Control requires material to be put into stock in a controlled manner. The stock bays will be clearly marked. Care will be taken to ensure that the bays are not overloaded and that categorised materials remain segregated at all times.

12.3 Reinspecting and Stockpiling

KCM inspects material whilst on the delivery or internal transfer vehicle, during tipping and when the load is being pushed into the stockpile. In our experience, contaminated material can be hidden in the bulk of the load and is only discovered when a mechanical loading shovel agitates the waste.

During these operations, site staff will perform visual and olfactory checks on the load to confirm the earlier categorisation. This re-inspection will also consider the acceptance criteria. If the load is acceptable at this point, it will be pushed up into the relevant stockpile of feedstock for the crusher or screener. If the load does not conform to the acceptance criteria, the waste will be rejected, and the appropriate documentation will be completed.

During the initial inspection all visible contaminants will be removed, if hidden contamination surfaces during processing, this material will also be removed. This initial sorting, e.g. handpicking foreign materials such as wood, plastic, metals etc. will be a thorough process. These contaminants will be placed within specific containers or bays in order to facilitate their recycling or disposal.

If materials are rejected at this stage of the process, the nature of the waste materials will be discussed with the suppliers, if appropriate. This could result in improvements of feedstock material as the supplier will be able to be more considered while selecting materials suitable for our process.

Feedstock materials will be stored separately to avoid cross-contamination; the location areas will be clearly identified and marked upon a plan as per FPC requirements. We will

ensure that all staff are able to identify the appropriate storage locations and will be able to select appropriate material for a given process.

12.4 Responsibilities and records to be maintained

Charles Philip Hickling or an Approved Deputy will be responsible for; inspecting the load prior to tipping, confirming categorisation, accepting or rejecting the load, recording details of the load, cleaning the load and pushing it on the stockpile. They will also be responsible for documenting this procedure and keeping the paperwork within the Company office.

13 Production

At the production stage, KCM ensures that authorised members of staff are competent to use the equipment and that our process is controlled. The FPC outlines the procedures to be followed for good resource management. The three fundamentals of the FPC are that staff members are informed and understand the requirements of the particular production we are running, that the material fed into the system is of appropriate quality and that the plant and equipment are performing as required. The Method Statement instructs staff on; how to process waste materials, how to obtain the feedstock from the stock bays and how to ensure that the equipment and plant are performing as expected to produce quality products.

KCM has a control of input materials process to ensure that the input materials are of the quality required for end user product. The input materials are checked to ensure that they have not deteriorated during storage and that they are still acceptable for use. Management verify that selected input materials do not have characteristics that might influence the performance of the production process of the final product itself.

The testing and inspection frequency employed is dependent on the quality of the inputs and the end use of our product. BS EN standards specify testing of end products. The testing procedures are outlined in table 5.

Table 5: Testing procedures applied to the materials

Characteristic	Testing Procedure	Location of tests or samples	Frequency	Remedial actions on non-conforming properties or materials
Deterioration	Visual inspection	Stockpiled material	Daily use and during use	Dependant on deterioration e.g.: leave materials to dry if wet divert to another production if feedstock not Suitable

Acceptability	Visual inspection; acceptance criteria apply	Stockpiled material	During use	No-acceptable materials should be rejected
Oversized or undersized material	Visual inspection	Stockpiled material	Before use	Modify plant, e.g. screen
Moisture or water content	Visual inspection; BS EN 1097-5 can be used	Stockpiled material	Daily and before use	Dependant on level and effects of process, dry or suspend wet material if wet fines clogging up screens

The inspection and testing of the feedstock are performed either ad hoc or whenever an issue has been perceived by staff. We have also introduced controls and tests that will ensure best plant performance and consistency of product, which include controls on feed rate and moisture content. The performance of the screens differs while processing wet and dry fine material of the feedstock. Table 6 is used to test on wet material.

Table 6: Testing procedures applied to feedstock and stockpiled materials

Characteristic	Testing procedure	Location of testing or sampling	Frequency	Remedial actions on non-conforming properties or materials
Feed rate	Visual inspection	Feeding station	Every 30 tonnes if outputs is lower than expected	Check feeding station and personnel
Moisture or water content	Visual inspection; BS EN 1097-5 can be used	Stockpiled material	Daily and before use	Dependant on level and effects of process, dry or suspend wet material if wet fines clogging up screens

The processing equipment, including Warrior Screener and Powerscreen Crusher will be calibrated regularly to ensure that the plant performs as expected. These calibrations will be performed on a regular basis and also whenever site staff have reason to believe that there is an equipment-related problem. Controls on the validity of the calibration of the equipment will be performed at least at the installation of the equipment (e.g. screens),

before starting a production run or every month. We will test materials from the screening plant and the Powerscreen crusher to ensure that the performance of the individual machinery is compliant with our process. The samples will be obtained following the sampling procedures required by the accredited laboratory who will undertake the testing to the relevant BS EN standards.

The stockpiled materials will be inspected to ensure that the products do not undergo changes that might alter their quality. An inspection schedule will be drawn up and will be given to the appointed personnel to follow in order to monitor the stock. These inspection schedules will be tailored to the individual processes and products and will be based upon the following tables:

Table 7: Testing procedures applied to feedstock and stockpiled materials

Characteristic	Testing procedure	Location of testing or sampling	Frequency	Remedial actions on non-conforming properties or materials
Maximum and minimum size	BS EN 933-1	Exit of the screening plant	After the first batch and every 5 batches if conformant plan dependant.	Check size and integrity of screen against input materials and process requirements. Reprocess material or assign to different product category
Presence of foreign material	Visual inspection as detailed within CL:710 of the specification of the Highways Works	Exit of sorting and screening section	After the first batch and every 5 batches if conformant, plant dependant.	Check input materials, size and integrity of screen input materials and process requirements. Reprocess material or assign to a different product category

Grading to access the crushing performance	Visual inspection to BS EN 1097-5 can be used	Exit of crushing plant	After the first batch and every 5 batches if conformant, plant dependant	Check input materials, size and integrity of screen against input materials and process requirements. Reprocess material or assign to a different product category
Contamination Segregation	Visual Inspection	Stockpiled material	Daily	Quarantine, reprocess material or assign to different product category depending upon the nature of the contamination
Moisture or water content	Visual inspection. BS EN 1097-5 can be used			

14 Register of non-conformities

Charles Philip Hickling or his Approved Deputy will register all details of non-conformity within the Register of Non-conformities (Appendix 6); the information from this form will be written within the Site Diary that will record all information as required. This document will link to the Register of Rejected Material information (Appendix 5) . Within the Register of Rejected Material and the Register of Non-Conformity (Appendix 6), each rejected load is assigned an individual ID Code. This ID Code will be used to provide an audit trail.

The Register of Non-Conformities will include information on the following:

- Product type
- Quantity involved
- Nature of non-conformance (e.g.: grading envelope outside specification)
- Remedial action taken (e.g.: quarantine, reprocessing, disposal)
- Operator charged with investigating the non-conformity
- Results of the investigation
- Corrective action taken on causes of non-conformance

This register will include any actions taken to rectify the situation. We will be able to assess the nature of the non-conformances and provide solutions. These actions will be taken to avoid nonperforming products being sold by mistake and to eliminate the causes of non-conformity.

14.1 Responsibilities and records to be maintained

Input materials: This FPC outlines the procedures for dealing with non-conforming input materials. A decision will be made by Charles Philip Hickling or his Approved Deputy as to whether the inert materials are to be; left to dry, submitted for pre-treatment, diverted to other production lines, quarantined or sent back to the supplier. Charles Philip Hickling or his Approved Deputy will complete the necessary documentation. The testing regime on the input materials will be dependent on the quality of the incoming waste and the material end use. As a minimum however, we will ensure that: a) the stockpiled material is controlled before being fed to the process to verify that it has not degraded during storage (e.g. it is too wet because it has been exposed to rain or that it has been mixed with other materials) and, b) the material is still acceptable.

Feed: Charles Philip Hickling or his Approved Deputy will ensure that the correct material is fed to the process and at the exact rate, as set out in the Method Statement of Production (Section 13). If in the future we introduce an internal system for keeping track of the input material, we will ensure that such identification information is passed on to the next stage.

Equipment: Charles Philip Hickling or his Approved Deputy will ensure that control procedures are in place to make certain that: a) they are using the correct equipment, b) the equipment is calibrated and, c) the equipment is performing as expected. If any equipment is not meeting expectations, then the machine will be inspected and calibrated in the first instance. If the problem persists then the machine manufacturer will be contacted, and the process will be stopped until the issue is resolved.

Any non-conforming material will be assessed and dealt with as appropriate. For example, a failure in the screen may result in the product having excessive grain size; this material will be sent back to the feeder stockpile to be rescreened when the machinery has been repaired.

All documentation concerning testing frequencies, test results, and Register of Non-Compliance (which may be recorded within the Site Diary) will be kept within the company office for at least two years.

15 Finished Products

KCM can reasonably demonstrate that they have full control and can manage all those involved in producing the final product. The Factory Production Control requires that KCM details the frequency and nature of testing and inspections on the input materials, equipment and products in the process control documentation, including provisions for:

- The product to be tested for their properties, under the conditions stated in the Factory Production section of the applicable relevant

European Standard.

- That any non-conforming products are properly identified and recorded
- That the product is identifiable up to the point of sale as regards the source and type.

The results of the Factory Production Control are recorded at all times and will be maintained and stored for at least two years.

16 Transportation, Storage and use of Recycled Aggregates

The finished product should be stored and handled in accordance with the site Environmental Management System and the following good practice outlined below:

- Aggregates should be handled and stored to minimise the creation of airborne dust.
- Engineering control measures such as containment, enclosed silos/bins/hoppers, local exhaust ventilation, sprays suppression systems, etc. should be used where there is a risk of airborne dust creation.
- Open conveyor handling systems should be provided with wind boards or other to prevent wind-whipping.
- Manual handling of the aggregates should be minimised through the use of mechanical aids wherever possible. Account should be taken of the Manual Handling Regulations and care should be taken when lifting by hand.
- Aggregates are inert, but dust and fine particles should be prevented from entering watercourses and drains. Deposition of dust on vegetation and surrounding
- property should be avoided by controlling the release of dust at source.

The following site procedures will be considered with regards the production of recycled aggregate:

- Waste acceptance procedure
- Safe systems of work for yardmen
- Safe systems of work for banksman
- Driver waste acceptance procedure
- Safe waste tipping procedure

17 Sales Documentation

The delivery documentation shall include:

- Date of supply
- Customer's name and contact details
- Product description to aggregates standard and customer specification
- The name and contact details of the producer, including address of the site of production
- Quantity supplied by weight/volume
- A statement that the product was produced in accordance with the WRAP Quality Protocol.

18 Training

All members of staff involved in any stage of the production of recycled materials will be fully conversant with the contents of the Quality Protocol and this FPC Manual. Site staff will be given training by the Recycling Site Manager in respect of their duties under the FPC and will be responsible for implementing the FPC as relevant to their daily work activities. Training will be recorded in Appendix 9.

19 Conclusion

KCM fully believes that by processing waste under this FPC they have met all criteria for waste to meet end of waste criteria and a saleable product that's fulfils all obligations has been produced. This FPC has provided a uniform control process from which they can reasonably state and demonstrate that the recycled aggregate has been fully recovered and is no longer a waste.

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APPENDIX 1 Environmental Permit

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APPENDIX 2 Waste Carriers Licence

Certificate of Registration under the Waste (England and Wales) Regulations 2011

Regulation authority

Name	Environment Agency
Address	National Customer Contact Centre 99 Parkway Avenue Sheffield S9 4WF
Telephone number	03708 506506

The Environment Agency certify that the following information is entered in the register which they maintain under regulation 28 of the Waste (England and Wales) Regulations 2011.

Carriers details

Name of registered carrier	KCM WASTE MANAGEMENT LIMITED
Registered as	An upper tier waste carrier, broker and dealer
Registration number	CBDU91401
Address of place of business	K C M METALS & SKIP HIRE GINHOUSE LANE ROTHERHAM S61 4QN
Date of registration	14 February 2025
Expiry date of registration (unless revoked)	9 March 2028

This certificate was created on 14 February 2025. These details are correct at the time of certificate generation.

This copy has been issued under Regulation 6 of Waste (England and Wales) Amendment Act 2014 by the Environment Agency. This is copy number 1 of the certificate.

Making changes to your registration

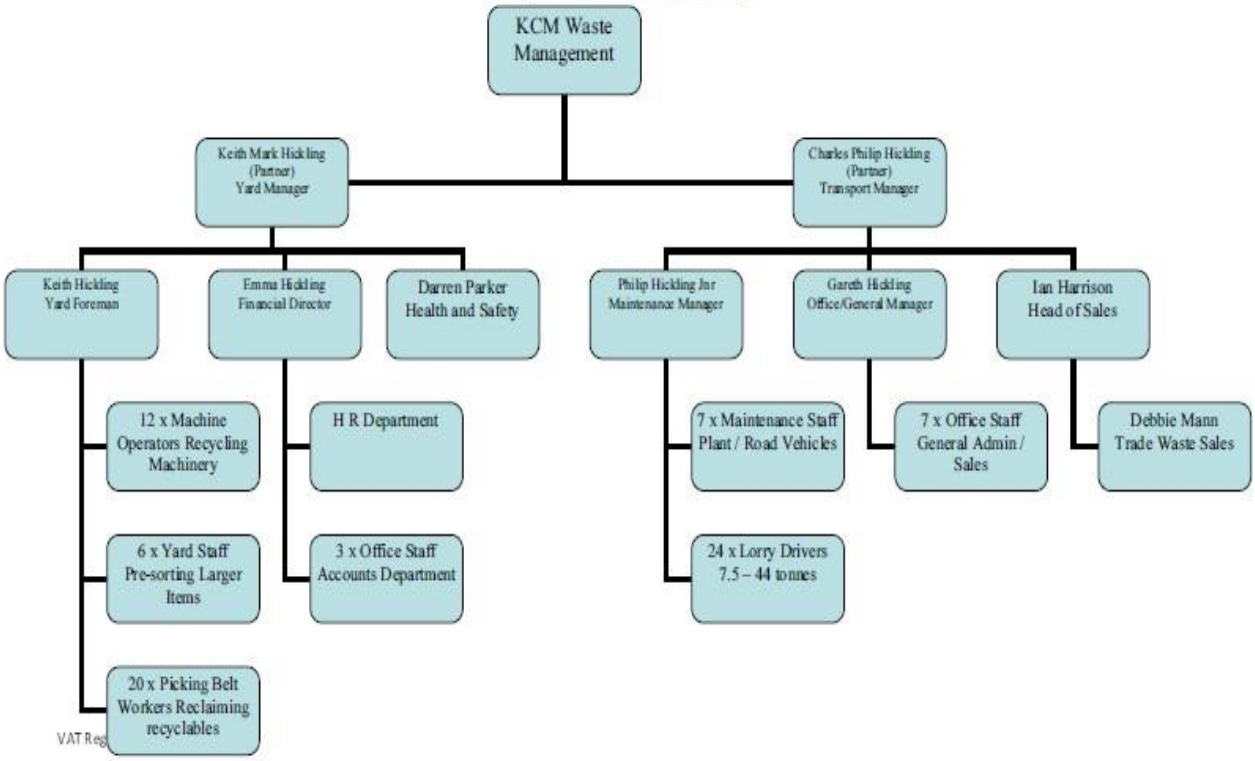
Your registration will last 3 years and will need to be renewed after this period. If any of your details change, you must notify us within 28 days of the change.

APPENDIX 3 Organisational Chart

K.C.M Waste Management Ltd
Effingham Mills
Ginhouse Lane
Rotherham
S61 4QN

Tel: (01709) 512958 Fax: (01709) 512959 email: info@kcmwaste.com web: www.kcmwaste.com

Organisation Chart



Licensed Waste Management and Recycling Facility - Scrap Metal Merchants - Skip Hire – Demolition – Trade Waste Bin Service
Suppliers of Topsoil, Hard-core, Stone and Woodchips
Company No. 08180835 VAT No. 173 4454 05

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APPENDIX 4 Register of Rejected Material

REGISTER OF REJECTED MATERIAL		
ID CODE		
DATE		
QUANTITY BY WEIGHT OR VOLUME		
SUPPLIER		
LOCATION OF ARISING		
REASON FOR REJECTION		
RETURNED ON CUSTOMER VEHICLE?		
DISPOSAL AT AN AUTHORISED FACILITY?		
PHOTOGRAPHS – ID NUMBERS		
SIGNED		

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APPENDIX 5 Register of Non-Conformities

REGISTER OF NON-CONFORMITIES		
ID Code		
Date		
Quantity Involved		
Nature of Non-Conformance		
Remedial Action Taken		
Has the Sample Deteriorated in the Stock Pile?		
Operator Charged with Non-Conformance?		
Results on the Investigation on Non-Conformance		
Corrective Actions Taken		
Signature		

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APPENDIX 6

UKAS Accredited Laboratory

United Kingdom Accreditation Service

ACCREDITATION CERTIFICATE

UKAS
UNITED KINGDOM ACCREDITATION SERVICE

TESTING LABORATORY
No. 8950

White Rose Laboratory Services Ltd

is accredited in accordance with the recognised International Standard ISO/IEC 17025:2017 - General Requirements for the competence of testing and calibration laboratories.

This accreditation demonstrates technical competence for a defined scope as detailed in and at the locations specified in the schedule to this certificate, and the operation of a laboratory quality management system (refer joint ISO-ILAC-IAF Communiqué dated April 2017).

The schedule to this certificate is an essential accreditation document and from time to time may be revised and reissued by the United Kingdom Accreditation Service. The most recent issue of the schedule of accreditation, which bears the same accreditation number as this certificate, is available from the UKAS website www.ukas.com.

This accreditation is subject to continuing conformity with United Kingdom Accreditation Service requirements. The absence of a schedule on the UKAS website indicates that the accreditation is no longer in force.

Section Head, United Kingdom Accreditation Service

Initial Accreditation date
27 July 2015

This certificate issued on
15 August 2019

UKAS is appointed as the sole national accreditation body for the UK by The Accreditation Regulations 2009 (SI No 3155/2009) and operates under a Memorandum of Understanding (MoU) with the Department for Business, Energy & Industrial Strategy (BEIS)

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Schedule of Accreditation

issued by

United Kingdom Accreditation Service

2 Pine Trees, Chertsey Lane, Staines-upon-Thames, TW18 3HR, UK

UKAS TESTING

4043

Accredited to ISO/IEC 17025:2005

Professional Soils Laboratory Ltd

Issue No: 018 **Issue date:** 29 May 2019

5/7 Hexthorpe Road Hexthorpe Doncaster DN4 0AR	Contact: Mr A Watkins Tel: +44 (0)844 815 6641 Fax: +44 (0)844 815 6642 E-Mail: awatkins@prosoils.co.uk Website: www.prosoils.co.uk

Testing performed by the Organisation at the locations specified below

Locations covered by the organisation and their relevant activities

Laboratory locations:

Location details		Activity	Location code
Address 5/7 Hexthorpe Road Hexthorpe Doncaster DN4 0AR	**Local contact** Mr A Watkins Tel: +44 (0)844 815 6641 Fax: +44 (0)844 815 6642	Aggregates Rock & and Soils	Laboratory

Site activities performed away from the locations listed above:

Location details	Activity	Location code
All locations suitable for the activities listed	Soils	Site

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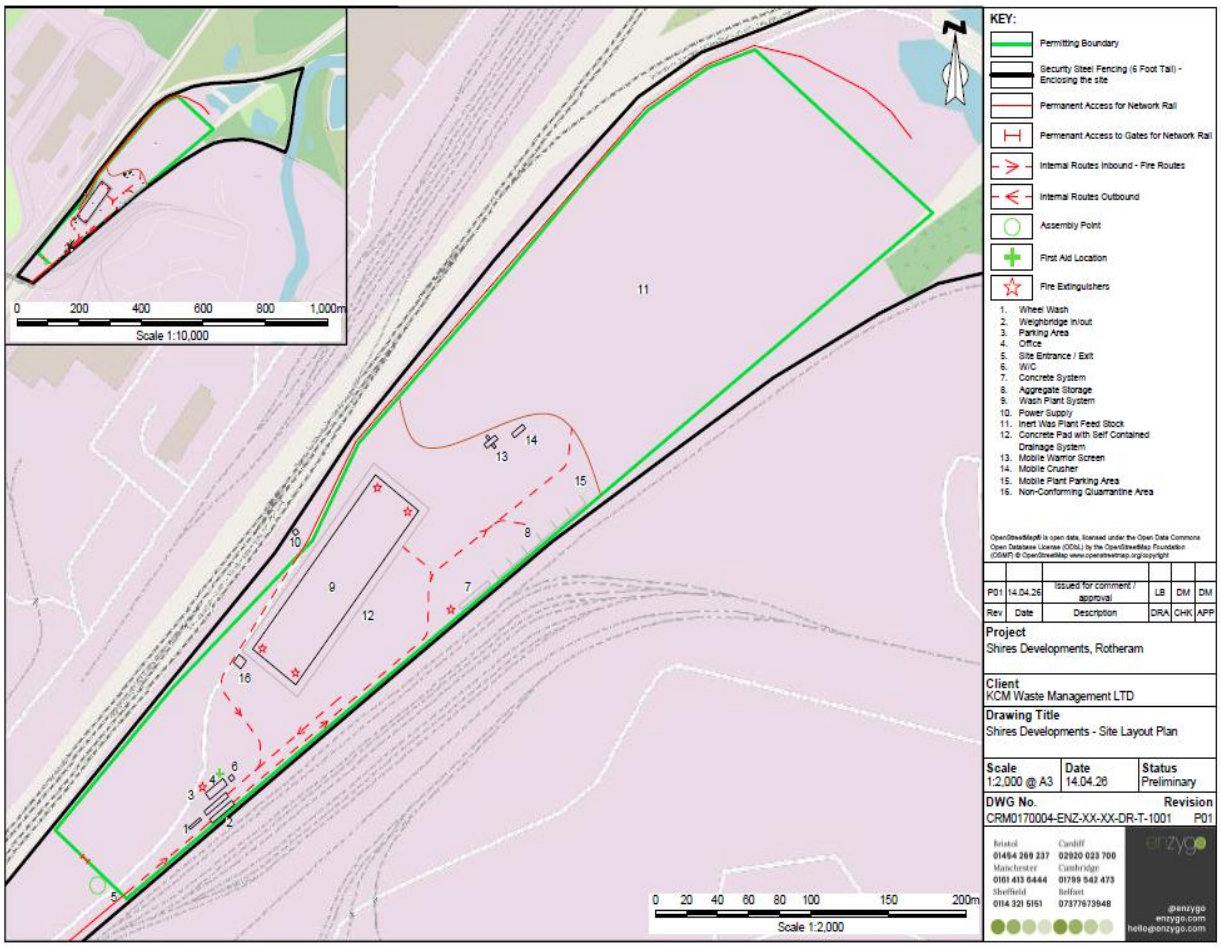
APPENDIX 7 Site Plan



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APPENDIX 8 Factory Production Control Training

I have read and fully understand the contents of this document and my responsibilities towards the standards required to uphold the production of recycled aggregate from inert waste.

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Appendix VI **Wash Water Management Plan**




Wash Water Management Plan (WWMP)

for

KCM Waste Management Ltd

Wash Plant And Recovery Facility

at
land off
Aldwarke Lane,
Rotherham
S65 3SR

VERSION 1 DOCUMENT D1

Licensed Waste Management and Recycling Facility - Scrap Metal Merchants - Skip Hire – Trade Waste
Aggregates & Tipper Hire - Hazardous Waste Disposal - Confidential Waste Disposal – WEEE Disposal

VAT NO 173 445 405– COMPANY NO 08180835

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Date Prepared
15.04.2026
Review Date
15.04.2027

Prepared by
Darren Parker
Health, Safety, Environment and Quality Manager
KCM Waste Management Ltd

Authorised by
Mr C.P Hickling
KCM Waste Management Ltd
Company Director

Document History

Version	Issue date	Author	Checked by	Description
V1	15.04.2026	D Robinson-Parker	C P Hickling	Document Release

This document will be reviewed as a result of any incidents which may lead to the requirement for immediate review.

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Contents

Appendices

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1. Introduction

1.1 General

1.1.1 This Wash Water Management Plan has been prepared by Darren Robinson-Parker of KCM Waste Management Ltd to support an Environmental Permit Application for KCM's Wash Plant and Recovery Facility off Aldwarke Lane Rotherham S65 3SR

1.1.2 There is currently no environmental permit for the site as the previous owners/operators surrendered the permit when they cease operations at the site. The new permit will include activities comprising of the treatment of wastes consisting of sorting, separation, screening, crushing and blending of waste for recovery as soil, soil substitute or aggregate in addition to a Deposit for Recycling Activity.

1.1.3 The soil washing plant is designed to clean contaminated soil by using water and mechanical processes to remove pollutants. The water from the soil washing process, together with the silt and clay sized particles will be forwarded from the hydrocyclone to the Wash Water Treatment Plant.

1.1.4 The Wash Water Treatment Plant (WWTP) uses a combination of physical, chemical, and biological processes to treat contaminated water efficiently. The WWTP is a continuous, closed loop system which recovers and treats water from the soil washing process which is subsequently recirculated within the soil washing process.

1.1.5 Outputs from the soil washing facility will be classified as products and are subsequently stored on hard standing once dry. Wastes awaiting treatment are stored on an impermeable surface.

1.1.6 The soil washing equipment and the storage of waste whilst wet will take place on an impermeable surface.

1.1.7 Any waste from the site will be classified as set out in WM3 in accordance with Section 5.1 of the Appropriate Measures. This will be stored on hard standing prior to transport to an appropriate facility. Washed materials will be initially stored on the impermeable surfaced area, whilst wet, as part of the process and the reclamation of water to be used in the wash plant process.

1.1.8 The wash water management plan for the soil washing plant ensures sustainable water use, efficient waste disposal, and minimal environmental impact. This plan outlines the procedures for sourcing, using, recycling, and treating water throughout the plant's operations.

2. Water Source and Supply

2.1 Water Source

2.1.1 The soil washing process will initially be supplied with water via mains water. Following the initial set up, water is then recirculated via recovered and recycled water which is produced from the soil washing process and treated through the WWTP. As this is a closed loop system, water will continuously be recirculated in this process as demonstrated in Appendix II Process Flow Diagram

2.1.2 The site has a permanent supply of water via a thirty-thousand-liter water tank, although there may be an option to explore groundwater abstraction point in the future which will be subject to further regulatory approval.

2.1.3 Where there is loss to product output or through any leaks within the system, the water tank will supply will be used to top up this process as and when necessary.

2.2 Water Intake and Storage

2.2.1 As detailed above, water is supplied to the site via the thirty-thousand-liter water storge tank. KCM plans to have mains water supply installed in the near future. Water used in the soil washing process will be treated via the WWTP and recirculated to the Soil Washing Process.

2.2.2 Where testing of the water demonstrates that it is no longer suitable for purpose, it will be removed from the site via tanker.

3. Water Usage in the Soil Washing Process

3.1 Process Description

3.1.1 Upon arrival, all loads will be inspected by site management, and any large or non-conforming materials will be removed prior to treatment. All stockpiles on site will be stored in a loose form. All soil washing activities will be undertaken on hard standing.

3.1.2 Materials will be fed into a hopper with the assistance of mobile plant and will then travel along a conveyor, at which point any small pieces of scrap metal which may be present within the waste loads will be removed using an overband magnet.

3.1.3 Any oversize materials (particles 100mm-150mm) will be removed via a screener subject to materials feed.

3.1.4 The remaining waste material, varying in size depending on market demands, will then travel along a log washer where it will be sprayed with wash water. Water is mixed with soil to remove contaminants, such as heavy metals, hydrocarbons, and organic pollutants.

3.1.5 After passing along the log washer, the clean waste material will be separated into smaller fractions via a gravel sizing screen.

3.1.6 The sand and silt fraction together with most of the water passes through a screen and enters a sump from where it is pumped into a hydrocyclone or plate press, which will separate the sand from any contaminants. The water will then be treated via the WWTP and recirculated to the Soil Washing Process.

3.2 Water Consumption

3.2.1 It is anticipated that the soil washing equipment will use approximately 1 to 5 gallons of water per cubic yard of material treated. This is typical for many washing systems which handle inert materials.

3.2.2 The implementation of the WWTP minimizes the consumption of mains water by promoting the recovery and recirculation of the water used in the soil washing process. This optimizes the reuse, regeneration, and recycling of waste waters from the site.

3.2.3 This means that a significant portion of the water used in the washing process can be captured, treated, and reused, significantly reducing overall water consumption over time.

4. Water Recycling and Reuse

4.1 Closed Lopp System

4.1.1 The soil washing process and WWTP operate together as a closed loop system. Towards the end of the soil washing process, the sand and silt fraction together with most of the water passes through a screen and enters a sump from where it is pumped into a hydrocyclone or plate press, which will separate the sand from any contaminants. The water will then be treated via the WWTP and recirculated to the soil washing process.

4.1.2 As such, this reduces the requirement to use mains water and consequently reduces the demand from fresh water.

4.1.3 All soil washing processes (equipment and wet storage) will take place on impermeable surface with a sealed draining system. Wet, treated products from the soil washing process will be stored on this impermeable surface which benefits from a sealed drainage system. This system will capture water from the wet products which can be recirculated into the system via the WWTP for use in the washing process.

4.2 Monitoring

4.2.1 Daily visual assessment of the wash plant will be undertaken, by the site manager (or nominated deputy), prior to use to ensure that the equipment functions correctly and identify any possible defects.

4.2.2 Routine and preventative maintenance will be undertaken in accordance with the manufacturer's guidance.

4.2.3 Further to daily visual assessment, monthly sampling will be undertaken to monitor the quality of the water, samples will be obtained via the abstraction point and sent to an appropriate laboratory for testing.

4.2.4 The following water quality parameters will be assessed: -

1) Ph: To assess the acidity or alkalinity of the wash water
2) Total Suspended Solids (TSS): Measures the particulate matter in the wash water
3) Chemical Oxygen Demand (COD): Determine the amount of organic matter present
4) Biochemical Oxygen Demand (BOD): Assesses the potential impact on aquatic life
5) Heavy Matals: Such as lead, arsenic, cadmium, and mercury
6) Hydrocarbons: Assess oil and grease content
7) Nutrients: Such as nitrogen and phosphorus, which can contribute to eutrophication

4.2.5 Records will be maintained for a minimum of two years, for future references, in order to evaluate the effectiveness of the plant over time. These records will be made available to the EA upon request.

5. Water Discharge and Wastewater Management

5.1 Wastewater Disposal and Discharge

5.1.1 As stated in Section 1, water from the soil washing process is treated on-site using the Wash Water Treatment Plant (WWTP). This is a continuous process.

5.1.2 Where contamination is identified through monthly testing, the process will be halted while the water is removed from the plant. This contaminated water will be removed from the wash plant via the abstraction point and tinkered off site to a suitably permitted facility.

5.1.3 An agreement has been reached with Woodland Oils Group, who are a local tanker company, and they can be contacted at short notice to remove the contaminated wastewater off-site.

5.1.4 Once the old water has been removed, maintenance carried out, and the plant deemed appropriate for use, the onsite water storage tanks will be used to top up the soil washing plant.

5.1.5 Currently there are no drainage systems onsite which leave the site such as surface water, foul sewer water or combined drains. This means that there will be no wastewater discharged from the site as a result of the wash plant and WWTP.

6. Water Conservation Measures

6.1 Minimization of Water Use and Alternative Water Sources

6.1.1 As stated in Section 2, the water for use in the soil washing process will initially be supplied via mains water, this is then processed via the WWTP for recirculation. As

such this reclaimed water will be recirculated throughout the process, thus minimizing the requirement for mains water. Furthermore, the site will seek to use collected surface water as a top up for the washing process.

6.1.2 The soil washing process (equipment and wet storage) will take place on impermeable surface with sealed drainage system. Treated products from the soil washing process will be stored on this impermeable surface, whilst wet, which benefits from a sealed drainage system. This system will capture water from the wet products which can be recirculated into thew system via the WWTP for use in the washing process.

6.1.3 In order to ensure the minimization of resource use, regular audits and assessments of water use efficiency would be conducted to identify opportunities for reduction.

6.1.4 Site staff will undertake regular training to ensure best practice is maintained. Awareness programmes will also be implemented to encourage water-saving practices.

6.2 Waste Minimization, Recovery and Disposal

6.2.1 As required under the Environmental Permit, KCM Waste Management Ltd will have a schedule of waste minimization audits to ensure that an audit is carried out at least once every 4 years. Audits will include the following:

1) Methodology used
2) Analysis of raw materials used
3) Assessment of opportunities for reduction
4) An action plan for improvement

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

7. Environmental and Regulatory Compliance

7.1 Staff Competence

7.1.1 All site operatives will be trained in relevant health and safety, and environmental issues for their role. Staff will only be permitted to undertake activities that they have been trained for. They will be made aware of the procedures they must follow in the event of an accident or incident and will be able to access any relevant documentation that they may require. All training, experience and qualifications of staff will be noted, and these records will be maintained and kept up to date.

7.2 Environmental Management System

7.2.1 As noted in the EA's **'Develop a Management System: Environmental Permits Guidance'** all permitted facilities are required to have an Environmental Management System (EMS) to describe the procedures in place to minimize the risk of pollution from activities covered in the environmental permit.

7.2.2 KCM Waste Management Ltd have an Environmental Management System in place which meets the requirements of the **'Develop a Management System:**

Environmental Permits Guidance'. A summary of the EMS is provided in the Operating Techniques and EMS Document provided with this application.

7.2.3 All site operatives will be trained in relevant health and safety, and environmental issues for their role. Staff will only be permitted to undertake activities that they have been trained for. They will be made aware of the procedures they must follow in the event of an accident or incident and will be able to access any relevant documentation that they may require. All training, experience and qualifications of staff will be noted, and these records will be maintained and kept up to date.

8. Emergency and Contingency Plans

8.1 Incidents and non-conformances

8.1.1 All necessary measures will be taken to prevent the occurrence of accidents. The types of accidents and the potential environmental consequences associated with them have been identified in the Environmental Risk Assessment that accompanies this document.

8.1.2 KCM Waste Management Ltd have procedures for investigating and recording any incidents and non-conformances at the site, and for taking any corrective action. KCM has an EMS which includes procedures for handling incidents and non-conformances.

8.1.3 The following types of incidents will require investigation:

1) Malfunction, breakdowns or failure of plant and equipment
2) Deviation from site procedures and operating techniques
3) Nera misses
4) Complaints from external parties

8.1.4 All staff will be trained to detect and report any such occurrences. Procedures will be taken to allow operations to resume, and preventative measures may be put in place to ensure that thew incident does not reoccur.

8.1.5 Auditable records will be kept of any incident and non-compliances as well as the investigations undertaken. This will provide an ongoing record of the causes of incidents which will enable KCM to identify any patterns which would prompt a review in the wash water management system management procedures and control measures.

8.2 Maintenance

8.2.1 All plant and equipment will be maintained in accordance with the manufacturer's requirements. This will minimize the risk of mechanical failure.

8.2.2 In addition, all plant and equipment will be subject to visual checks on a daily basis, by the site manager or nominated deputy, prior to use to ensure that the equipment functions correctly and identify any possible defects.

8.2.3 Monthly sampling will be undertaken to monitor the quality of the water; samples will be obtained via the abstractions point and sent to an appropriate laboratory for testing.

8.2.4 In the event that any damage is identified on any plant or equipment that may affect its performance, necessary remedial work will be completed as soon as practicable. If necessary, the wash plant process may be halted until the necessary remedial works have been undertaken.

8.3 Contingency for Leaks or Spills

8.3.1 Emergency spillage procedures are in place to ensure any oil, hydraulic fluids etc. are dealt with before they enter the closed loop drainage system. A supply of absorbent granules will be stored on site. The drainage system will be sealed off to prevent discharge in the event of an incident.

8.3.2 **Wash Plant** All soil washing activities will be undertaken on an impermeable surface with sealed drainage to prevent the transmission of potentially contaminated liquids into groundwater beneath the site.

8.3.3 All plant equipment is to be maintained in accordance with the manufacturer's guidance. This will minimize the risk of mechanical failure which will minimize the risk of leaks and/or spillages.

8.3.4 Should the spill/leak be a result of the wash plant, this activity will be halted whilst the emergency procedure is followed, the direct cause of the spill/leak identified, and routine maintenance is undertaken.

8.3.5 In the instance of a spill and/or leak on-site, KCM will follow the standard operating procedures whereby the emergency action plan will be implemented. Spill kits are located around the site, however, should it be necessary, this process will be supported by on-call specialists.

8.3.6 **Fuel/Oil Spills** The most likely source for spillages will be from spillages of fuel/oil associated with the site plant or vehicles. All fuel and oils will be stored in secondary containment with an integral bund which has capacity greater than 10% of the tank. Storage will occur on impermeable surface (see Appendix III Site Layout Plan for location).

8.3.7 In the event of a spillage of fuel/oil from the site plant or vehicles, the following procedures will be implemented:

1) Clear the area straight away
2) Lay absorbent granules over the pill to soak up the spillage
3) Use personal protective equipment (PPE) provided on site if required
4) Once the liquid has all been absorbed use a shovel to clear up the waste, put it in a plastic sack and then place it in the container for non-compliant waste for disposal at a suitable permitted facility
5) A record of the spill incident and remedial action taken will be recorded in the site diary

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

9. Conclusion

9.1.1 Use of the WWTP minimizes the site's impact on water resources and reduces waste outputs from the site by recirculating water for re-use in the soil washing process through filtration and treatment.

9.1.2 Regular audits and assessments of water use efficiency will be conducted to identify opportunities for reducing operational impacts.

9.1.3 Regular monitoring, sampling and reporting will ensure compliance with environmental standards and ensure minimal risk to the environment whilst supporting long-term environmental sustainability and resource efficiency.

9.1.4 Site staff will undertake regular training to ensure best practice is maintained. Awareness programmes will also be implemented to encourage water-saving practices. All training, experience and qualifications of staff would be noted, and these records would be maintained and kept up to date.

9.1.5 Site operations and documentation will be undertaken in line with EA guidance and relevant legislation. Throughout the lifetime of operations, procedures will be maintained and updated in line with the relevant legislation and guidance.

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Appendix I Waste Codes for Soil Washing

Maximum quantity	**The total quantity of waste accepted at the site for the above activity shall be less than 250,000 tonnes a year.**
Waste code	**Description**
01	**WASTES RESULTING FROM EXPLORATION, MINING, QUARRYING, AND PHYSICAL AND CHEMICAL TREATMENT OF MINERALS**
01 01	**Waste from mineral excavation**
01 01 01	Wastes from mineral metalliferous excavation
01 01 02	Wastes from mineral non-metalliferous excavation
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 13	Wastes from stone cutting/sawing other than those mentioned in 01 04 07
10	**WASTES FROM THERMAL PROCESSES**
10 01	**Wastes from power stations and other combustion plants (except 19)**
10 01 01	Bottom ash, slag and boiler dust
10 01 15	Bottom ash, slag and boiler dust from co-incineration
10 11	**Waste from manufacture of glass and glass products**
10 11 12	Waste glass other than those mentioned in 10 11 11
10 12	**Wastes from manufacture of ceramic goods, bricks, tiles and construction products**
10 12 08	Waste ceramics, bricks, tiles and construction products (after thermal processing)
10 13	**Wastes from manufacture of cement, lime and plaster and articles and products made from them**
10 13 14	Waste concrete and concrete sludge
17	**CONSTRUCTION AND DEMOLITION WASTES (INCLUDING EXCAVATED SOIL FROM CONTAMINATED SITES)**
17 01	**Concrete, bricks, tiles and ceramics**
17 01 01	Concrete
17 01 02	Bricks
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 02	Glass
17 03	**Bituminous mixtures, coal tar and tarred products**
17 03 02	Bituminous mixtures other than those mentioned in 17 03 01

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17 05	**Soil (including excavated soil from contaminated sites), stones and dredging spoil**
17 05 04	Soil and stones other than those mentioned in 17 05 03
17 05 06	Dredging spoil other than those mentioned in 17 05 05
17 05 08	Track ballast other than those mentioned in 17 05 07
17 09	**Other construction and demolition wastes**
17 09 04	Mixed construction and demolition waste other than those mentioned in 17 09 01, 17 09 02 and 17 09 03
19	**WASTES FROM WASTE MANAGEMENT FACILITIES, OFF-SITE WASTEWATER TREATMENT PLANTS AND THE PREPARATION OF WATER INTENDED FOR HUMAN CONSUMPTION AND WATER FOR INDUSTRIAL USE**
19 01	**Wastes from incineration or pyrolysis of waste**
19 01 12	Bottom ash and slag other than those mentioned in 19 01 11
19 01 14	Fly ash other than those mentioned in 19 01 13
19 01 16	Boiler dust other than those mentioned in 19 01 15
19 08	**Wastes from wastewater treatment plants not otherwise specified**
19 08 01	screenings
19 08 02	Waste from desanding
19 08 05	Sludges from treatment of urban wastewater
19 12	**Wastes from the mechanical treatment of waste (for example sorting, crushing, compacting, pelletising) not otherwise specified**
19 12 05	Glass
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
19 13	**Wastes from soil and groundwater remediation**
19 13 02	Solid wastes from soil remediation other than those mentioned in 19 13 01
19 13 04	Sludges from soil remediation other than those mentioned in 19 13 03
19 13 06	Sludges from groundwater remediation other than those mentioned in 19 13 05
20	**MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPARATELY COLLECTED FRACTIONS**
20 01	**Separately collected fractions (except 15 01)**
20 01 02	Clean glass only
20 02	**Garden and park wastes (including cemetery waste)**
20 02 02	Soil and stones
20 03	**Other municipal wastes**
20 03 03	Street-cleaning residues (mud, dust and stone residues only)
20 03 06	Waste from sewage cleaning

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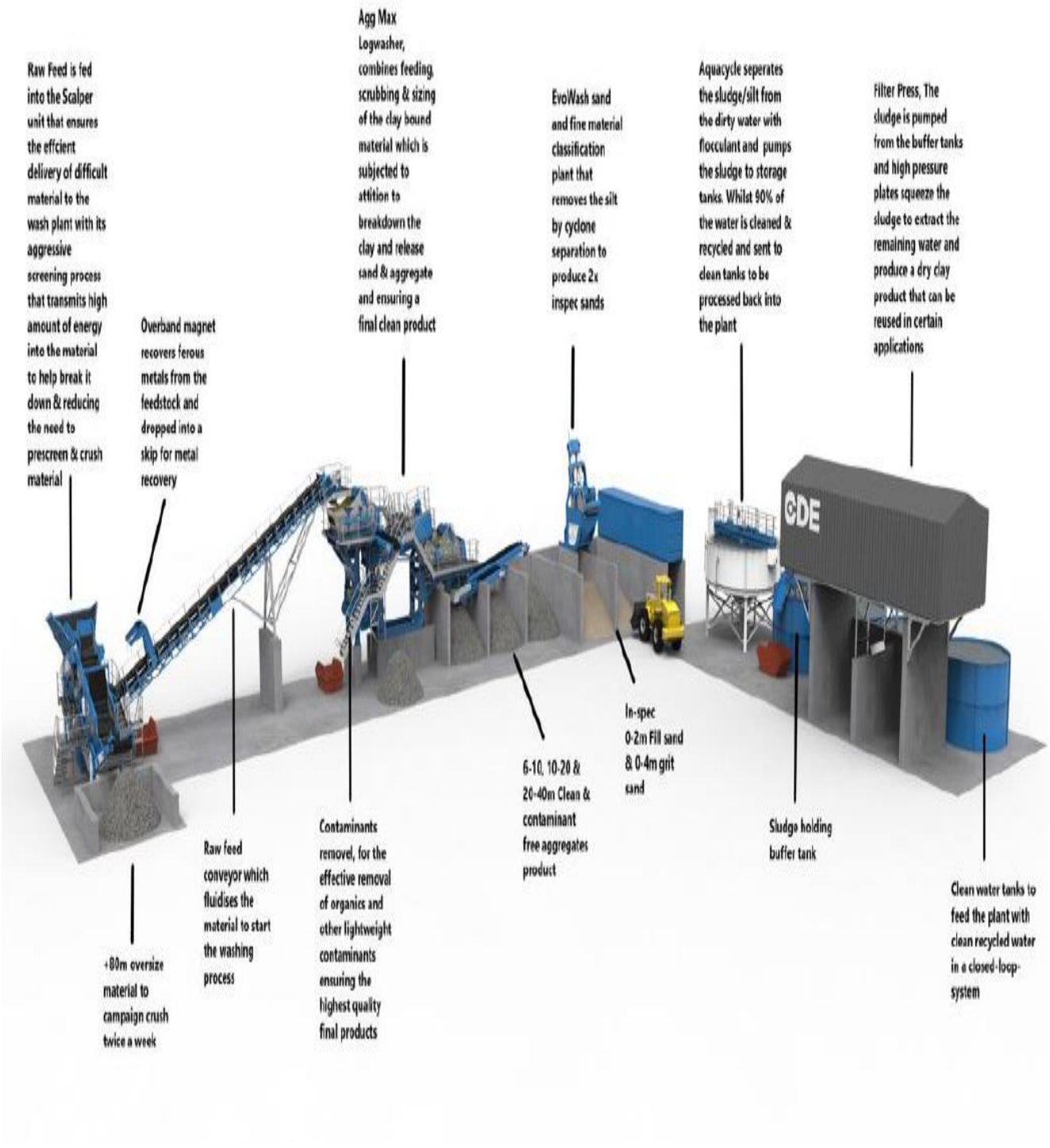
Appendix II Process Flow Diagram



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Appendix III Site Layout Plan