



Operating Procedures
Reference: EMS-OP-01, Version 2

Greenwich Transfer Station
Horn Link Way
Greenwich
London
SE10 0RT

Environmental Permit EPR/DB3307CS

Operating Procedures

Document Reference: EMS OP 01

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1 INTRODUCTION

1.1 Roles and Responsibilities

The Director has responsibility for ensuring these procedures are adhered to which includes communication with staff and contractors, and the provision of adequate training.

The Technically Competent Manager is responsible for updating and re-issuing these procedures as necessary and ensuring all staff are trained in new procedures.

1.2 The Company

Southwark Metals Limited (SML) is a family run company, specialising in scrap metal processing.

The company has an in-house Technically Competent Manager, who will oversee the operations.

1.3 Purpose

This document forms part of the company's Environmental Management System (EMS). The EMS is a set of procedures which sets out how the company will minimise the risk of pollution from the activities covered by the Environmental Permit.

The purpose of these procedures is to guide staff and contractors in the safe conduct of their duties in a manner which controls the environmental impacts of the company's operations.

The procedures set out in this document cover normal operations on site. Contingency measures are set out in Chapter 3.

1.4 Scope

The Environmental Permit was originally issued on 22 August 2005 and was transferred to SML on 4 December 2023.

The permit allows various activities including physical treatment of non hazardous waste and storage of hazardous waste

These Operational Procedures cover the physical treatment of non-hazardous waste, specifically metal waste and End of Life Vehicle (ELV) depollution.

The procedures cover the activities carried out at Greenwich Transfer Station, Horn Link Way, Greenwich, London, SE10 0RT.

The permit allows up to 500,000 tonnes of waste to be accepted each year. Of which, 25,000 tonnes will be for ELV Depollution.

1.5 Permitted Waste Management Operations

The permitted activities will cover those set out in Table 1.

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Table 1 Permitted Activities

Activity	Description of specified activity	Limits of specified activity
Physical Treatment	<p>R3 Recycling/reclamation of organic substances which are not used as solvents.</p> <p>R4 Recycling/reclamation of metals and metal compounds.</p> <p>R5 Recycling/reclamation of other inorganic materials.</p> <p>R13 Storage of wastes pending any of the operations numbered R1 to R12 (excluding temporary storage, pending collection, on the site where it is produced)</p> <p>D9: Physico-chemical treatment not specified elsewhere which results in final compounds or mixtures which are discarded by means of any of the operations numbered D1 to D12</p> <p>D15 Storage pending any of the operations numbered D1-D14 (excluding temporary storage, pending collection, on the site where it produced.</p>	<p>Non Hazardous Waste</p> <p>Physical Treatment consisting of manual and mechanical sorting, separation, screening, baling, shredding, compacting and crushing.</p> <p>No more than 50 tonnes per day of non-hazardous waste to be treated at the site under a D9 activity.</p> <p>Specified waste can be received, treated and stored outside a building either on an impermeable surface with sealed drainage or hardstanding.</p> <p>Non-hazardous waste, other than specified waste, must be treated on impermeable surface with sealed drainage.</p> <p>Any non-hazardous waste, other than specified waste, stored outside, must be stored within a bay or container on an impermeable surface with sealed drainage.</p> <p>Specified waste and non-hazardous waste can be received, treated and stored within the building.</p> <p>Hazardous Waste</p> <p>Hazardous waste must either be stored in a sealed container within a building or where stored externally within a bay or sealed container on impermeable surface with sealed drainage.</p> <p>Asbestos waste shall be stored within clearly identified, segregated, secure, lockable containers on an impermeable surface with sealed drainage system</p> <p>The maximum quantity of hazardous waste that can be stored at the site shall not exceed 50 tonnes at any one time.</p> <p>There shall be no treatment of hazardous waste.</p>

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		<p>General</p> <p>Subject to any other requirements of this permit wastes shall be stored for no longer than 1 year prior to disposal or 3 years prior to recovery.</p>
<p>ELV Depollution</p>	<p>R4: Recycling or reclamation of metals and metal compounds</p> <p>R5: Recycling or reclamation of other inorganic materials</p> <p>R13: Storage of wastes pending any of the operations numbered R1 to R12 (excluding temporary storage, pending collection, on the site where it is produced)</p> <p>D15: Storage pending any of the operations numbered D1 to D14 (excluding temporary storage, pending collection, on the site where it is produced)</p>	<p>Treatment consisting only of depollution of waste motor vehicles and sorting, separation, grading, baling, shearing, compacting, crushing or cutting of waste into different components for recovery.</p> <p>There shall be no treatment of lead acid batteries, other than sorting and separating from other wastes.</p> <p>There shall be no treatment including the decanning of catalytic converters, other than sorting and separating from other wastes</p> <p>The maximum quantity of hazardous waste treated for disposal or recovery shall not exceed 10 tonnes per day. This does not include the manual depollution and dismantling of waste motor vehicles.</p> <p>Wastes shall be stored for no longer than 1 year prior to disposal and 3 years prior to recovery.</p> <p>The maximum quantity of hazardous waste stored at the site shall not exceed 50 tonnes at any one time of which no more than 10 tonnes shall be stored for disposal. This does not include waste motor vehicles awaiting manual depollution.</p> <p>No more than 50 tonnes of intact waste vehicle tyres (waste code 16 01 03) shall be stored at the site at any one time.</p> <p>No more than 25 tonnes of waste vehicle batteries (waste code 16 01 01* or 16 06 05) shall be stored at the site at any one time.</p> <p>No more than 10 tonnes of intact waste vehicle catalytic converters (waste code 16 01 21* or 16 01 22) shall be stored at the site at any one time</p>

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1.6 Management System

These procedures are part of the company's Management System. The Management System covers all aspects of operations and aims to effectively manage the impacts of the business on the environment including the health and safety of staff. The key documents include:

- a) Documents: Procedures to set out how to undertake operations and checking for any issues.
 - EMS-OP-01 Operational Procedures
 - EMS-OP-02 Fire Prevention Plan
 - EMS-OP-03 Vehicle Depollution Procedure
- b) Forms on which to record information and provide evidence of the system functioning properly.
 - EMS-FR-01 Incident Form
 - EMS-FR-02 Staff Training Form
 - EMS-FR-03 Daily Site Checks Form

Plant and machinery are checked daily using defect forms.

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2 MANAGEMENT OF OPERATIONS

The following procedures will be implemented by staff and contractors under the responsibility of the Site Manager.

These procedures cover normal operations.

2.1 Site Layout and Signage

The boundary of the permitted area is shown on Drawing No. SML/HL/W/EP/01. A Site Layout Plan is shown on Drawing No SML/HL/LAY/01.

There is a building on site that will be used for receiving, storing and treatment of metal.

Other non ferrous metals will be separated and stored outside in concrete bays.

The ELV depollution takes place in the northern part of the site, within a building.

At the entrance to the site a sign board will display the following information:

- Permit holder's name
- An emergency contact name and the Operator's telephone number
- A statement that the site is permitted by the Environment Agency
- The permit number
- Environment Agency national numbers, 03708 506506 and 0800 807060 (incident hotline)

The sign will be kept in good order to ensure it is legible.

A notice board will be maintained in the site office. A copy of the Environmental Permit and this document will be kept in the site office.

2.2 Security

The following security features will be provided:

- The site will be secured by lockable front gates.
- The facility will always be manned during routine operations.
- Security will be provided 24 hours per day
- The facility is secured by the following:
 - Steel palisade/steel cross chain fences along the front of the site.
 - Steel palisade fences along northern boundary.
 - 4m high concrete wall along the eastern boundary with the raised bank for the railway line behind.
 - Building forms barrier along the southern boundary.
- The Site has CCTV cameras which cover all operational areas (3 cameras have heat detection) and are connected to operator's mobile phones.
- The land is elevated on the eastern boundary where there is railhead.
- All functions of security will be checked daily and information recorded in the Site Diary.

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2.3 Incidents and non-conformances

All incidents and non-conformances will be reported to the Site Manager who will investigate the incident and complete an Incident Report Form EMS-FR-01. This will also include any incidents involving non-permitted wastes.

Incidents include complaints from the public, any observations that mean procedures are not being adhered to or accidents such as spillages. This procedure does not replace the reporting of health and safety incidents which fall under the scope of the Health & Safety policy and procedures for the site.

2.4 Technical Competence and Training

2.4.1 Site Operations

The overall operations will be overseen by a Technically Competent Manager (TCM). The TCM will be responsible for ensuring the requirements of continued competency is met. A copy of the Certificate will be kept in the site office.

The TCM and site supervisor will be responsible for the control of incoming and outgoing vehicles, checking Duty of Care documentation, keeping and maintaining all computerised records, checking in all visitors to the site, issuing Health & Safety instructions and recording any complaints.

Administration staff will be responsible for checking ID and recording waste being delivered and removed.

The TCM will be responsible for ensuring waste is managed in the correct manner, by ensuring all staff receive appropriate training.

All personnel will be made aware of the Environmental Permit and these Operational Procedures.

All staff will be trained to a standard which enables them to perform the responsibilities described above and the detailed role as set out in job descriptions.

A record of staff training will be kept for each staff member which includes inductions to new processes and procedures as needed.

The following training matrix will be adopted to guide training needs.

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Training	TCM / Site supervisor	Admin	Site Operatives	Plant Operatives
Induction	x	x	x	x
Accidents and Emergency	x	x	x	x
Fire Prevention	x	x	x	x
Amenity Management	x	x	x	x
Plant Training	x			x
Vehicle marshalling	x		x	x
Waste handling	x	x	x	x
Environmental Permitting	x	x	x	x
Complaints and Incidents	x	x	x	x
Spillage Procedure	x	x	x	x
<u>Depollution</u>	x		x	

All sub-contractors will be notified of the site rules.

2.4.2 Site Manager Responsibilities

The TCM is responsible for:

- Investigating any incidents or non-conformances or complaints in accordance with the relevant procedures and reporting forms.
- Ensuring that required data is provided to the Environment Agency at the agreed frequency.
- Daily site checks in using EMS FR 03 Daily Checks Form.
- Ensuring site maintenance is completed in accordance with these procedures.
- Ensuring all drivers are familiar with the site rules and understand that the driver has a duty to comply with them.
- Ensuring all operational station staff have a suitable induction to the site and have had the relevant training for the mechanical and electrical elements of plant.
- Ensuring all staff are familiar with safe operation of all necessary aspects of the site, relevant to their specific roles.

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2.4.3 Admin Manager

It is the responsibility of Admin Manager/staff to:

- Act in accordance with the instruction given to them from the TCM.
- Follow these operational procedures for all stages of waste handling – specifically relating to booking and on site acceptance of paperwork.
- Record any incidents or non-conformances received from site staff.
- Ensure all paperwork is completed and recorded.
- Assist the TCM with Waste Returns, waste transfer notes/consignments.
- Record any complaints in the Site Diary and inform the TCM.

2.4.4 Site Operative/Plant Responsibilities

It is the responsibility of Site Operatives to:

- Act in accordance with the instruction given to them from the TCM.
- Follow these operational procedures for all stages of waste handling.
- Report any incidents or non-conformances to the admin team or TCM.
- Ensure all equipment used on site is checked before use each morning for signs of wear and tear which could compromise health and safety or environmental protection. Use Daily Vehicle Check Form. All issues noted with equipment or the condition of the site must be reported to the TCM /Admin Manager immediately, before the equipment is used.

2.4.5 Driver Responsibilities

It is the responsibility of all drivers to:

- Comply with the site rules:
 - Observe a 5 mph limit.
 - Comply with signals and instructions given by site operatives.
 - To ensure that the correct PPE is worn at all times when not in the vehicle.
 - Be aware of other vehicles, plant and pedestrians.
 - Be made aware of any unusual activities on site which may affect them.
 - Make sure visiting drivers and loaders know of the consequence of failing to abide by the site rules.
 - Carry out daily vehicle checks and inform the TCM immediately of any defects. Complete Defect Form every morning before leaving site.
- Comply with signals and instructions given by the TCM or other site operatives.

2.4.6 Training

All staff will be trained to a standard which enables them to perform the responsibilities described above.

A record of staff training and training needs will be kept for each staff member which includes inductions to new processes and procedures as needed.

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2.5 Site Records

The Site Manager is responsible for ensuring the maintenance of site records in accordance with the following:

2.5.1 Security and Availability of Records

A record of the types, quantities and dates of wastes deposited on the site will be maintained and provided to the Environment Agency at three-monthly intervals, within one month of the end of each period.

A copy of all records including transfer notes, consignment notes (if necessary) and weighbridge will be maintained in the site office.

2.5.2 Site Diary

The site diary will be maintained and updated to include the following: -

- Start and finish of daily waste management activities on site (operational hours)
- Maintenance
- Breakdowns
- Emergencies
- Problems with waste delivered and action taken
- Site inspections and consequent actions carried out by the operator
- Technically competent management attendance on site (TCM is based on the site full time)
- Weather conditions
- Complaints about site operations and actions taken
- Environmental problems and remedial actions

The site diary will be kept in the site office and updated daily.

2.6 Inspection and maintenance

The TCM will be responsible for inspecting the storage areas and preventative maintenance will be undertaken according to the Daily Checks Form.

Plant and machinery on site will be visually inspected by the operator before it is used as part of management of their own risks and health and safety. This is covered in training for staff and operatives. In addition, an equipment check is made daily as part of Daily Checks and recording on Daily Checks Form. Specific plant will have a Defect Form which is completed before start-up.

In addition to scheduled preventative maintenance of equipment and machinery, in accordance with legal requirements or manufacturer's recommendations, reactive maintenance will be carried out if needed in accordance with inspection findings. This will be recorded in the site diary.

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3 WASTE HANDLING PROCEDURES

The site will be used to receive, treat and store scrap metal, with a separate activity for ELV depollution.

3.1 Pre-Acceptance Procedures – Non Hazardous Waste

Waste delivered by SML own vehicles:

- Source of waste known at time of booking.
- Checks made on acceptability of waste.
- Customer informed of acceptable waste types before booking confirmed.

Waste delivered by third party waste contractors:

- Details of carriers licence checked.
- Waste metal from individuals, photo ID checks carried out.

3.2 Pre-Acceptance Procedures – ELVs

Waste delivered by SML own vehicles:

- Source of waste known at time of booking.
- Customer informed of acceptable waste types before booking confirmed.

Waste delivered by third party waste contractors:

- For End of Life Vehicles, the operator will carry out ID checks to ensure that the vehicle is with the registered keeper. The owner must provide the vehicle logbook and photo ID.

3.3 On Site Waste Acceptance – Non Hazardous Waste

All deliveries must be recorded, and the driver must first report to the site office on arrival at the site. Photo ID checks will be carried out.

For small items of metal, the customer will be directed to the scales. The relevant paperwork will be completed. At this stage a visual check will be carried out and if the waste is acceptable, it will be permitted.

For large metal items, the vehicle will be weighed on the weighbridge and a tare weight provided.

For smaller customers, the vehicle will be directed to unload into a customer bay. There are 10 separate bays for receiving such waste. It will be checked as the vehicle is unloaded.

For larger loads delivering non ferrous metal, the vehicle will unload inside the building. The waste will be visually checked at this stage.

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3.4 On Site Waste Acceptance – ELVs

Deliveries with End of Life Vehicles will be weighed on the weighbridge. The vehicle delivering the waste will drive on to the weighbridge as directed by the site staff. The tare weight will be recorded and the relevant paperwork completed.

The End of Life Vehicle will be transferred to the checking area and inspected to make sure that it does not contain non-permitted waste. Any non-permitted waste will be given to the delivery driver or placed in the general waste bin. From experience, ELVs may contain general waste (plastic, cardboard, drink containers). If larger items have been hidden inside the boot compartment, the customer will be notified and given the option to take the item or to leave with additional charges.

3.5 Non-Permitted Waste

Storage will be provided for any non-permitted waste. Such waste can include items left in End of Life Vehicles and other items within mixed loads. Every effort is made to prevent non-permitted waste being accepted.

All ground staff and the machine operators have been trained to identify and separate any non-permitted waste encountered in the mixed load.

General waste bins are provided around the site for staff to place items of general waste. This could include plastic packaging, glass and wood.

Any gas canisters encountered will be stored in a gas cage pending transferring. If gas canisters are found later during the sorting stage, they will be stored in the gas cage and arrangements made to transfer off-site to a specialist facility. Such facilities will have a lead-in time for such collections and normally require a minimum number of canisters to justify the collection. The site manager will monitor the number of canisters encountered and make the necessary arrangements for removal off the site.

The quarantine containers will be checked daily, and arrangements made to remove the waste as and when required.

The containers used for general waste and non-compliant waste may be repositioned around the site depending on the operational conditions.

3.6 Waste Storage and Processing Capacity

3.6.1 Capacity

The site has storage limits for non hazardous waste as set out in Table 2 and for ELV depollution as set out in Table 3.

Table 2 Waste Storage Non Hazardous Waste

Material	Location (see plan reference)	Storage	Max Height (m)	Max Length/Width	Max Vol (m ³)	Max Area (m ²)	Max time stored on site
Customer Bays x 10	As shown	Bay	4	4m x 4m	40	16	1 week
Spare	As shown	Bay	4	6m x 4m	60	24	1 week
Spare	As shown	Bay	4	6m x 4m	60	24	1 week
Spare	As shown	Bay	4	6m x 4m	60	24	1 week
Aluminium	As shown	Bay	4	6m x 4m	60	24	1 week
Aluminium	As shown	Bay	4	6m x 4m	60	24	1 week
Stainless Steel	As shown	Bay	4	6m x 4m	60	24	1 week
Cables	As shown	Bay	4	6m x 4m	60	24	1 week
Ferrous	As shown	Bay	4	6m x 4m	60	24	1 week
Ferrous	As shown	Bay	4	11m x 4m	110	44	1 week
Ferrous	As shown	Bay	4	4m x 4m	60	24	1 week
Ferrous	As shown	Bay	4	11m x 4m	110	44	1 week
Ferrous	As Shown	Bay	4	20m x 6m	300	120	1 week
Ferrous	As Shown	Bay	4	20m x 6m	300	120	1 week
Copper	As Shown	Bay	4	10m x 5m	140	50	1 week
Unprocessed Ferrous	As Shown	Front of building	4	15m x 15m	300	225	1 week
Non Ferrous (bronze, brass etc).	S	Small containers	2m	1.5m x 1m 1.5m ²	10m ³	20	1 week
Quarantine Bins	Q	Euro Bins	1	1.3m x 1.2m	2.2	2	1 week
Gas canisters	G	Cage	1.8	1.2m x 0.6m	1	0.7	1 week

Notes :

Volumes are not based on uniform block dimensions.

Storage dimensions represent the maximum in each direction, but this does not equate to the area at any given time due to operational constraints.

Storage bays are interchangeable depending on market conditions.

Table 3 Waste Storage – ELV Depollution

Material	Location (see plan reference)	Storage	Max Height (m)	Max Length/Width (m)	Total Volume (m³)	Max Area (m²)	Max time stored on site
Tyres	As shown	Container	2.1	6m x 2.44	53.8	35	1 week
Engines	As shown	Container	2.1	6m x 2.44	53.8	35	1 week
Lead Acid Batteries	L	Acid resistant containers	2	1.5m x 1m	6	3	1 week
Other Batteries	B	Weatherproof containers	2	1.5m x 1m	6	3	1 week
Catalytic Convertors	M	Container	1.5	1.5m x 1m	2.25	1.5	1 week
ELVs waiting depollution*	As shown	Loose	3 units	N/A	N/A	N/A	24 - 48 hours
Quarantine Bins	Q	Euro Bins	1	1.3m x 1.2m	2.2	2	1 week
ELV Bales	As shown	Baled	4	4m x 6m	96	24	24 - 48 hours

*Maximum pile sizes not applicable to ELVs.

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3.7 Waste Treatment – Scrap Metal

The scrap metal will be received and sorted into different bays by type.

Non-ferrous metal such as copper will be cut using hand-held equipment to enable more efficient transportation off-site.

The ferrous metal will be cut/baled on site to enable more efficient transportation off-site.

There are a number of storage bays provided on the site for storing the following, as well as containers for specialist waste:

- Aluminium
- Copper
- Brass
- Steel
- Lead

3.8 Waste Treatment – ELV Depollution

Vehicles will be depolluted following a prescribed process within the depollution building. All aspects associated with depollution will be checked daily (plant, storage containers, building). The procedure set out in EMS-OP-03.

The site could treat up to 25,000 tonnes of ELVs per year.

The depollution process could treat 2-5 cars per day. Once depolluted, the shells will be transferred to the building and baled for efficient onward transport.

3.9 Waste avoidance, recovery and transfer off site

The waste operations at this site are aimed at reducing the amount of waste sent to landfill. The purpose being to maximise the separation of wastes that can be recycled or recovered.

3.10 Planned Preventative Maintenance

The operation will use the following equipment:

- Baler
- Forklifts
- Grab
- Loading Shovels
- Hand tools for cutting

A programme of routine planned maintenance will be provided for each item of plant and machinery, to prevent breakdown and faults.

All faults which require corrective action will be reported to the TCM to be implemented.

The plant and equipment will be subject to service agreements with the manufacturer and/or supplier. Where appropriate, these agreements will include a 24 hour call out facility.

3.11 Contingency

To ensure all permitted waste quantities are adhered to, the operator will ensure it has:

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- Service Agreement Plans in place.
- Contacted relevant plant hire companies to source alternative equipment if required.
- A list of alternative facilities to take the waste.

The operations will not be affected by inclement weather.

The TCM will monitor the forecast at the start of each working week. In the event of a Met Office warning for inclement weather such as high wind or rain, the TCM will carry out additional checks on the site drainage and storage capacities. The nature of the facility is unlikely to be affected by high wind (no lightweight waste handled). However, the TCM will observe conditions and if necessary, will cease operations until conditions improve.

If any equipment breaks down and cannot be repaired within 48 hours, the TCM will slow down the acceptance of all waste to ensure that storage capacities will not be exceeded. If the equipment will take longer to repair, the TCM will either transfer the waste off site, or hire a baler to continue in the interim period. This will help to maintain capacity at the site.

3.12 Routine Cleaning

The site will be subject to regular cleaning. Typically, this will involve daily sweeping of the yard area, with a more detailed clean at the weekend. The weekly clean will involve checking each waste bay and around the perimeter wall.

The need for cleaning will form part of the Daily Site Checks.

The entire site is concreted, which will allow for easier cleaning.

3.13 Fuel

Any fuel on site will be stored in accordance with the Oil Storage Regulations. The fuel will be stored in a bunded tank, capable of storing 110% of the total capacity. The tank will be checked daily as part of the site checks.

All staff will be trained in the safe refuelling of plant.

The tanks and bunds will be subject to regular inspections as part of the daily site checks.

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4 EMISSIONS MANAGEMENT AND MONITORING

4.1 Introduction

An Environmental Risk Assessment has been prepared for the operation (SML-ERA-V1). This also includes the Accident Management Plan.

4.2 Fugitive Emissions to air – dust, mud and litter

The site has a low risk associated with dust, mud and litter. The site will be checked daily as part of the housekeeping.

4.3 Odour

The site has a low potential for odour generation.

4.4 Noise

The site is located on in industrial estate with other industrial users and is adjacent to a rail line.

Procedures for minimising noise include:

- Vehicles will not be allowed to idle on site and drivers will be requested to turn engines off if they are waiting for inspection or unloading instructions.
- Any complaints from neighbours regarding noise will be dealt with through the Incident Reporting Form and management will be informed.
- Walls around the site boundaries will provide a barrier.

Operations take place inside the building, with storage in concrete bay walls outside.

4.5 Fugitive emissions to groundwater

There will be no fugitive or point source emissions to groundwater. The site is concreted with sealed drainage

4.6 Pests, Vermin and Birds

The operator has a low potential for attracting pests, vermin and birds. If necessary, a pest contractor will be commissioned.

4.7 Point Source Emissions to air

There are no point source emissions to air.

4.8 Point Source Emissions to Surface Water

There are no point source emissions to surface water from the site.

4.9 Point Source Emissions to Foul Sewer

There are no point source emissions to foul sewer.

4.10 Monitoring

No monitoring is required.

4.11 Complaints

The TCM has the overall responsibility for this procedure.

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The administration staff will be responsible for handling complaints and recording the details. All complaints must be referred to the TCM.

In this context, a complaint may be received directly from a resident, customer or from a Regulator.

When the site receives a complaint, the information will be provided in the Site Diary.

All staff based in the office will be trained on recording complaints and to make sure they notify the TCM immediately.

The TCM will review the activities that may have given rise to the complaint, for example noise, dust or odour.

The TCM will report the findings to the complainant and implement appropriate corrective action in accordance with a specific management plan or the Operational Procedures.

Appendix A Procedures

Spillage Procedure

Potential causes of a spill

Minor spillages may be caused by:

- Machinery and fuel/oil leaks from vehicles
- Leaks from storage tanks

Prevention of Spillages

Spillages and impacts from spillages will be prevented by:

- Controlling vehicle manoeuvring will be controlled
- Regular maintenance of plant and machinery
- Safe storage of chemicals and fluids
- Diesel tank to be double skinned and banded
- Staff Training
- Spill kits maintained in site office

Spillage Procedure

The procedure is:

If a spillage of any liquid other than water occurs on site:

- Access the nature and volume of the liquid
- Take immediate action to avoid anyone coming into contact with the liquid
- Use spill kit or stored absorbent materials [soils, bagged granules, sand etc]
- Once securely soaked make appropriate arrangements to move the material to a suitable non-drained container
- Clearly mark the container with the contents and isolate it in accordance with the site layout plan

Once the immediate spillage is controlled

- Clean or dispose of all equipment which came into contact with the spillage
- Clean the area of the spillage taking care to remove contaminated materials to the isolate container
- Assess the material for suitable disposal options- take samples if necessary and contact the EA for advice
- Ensure the material and container are securely stored on site for the duration of its stay- this may take some time depending upon the sampling/ analysis period and any action to be taken by the EA
- Once the disposal option is decided ensure completion of all appropriate documentation and safe removal of the material

Site management will

- Record all details of the incident using waste assessment form and site diary. Record to include where the material came from and all relevant documentation, notes, emails, correspondence and conversations
- Ensure prompt replacement of contaminated materials and any other items used and disposed of in the course of controlling the incident
- Investigate the incident and implement procedure review to prevent and recurrence. This may include writing to the waste procedure advising them of the incident and the enforcement and commercial implications of it.

Spill Kits

Spill kits will be maintained at the facility to respond to any spill incident. The spill kits will include:

- absorbent granules;
- chemical/oil resistant gloves;
- chemical/oil resistant goggles; and
- a broom and shovel.