

Poyle Quarry,

Environmental Permit Application
Operating Techniques and Closure Plan



Version No: 1
November 2019

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APPENDICES

Appendix A Waste Acceptance Procedures

1.0 INTRODUCTION

An Environmental Permit (EP) application for the proposed inert landfill at Poyle Quarry (the site), located between the village of Colnbrook and Horton roughly equidistant between Windsor to the west and the Terminal buildings of Heathrow Airport to the east in the county of Berkshire is being prepared by Peter Brett.

This Operating Techniques (OT) document should be read in conjunction with the rest of this EP application which comprises:

- Application Forms Parts A, B2, B4 and F1 and Supporting Information;
- Non Technical Summary (35678/EP/R1)
- Environmental Setting and Site Design Report (ESSD) (35678/EP/R3)
- Environmental Risk Assessment (35678/EP/R4)
- Hydrogeological Risk Assessment (35678/EP/R5)
- Groundwater, Surface Water and Landfill Gas Monitoring Plan (35678/EP/R6); and
- Stability Risk Assessment (35678/EP/R7)

The site location is detailed on Figure ESSD1 in the ESSD, the site layout and setting is provided in Figure ESSD2 in the ESSD and the site context is provided on Figure ESSD3 in the ESSD.

1.1 Site Location

The proposed Inert Landfill at Poyle Quarry is located at the north end of Foundry Lane, between a bridle way (Bridleway 4 Horton) that forms part of the Colne Valley Way and Cone Brook (to the west) (Drawing No. 001).

The northern boundary of the site follows the shared boundary with Slough Borough so that the residential properties to the north are all within Slough. Part of Colne Brook is to the east and again follows the shared boundary with Slough. The Eric Mortimer Rayner Memorial Lakes are to the South-east, as is Berkyn Manor Farm and a sporadic number of residential properties to the south, off Foundry Lane.

The area within the EP boundary is approximately 21.3Ha. The centre point of the proposed is at National Grid Reference TQ 021 764.

1.2 Report Structure

This report describes the operating techniques that will be implemented at the site to ensure compliance with the conditions of the EP. The report has been drafted to satisfy the requirements of Environment Agency (EA) Guidance and is divided into the following Sections.

Section 1	Introduction
Section 2	Management
Section 3	Operations
Section 4	Emissions and Monitoring
Section 5	Information
Section 6	Closure

2.0 MANAGEMENT

2.1 Management System

Summerlease Ltd. will operate their own management system which will ensure that;

- the risks that the activities pose to the environment are identified;
- the measures that are required to minimise the risks are identified;
- the activities are managed in accordance with the management system;
- performance against the management system is audited at regular intervals; and
- the Environmental Permit is complied with.

The management system will be supplemented by this document which outlines the proposed operating techniques at the site and demonstrates conformance with the requirements of relevant and published EA Guidance.

2.1.1 Management Structure and Responsibilities

The Site Manager will be responsible for day to day operations and compliance with the Environmental Permit.

Whenever the site is open to receive wastes, dispatch wastes or carry out any of the waste management operations, it will be supervised by at least one member of staff who is suitably trained and fully conversant with the requirements of the permit relating to:

- waste acceptance and control procedures;
- operational controls;
- maintenance;
- record-keeping;
- emergency action plans; and
- notifications to the EA.

2.1.2 Technical Competence and Training

The site will be managed by sufficient staff, competent to operate the site. The management system will deliver the following:

- all staff will have clearly defined roles and responsibilities;
- records will be maintained of the skills required for each post;
- records will be maintained of the training and relevant qualifications undertaken by staff to meet the requirement of each post; and
- operations will be governed by standard operating instructions.

Operations at the site will be under the overall control of a technically competent person who holds the relevant Certificate of Technical Competence (COTC) under the Waste Management Industry Training and Advisory Board (WAMITAB) scheme.

An assessment of staff training needs will be carried out to identify the posts for which specific environmental awareness training is needed, and to determine the scope and level of such training. The assessment of training needs will be reviewed on an annual basis.

The training programme will ensure that relevant staff are aware of the following:

- regulatory implications of the EP for the site and their specific work activity;

- all potential environmental effects from operations under normal and abnormal circumstances;
- the need to report deviations from the permit; and
- the prevention of accidental emissions and the action to be taken should accidental emissions occur.

2.1.3 Site Security

In order to prevent unauthorised access, a number of site security measures will be in place at the site including;

- fencing along the site boundary; and
- a gate located at the entrance to the overall Quarry site, which will be locked when the site is closed.

The site will be inspected at the commencement of each working day. Any defects or damage which compromises the integrity of the enclosure will be made secure by temporary repair by the end of the working day. Permanent repairs will be affected as soon as practicable.

All inspections, any defects, damage or repairs will be recorded in the site diary.

2.1.4 Display of Environmental Permit

A copy of the Environmental Permit will be kept available for reference by all staff and contractors whose work may have an impact on the environment.

2.1.5 Managing Documentation and Records

Controls will be in place to ensure that all documents are issued, revised and maintained in a consistent fashion.

The documents that will be included within the scope of the controls are as follows:

- policies;
- responsibilities;
- targets;
- maintenance records;
- procedures;
- monitoring records;
- results of audits;
- results of reviews;
- complaints and incident records; and
- training records.

Operational records will be made and kept up to date on a daily basis. All records relating to waste acceptance will be maintained and kept readily available on-site for a minimum of two years.

2.1.6 Reporting Non-Compliance and Taking Corrective Action

Procedures will ensure appropriate corrective action is taken in response to problems identified at the site. The procedures will ensure that non-conformances are reported, investigated and rectified, and that failures and weaknesses are prevented. The following aspects will be considered:

- actual or potential non-compliance;
- system failure discovered at internal audit;
- suppliers or subcontractors breaking the agreed operating rules;
- incidents, accidents, and emergencies;
- malfunction, breakdown or failure of plant;
- other operational system failure; and
- complaints.

The action taken in response to the non-conformance may include:

- obtaining additional information on the nature and extent of the non-conformance;
- discussing and testing alternative solutions;
- modifying procedures and responsibilities;
- seeking approval for additional resources and training; and
- contacting suppliers and contractors (as applicable).

2.1.7 Auditing and Legal Compliance

There will be a formalised internal auditing procedure to ensure the facility is audited at defined intervals and that the progress of corrective and preventative action is monitored.

2.1.8 Monitoring, Measuring and Reviewing Environmental Performance

A formalised management structure will review environmental performance, and ensure any necessary actions are taken.

2.1.9 Operational Control, Preventative Maintenance and Calibration

The management system will complement operational procedures so as to ensure effective control of site operations, the use of approved suppliers and contract services, the maintenance of operational equipment and the calibration of monitoring equipment.

All plant and equipment will be subject to a programme of planned preventative maintenance which will follow the inspection and maintenance schedule recommended by the manufacturer.

2.1.10 Design and Construction Quality Assurance

All relevant elements of the site which are not already constructed will be designed in accordance with recognised standards, methodologies and practices.

The design process will use a risk-based approach and will be appropriately documented using drawings, specifications and method statements to provide an adequate audit trail.

Construction Quality Assurance (CQA) plans will govern all construction activities necessary in the future. These CQA plans will be prepared by competent and suitably qualified persons.

A competent and suitably qualified person will supervise the construction activities.

2.2 Accident Management Plan

Summerleaze Ltd. recognises the importance of the prevention of accidents that may have environmental consequences and that it is crucial to limit those consequences.

An accident management plan will be implemented and maintained at the site to ensure the site and site staff are fully prepared for any such incidents. The accident management plan will be reviewed at least every four years or as soon as practicable after an incident, with changes made accordingly to minimise the risk of occurrence.

The following accident management plan describes the techniques that will be implemented to minimise the risks posed to the environment. Activities affecting the health and safety (H&S) of operatives, contractors and visitors will be separately managed in compliance with H&S regulations and company H&S Policy.

2.2.1 Hazard Identification

The following potential hazards have been identified.

- fire;
- loss of containment - spillage and leakage;
- security and vandalism;
- waste slippage and/or failure of a basal or side wall liner

The following sections summarise the measures necessary to minimise the potential causes and consequences of accidents. With reference to potential environmental risks, please refer to the ERA.

2.2.2 Fire

To prevent and minimise the potential impact of fire, the following action will be taken:

- flammable wastes and incompatible materials will not be accepted at the site;
- the plant inspection schedule will include checks of electrical equipment within the site to ensure that any faults are identified and repaired;
- fire extinguishers will be provided at designated locations;
- smoking will not be permitted in the operational areas of the site;
- working practices will ensure the assessment of fire hazards and training of employees in fire prevention, e.g. the use of fire extinguishers and emergency procedures; and
- no wastes will be burned on the site and any fire at the site will be treated as an emergency.

In the event of a major fire, the following action will be taken:

- the Site Manager and Fire Brigade will be notified immediately and the Environment Agency as soon as practicable;
- the burning area will be isolated and attempts will be made to extinguish the fire utilising the on-site fire extinguishers if safe to do so; and
- the site and buildings will be evacuated.

2.2.3 Spillages and Leaks

Loss of containment could lead to spillage and leakage of potentially contaminating liquids. To prevent loss of containment and minimise the risk and impact of releases the following measures will be implemented:

- *Containment system:* any facilities for the storage of oils, fuels or chemicals will be sited above ground on impervious bases and surrounded by impervious bund walls.

The volume of the bunded compound will be at least the equivalent to the capacity of the tank plus 10%. All filling points, vents and gauges will be located within the bund.

- *Storage vessels:* storage tanks will be constructed to the appropriate British Standard;
- *Inspection:* tanks will be inspected visually on a daily basis by the site staff to ensure the continued integrity of the tanks, and identify the requirement for any remedial action;
- *Spill kits:* materials suitable for absorbing and containing minor spillages will be maintained on-site; and
- *Monitoring techniques:* the site staff will undertake daily monitoring for evidence of spillage and leakage.

In the event of any potentially polluting leak or spillage occurring on-site, the following action will be taken:

- Minor spillages will be cleaned up immediately, using sand or proprietary absorbent. The resultant materials will be placed into containers and will then be removed from site and disposed of at a suitably permitted facility. The incident will be logged in the site diary.
- Any dry wastes spilled on-site will be collected and transported to the appropriate area of the site.
- In the event of a major spillage, which is causing or is likely to cause polluting emissions to the environment, immediate action will be taken to contain the spillage and prevent liquid from entering surface water or drains. The spillage will be cleared immediately and placed in containers for off-site disposal. The EA will be informed.

2.2.4 Security and Vandalism

The following security measures will be in place;

- *Site perimeter:* the site will benefit from fencing around the perimeter;
- *Security gates:* the site access gate will be locked when the site is not in use;
- *Inspection:* the gate and fencing extending around the site will be inspected regularly by the operations staff to identify deterioration, damage or the need for any repairs;
- *Maintenance and repair:* fencing and the gate will be maintained and repaired to ensure their continued integrity. In the event that damage is sustained, repairs will be made by the end of the working day. If this is not possible, suitable measures will be taken to prevent any unauthorised access to the site and permanent repairs will be affected as soon as practicable and within 21 days;
- *Authorised access system:* all visitors to the site will be required to register in the visitor's book and sign out again on exit to minimise the risk of unauthorised visitors being present on-site; and
- *Monitoring techniques:* operational procedures, including regular inspections, will ensure continual monitoring of security provision at the site.

In the event of a breach of security at the site, the cause will be investigated and appropriate mitigation measures implemented. Records to be maintained include inspections and maintenance of security fencing and the gate, breaches of security, investigations and actions taken.

2.2.5 Stability

A Stability Risk Assessment (35678/EP/R7) has been prepared for the Site and submitted as part of the EP Application.

3.0 OPERATIONS

3.1 Process Description

Permitted activities at the site are to consist of the receipt, handling, storage and deposit of inert waste into land.

The waste will be imported to site at a maximum rate of 150,000 tonnes per annum (tpa).

The proposed Environmental Permit boundary is illustrated in Drawing No. 002. The Phasing at the site is illustrated on Drawing No. 005.

Access to the will be from Poyle Road to the east. All vehicles carrying waste will report to the Site Office.

The wastes will be weighed at the weighbridge. On arrival at the weighbridge, delivery vehicles will undergo the following checks and procedures;

- Visual inspection to ensure the load complies with the description provided on the waste transfer note;
- New drivers will be informed of landfill safety procedures;
- The relevant paperwork, including Duty of Care, will be inspected; and
- The registration of the carrier will be checked.

If at this stage the checks identify the wastes as being compliant, the driver of the vehicle will be directed to the active tip face to discharge their load. A secondary visual inspection will take place at this stage.

Random samples of waste will be collected by the site operatives for confirmatory testing.

3.2 Permitted Activities

The waste management operations to be carried out at the site as specified in Annex I and of the Waste Framework Directive 2008 are:

- D1 Deposit into or on to land (e.g. landfill etc)

3.3 Permitted Types and Quantities of Waste

It is proposed that the site will accept and deposit up to 280,000 tpa of waste types below. The materials will be cohesive and uncontaminated.

- 17 05 04 Soil and stones¹ - Excluding topsoil, peat; excluding soil and stones from contaminated sites
- 20 02 02 Soil and stones - Only from garden and parks waste; excluding topsoil and peat

¹ For the purposes of waste acceptance, soil includes naturally occurring sands and clays

3.4 Waste Acceptance Criteria

Environment Agency guidance² provides advice on the chemical properties of inert waste that is suitable 'geological barrier' material, as follows:

- Any physically suitable waste coded 17 05 04 and 20 02 02, listed in the Council Decision; paragraph 2.1.1 may be used and will not require testing. However, the waste must be either from a single source, or from a single waste stream of a single waste type, and there must be no suspicion of contamination or doubt that the waste meets the definition of inert waste.
- Suitable cohesive wastes that conform to the limit values listed in the Council decision, paragraph 2.1.2 may be used in the geological barrier at sites in non-aquifer or minor aquifer strata. This waste will already have been tested as part of the Waste Acceptance Criteria, and therefore will not require further retesting. This means that reliance will be placed on the agreed waste acceptance criteria for the site.

The materials accepted into the will meet the above criteria i.e. it will be cohesive uncontaminated material (waste codes 17 05 04 or 20 02 02 uncontaminated soils and stones)³.

3.5 Waste Acceptance Procedures

3.5.1 Site Control Office

All waste entering the facility will be required to report to the site control office.

The site control office will be manned during all operational hours by a site control operative who will be responsible for the following activities: -

- initial vetting and where possible visual inspection of all waste entering the facility;
- examination and maintenance of documentation accompanying each load; and
- for the recording of waste quantities and other pertinent details.

3.5.2 Waste Characterisation

Wastes entering sites are required to undergo a three tier testing protocol as detailed below:

Level 1: Basic Characterisation. This constitutes a thorough determination, according to standardised analysis and behaviour testing methods of the short and long term leaching behaviour and or characteristic properties of the waste.

Level 2: Compliance Testing. This constitutes periodical testing by simpler standardised analysis and behaviour testing methods to determine whether the waste complies with the conditions of the permit and/or specific reference criteria. This test will focus on key variables and behaviour identified by basic characterisation, and will be carried out on at least an annual basis.

² Environment Agency (Undated) *Environmental Permitting Regulations: Inert Waste Guidance Standard and Measures for the Deposit of Inert Waste on Land*

³ Guidance on the classification and assessment of waste (1st edition 2015) Technical Guidance WM3, located at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/427077/LIT_10121.pdf

Level 3: On-site verification. This constitutes rapid check methods to confirm that a waste is the same as that which has been subjected to compliance testing and that which is described in the documentation accompanying the waste. It may consist merely of a visual inspection of the waste before and/or after unloading.

Testing for basic characterisation and compliance testing will not be carried out in the following circumstances: -

- where the waste is on the list of waste not requiring testing;
- where, with the agreement of the Environment Agency, all necessary information required for the basic characterisation is already known; and
- where testing is impractical or where appropriate testing procedures and acceptance criteria are unavailable.

The two waste types to be accepted at the site are from the list of waste that can be accepted at inert sites without testing. However, in the event that there is suspicion of contamination with a specific waste, prior to accepting such waste, the following procedure will be followed:

- Basic characterisation leachate tests will be carried out to ensure that the material is uncontaminated;
- Thereafter, re-testing will be carried out every 3 months or if it is suspected that the nature and chemical characteristics of the waste has changed; and
- The producer will be asked to provide written confirmation that the waste is derived from uncontaminated sources

Where representative sampling of waste is undertaken it will be carried out in accordance with appropriate European and/or national standards and procedures.

3.5.3 Visual Inspection

A visual inspection to satisfy the Level 3 on-site verification requirements will be carried out on all wastes deposited at the site.

Wherever practical, waste will be inspected prior to deposit. However due to the enclosed nature of many waste collection vehicles this is not always possible, accordingly inspection will be carried out immediately following deposit.

This visual inspection will have two purposes: -

- to confirm that the waste is permitted for disposal at the site; and
- to confirm the waste is as described in the accompanying documentation.

3.5.4 Documentation

All waste accepted for disposal or treatment at the facility will be accompanied by a waste transfer note as required by the Duty of Care Regulations, which will provide the following details: -

- waste description including appropriate waste classification code;
- waste origin;
- transferor and transferee; and
- signature of transferor and transferee.

This documentation will be checked by the weighbridge operator before the vehicle is permitted to proceed to the disposal area.

3.5.5 Records

A register of the quantities and characteristics of waste accepted at the site will be maintained on a computerised database. The database will include the following details: -

- date of delivery;
- waste quantity;
- waste description and classification code; and
- waste producer and/or carrier.

A record will also be maintained of all waste that is removed from the facility.

3.5.6 Non-Conforming Wastes

A quarantine area will be located within the operational site area, where any non-conforming loads identified following discharge will be isolated pending further investigations.

In the event that waste delivered to the site is found by inspection of the documentation, or of the waste itself, not to comply with the requirements of the permit or not to conform to the description of the waste on the documentation, the Environment Agency will be informed, and the proposed course of action agreed. The following action may be appropriate: -

- the waste will be isolated at the operational quarantine area pending further investigations;
- following further investigations the acceptability of the waste may be confirmed, and the waste will be disposed of at the site; or
- the waste will be directed to an alternative facility.

3.5.7 Hours of Operation

It is proposed that the facility will be open to receive wastes and operate between the following hours:

- Monday – Friday: 0700 to 1800 hours
- Saturday: 0700 to 1300 hours
- Sunday and Bank Holidays: Closed

3.5.8 Means of Measurement

The quantity of waste accepted at the facility will be measured via the weighbridge or calculated by recording the volume of waste entering the site and the application of standard EA conversion factors as appropriate.

3.6 Waste Storage

Small quantities of wood or light material such as paper and plastic material found in tipped waste will be handpicked and placed in a skip for recovery, or disposal off-site. This is not foreseen.

3.7 Site Infrastructure and Equipment

3.7.1 Site Identification Board

A site identification board which is easily readable from outside the entrance during hours of daylight will be provided at or near the main site entrance.

The identification board will be inspected at least once per week. In the event of damage or defect that significantly affects the legibility of the board it will be repaired or replaced within a timescale agreed with the EA.

The board will display the following information:

- Site name and address;
- Environmental Permit holder;
- Environmental Permit number (s);
- Emergency contact name and telephone number;
- EA national telephone numbers; and
- Days and hours site is open to receive waste.

4.0 EMISSIONS AND MONITORING

The site will be operated so that there will be no point source emissions to air, surface water, groundwater or land.

Potential nuisance to the environment caused by operations is assessed in detail in the Environmental Risk Assessment, and is referenced briefly below.

4.1 Engineered Containment

Site surfacing will be maintained as required to ensure surfacing is fit for purpose. The surface shall be maintained such that the working surface will;

- remain even;
- not be subject to settlement or differential settlement;
- not be subject to rutting by vehicles even when wet;
- have sufficient durability to allow cleaning, for example, by scraping; and
- remain free of standing water.

All operational areas, quarantine and fuel storage areas will be inspected to ensure the integrity and fitness for purpose of their construction is maintained at all times.

4.1.1 Containment Bunding

All tanks containing potentially polluting liquids will be bunded. Bunds will:

- be impermeable and resistant to the stored materials;
- have no outlet, and drain to a blind collection point;
- have pipework routed within bunded areas with no penetration of contained surfaces;
- be designed to catch leaks from tanks or fittings;
- have a capacity greater than 110% of the largest tank or 25% of the total tankage (whichever is greater);
- have tanker connection points within the bund; and
- be subject to regular visual inspection.

4.2 Sewer

There will be no direct discharges to sewer from operations at the facility.

4.3 Odour

Due to the strict control of the waste (inert) that will be accepted at the site, odour is not expected to pose a significant risk. No specific management measures are considered necessary.

Daily olfactory inspection will be carried out by site staff during the course of their normal working activities.

4.4 Dust

In order to minimise the emissions of dust from the facility, the measures highlighted in the dust management plan and the following measures will be implemented:

- Site Manager to undertake daily inspection of working area and haul routes.
- Site inspections to be recorded in Daily Log Book with comments on weather conditions, activities taking place, dust emissions and remedial actions.
- All site staff and contractors to be made aware of the potential of dust emissions and mitigation measures as part of the site induction programme and Managers Rules.
- Controlled use of fixed haul routes
- speed limits of 10mph will be implemented for vehicles using the site;
- site access and haul roads and operational areas will be maintained and repaired to minimise emissions of dust due to uneven and poor surfacing;
- Water bowser to be retained on site and used to dampen haul routes
- Vehicle to be maintained in accord with manufacturers specifications and exhausts to be angled upwards.
- all roads and operational areas will be swept where necessary to reduce dust emissions;
- where appropriate, vehicles delivering waste to the site shall be sheeted to minimise emissions of dust;
- discharge heights from any loading operation will be kept as low as possible;
- dusty wastes will be damped down prior to unloading to minimise dust generation;
- dusty wastes will be deposited from tipper lorries as slowly as practicable to reduce dust generation;
- no soil handling or deposit of dusty waste shall occur during particularly high winds or if dust suppression water is unavailable;
- Soil screenbanks to be grass seeded immediately following completion.
- in the event that significant visual dust is observed at the boundaries of the operational areas, there will be a Temporary cessation of activities and action will be taken to suppress the dust; and
- a record of the inspection findings and remedial action taken will be made in the site diary.

The Site Manager will be responsible for implementing the dust management, monitoring and action plan.

4.5 Noise

Waste operations will only be carried out during operational hours. All equipment will be maintained and operated in accordance with manufacturer's guidance and will be maintained in good working order.

The site will be operated so as to minimise noise emissions from the site. Measures that will be taken at the site include those that are highlighted in the Noise reports undertaken as part of the planning and the following:

- where possible plant will be located away from potentially noise-sensitive receptors;
- avoidance of dropping materials from height;
- all plant will be switched off when not in use;
- the imposition of a speed limit for vehicles delivering waste to the site. This will reduce noise associated with high engine speeds;
- all site personnel will be trained in the need to minimise site noise, and will be responsible for monitoring and reporting excessive noise when carrying out their everyday roles;
- all plant and equipment in use at the site will be regularly maintained to minimise noise resulting from inefficient operation of pumps, generators and engines;

- in the event that reversing alarms are found to give rise to complaints, alternative alarms or technology will be investigated;
- the regular maintenance of roads to prevent the development of potholes will significantly reduce noise generated, particularly by empty vehicles exiting the site;
- consideration will be given to the fitting of noise suppression kits on items of plant and equipment; and
- all plant will be maintained in accordance with manufacturer's recommendations to minimise noise emissions.

Any complaint received will be logged in the site diary. The Site Manager will investigate the complaint and will take action to identify the source of the noise and implement remedial measures where appropriate.

4.6 Pests

Due to the inert nature of the wastes proposed to be accepted at the site, it is not anticipated that pests will pose a risk at the facility.

The facility will be inspected by both site management and operatives for infestations of pests, vermin and insects on a routine basis. In the event that specific waste is found to be responsible for attracting scavengers, pests or infestation, this waste will be removed from the site as soon as practicable.

A specialist pest control contractor will be deployed if required.

4.7 Litter

Due to the inert nature of the wastes to be accepted on-site, it is not anticipated that litter will pose a serious risk. However, the boundary of the site and its environs will be regularly checked and any windblown litter collected and disposed of appropriately.

It will be the responsibility of the site staff to constantly monitor the site for any signs of escaping materials either from within the site or from vehicles delivering or removing materials to and from the site.

Inspections will be carried out on a daily basis and a record maintained within the site diary.

4.8 Mud and Debris

Within the site, the following measures will be taken in order to prevent the deposition or tracking of mud and debris from the site onto public areas or highways:

- site roads will be maintained free of significant quantities of mud and debris;
- all operational areas will be subject to monitoring by staff throughout the working day to identify accumulations of mud requiring remedial action;
- where necessary road cleaning equipment will be deployed; and
- all vehicles leaving operational areas will be checked to ensure that they are clear of loose waste; and

In the event that mud, debris or waste arising from the site is deposited onto public areas outside the site, the following remedial measures will be implemented:

- the affected public areas outside the site will be cleaned;

- traffic will be isolated from sources of mud and debris within the site to prevent further tracking, and measures will be taken to clear any such sources as soon as practicable; and
- if required, provision will be made for road sweepers on the site access roads to stop any mud being carried onto public roads, and bowsers made available to damp down areas during dry periods to ensure that dust is not a problem.

5.0 INFORMATION

All relevant notifications and submissions to the EA regarding the site will be made in writing and will quote the permit reference number and the name of the permit holder.

Records will be maintained for at least six years. However, in the case of off-site environmental effects and matters which affect the condition of land and groundwater the records shall be kept until permit surrender. Duty of Care records will be kept for a minimum of two years.

5.1 Reporting and Notifications

5.1.1 Changes in Technically Competent Persons

The EA will be informed in writing of any changes in the technically competent management of the site and the name of any incoming person, together with evidence that such person has the required technical competence.

5.1.2 Waste Types and Quantities

A summary report of waste types and quantities accepted and removed from the site for each quarter, will be submitted to the EA within one month of the end of the quarter unless otherwise required by the permit conditions.

5.1.3 Relevant Convictions

The EA will be notified of the following events:

- Summerlease Ltd. being convicted of any relevant offence; and
- any appeal against a conviction for a relevant offence and the results of such an appeal.

5.1.4 Notification of Change of Operator's or Holder's Details

The EA will be notified of the following:

- any change in the operator's trading name, registered name or registered office address; and
- any steps taken with a view to the company going into administration, entering into a company voluntary arrangement or being wound up.

5.1.5 Adverse Effects

The EA will be notified without delay following the detection of the following:

- any malfunction, breakdown or failure of equipment or techniques;
- any accident;
- fugitive emissions which have caused, is causing or may cause significant pollution; and
- any significant adverse environmental and health effect.

6.0 SITE CLOSURE, AFTERCARE AND COMPLETION

A requirement of the EP regime is that when a site closes, the operator should apply to surrender the permit in order to end regulation under EP. However, with regards to developments involving the deposit of waste on land, the surrender of the Permit will not be coincidental with the cessation of waste operations owing to the ongoing potential for the site to potentially cause pollution and/or harm.

There are therefore two stages to the closure process. Stage 1 is the 'definite closure' of the site, which is the point at which the site stops taking waste, while Stage 2, or 'site completion', is the later point when aftercare maintenance and monitoring is completed to such a level that the site is unlikely to cause pollution to the environment or harm to human health.

The closure and aftercare management plan therefore consists of the actions that need to be carried out at 'definite closure' and at 'site completion'.

6.1 Definite Closure

Definite closure will occur when the site stops taking waste. The actions that will be taken at this point are set out below: -

Final Waste Levels

Surveys will be undertaken as required to ensure that final waste levels are achieved in accordance with the approved restoration plan (Drawing No. 006).

Communication

The Environment Agency will be informed in writing of the date of cessation and it is anticipated that the Environment Agency will wish to inspect the site and approve the actions that will need to occur following closure.

Capping

All waste will be capped in accordance with the approved specification (Drawing No. 007).

Environmental Monitoring Systems

Monitoring systems for gas, and groundwater will be present in and adjacent to all of the phases at the point of definite closure and will be maintained so that they operate in an effective manner until the point of site completion. The proposed locations are shown on Drawing No. 008.

6.2 Restoration and Aftercare Plan

The objectives are to restore the site to agricultural after use.

The restoration material will comprise either soils previously stripped prior to mineral extraction or suitable soils imported from off-site sources.

Aftercare of the site will be undertaken for a period of five years to ensure that the restoration scheme is satisfactorily established.

6.3 Access and Site Security

An audit will be carried out of security provisions to ensure that the site is left in a secure condition and unauthorised access is avoided. Site security will be maintained through the use of perimeter fencing and lockable gates to prevent unauthorised access to the site after closure.

6.4 Decommissioning Plan

All infrastructure that is not associated with the environmental management of the site will be removed such as the site office and weighbridge.

6.5 Aftercare Monitoring Plan

All environmental monitoring and recording of gas and groundwater will continue to be carried out in accordance with the environmental permit.

Monitoring results for gas and groundwater will continue to be recorded and sent to the Environment Agency in accordance with the environmental permit.

All environmental monitoring records will be kept on file at the Summerlease Head Office.

6.6 Aftercare Maintenance Plan

All plant and equipment utilised during the post closure period will be maintained in accordance with the management system.

6.7 Site Completion

Site completion will occur when the site is unlikely to cause pollution to the environment, harm to human health or detriment to the amenities of the locality. The methodology that will be followed to determine this point as well as the actions that will be carried out following completion are set out below.

The closure methodology will consist of the completion of a risk-based assessment that provides a structured and defensible basis for determining whether the site is likely or unlikely to cause pollution or harm as a result of the activities carried out on the permitted area of land.

A completion report will be prepared for the site and submitted to the Environment Agency in support of an application for permit surrender. The report will consist of an identification of relevant completion criteria, an assessment and interpretation of the environmental monitoring data and a justification that the condition of the land is unlikely to cause pollution of the environment, harm to human health or detriment to the amenities of the locality.

6.8 Following Site Completion

All of the remaining infrastructure that is present above ground surface will be removed off-site, the environmental monitoring of the site will cease; and site security arrangements would be modified accordingly.

7.0 CLOSURE

This report has been prepared by Summerlease Ltd with all reasonable skill, care and diligence, and taking account of the manpower and resources devoted by the company and their consultants. Information reported herein is based on the interpretation of data collected and has been accepted in good faith as being accurate and valid.

This report is for the exclusive use of Summerlease Limited; no warranties or guarantees are expressed or should be inferred by any third parties.

**Poyle Quarry
Inert Landfill Environmental Permit Application**

Waste Acceptance Procedures

Summerleaze Ltd

**November 2019
Version 1.1**

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- Appendix A Waste Information Form**
- Appendix B Approved Job List**
- Appendix C Waste Rejection Form**

1.0 INTRODUCTION

1.1 Background

Waste Acceptance Procedures for the proposed Poyle Quarry located at Horton, Slough in the County of Berkshire, have been prepared.

The waste acceptance procedures outline the measures that will be taken at the Poyle Quarry to ensure that only inert waste that is chemically and physically suitable for use in the landfill activities are accepted at the site.

The procedures cover the following issues:

- Management system, structure and responsibilities;
- Waste types and quantities;
- Waste acceptance criteria, sampling and analysis;
- Waste pre-acceptance procedures;
- Procedures at Site Control Office;
- Procedures at operational area;
- Quarantine and rejection procedures;
- Record keeping.

2.0 MANAGEMENT SYSTEM, STRUCTURE & RESPONSIBILITIES

Waste acceptance at the Poyle Quarry will be underpinned by a robust management system that will ensure that the waste acceptance procedures are effectively implemented, that non-conformance is identified and appropriate remedial action taken.

Summerleaze is working towards accreditation under ISO9001 and ISO14001, and pending formal accreditation to these standards, will work in accordance with the principles of the aforementioned accreditation systems.

Summerleaze will notify the EA when accreditation to ISO9001 and ISO14001 is obtained.

The elements of the management system relevant to the acceptance of waste are described below.

2.1 Management Structure and Technical Competence

The Operations Director will take overall responsibility for the site, with the Site Manager reporting directly to him. The Site Supervisor, Site Control Clerk, plant operatives and site operatives shall report to the Site Manager.

The waste management activities undertaken at the site will be managed by persons who are technically competent and have the appropriate qualification, as laid down by the Waste Management Industry Training and Advisory Board (WAMITAB). The technically competent person will have full overriding authority to make decisions relating to waste acceptance.

2.2 Training and Development

All staff employed on site will benefit from a training programme, which will ensure their professional and technical development.

This training programme will be governed by a training procedure which will define competence and skill requirements, assess competence and identify gaps in skills and knowledge, require the preparation and approval of training plans, conduct training and verify effectiveness.

All training will be carried out by competent people. For waste acceptance procedures competent people will be defined as either the Certificate of Technical Competence (COTC) holder for the site or an external consultant with relevant professional qualifications and more than 5 years relevant experience of waste acceptance procedures.

Training will be assessed using standard assessment techniques which will include:

- Feedback questionnaires;
- Pre and post test scores;
- On the job assessment;
- Supervisors reports.

Refresher training will be carried out when appropriate, and specifically under the following circumstances:

- Prior to changes in relevant guidance and legislation;
- Following any non-conformance identified by the EA or by internal audits

Training needs will be reviewed at induction, on an annual basis thereafter and following any change in job requirements or legislation.

The training programme will ensure staff are aware of the following: -

- regulatory implications of the permit for the activity and their specific work activity;
- all potential environmental effects from operation under normal and abnormal circumstances;
- prevention of accidental emissions and action to be taken when accidental emissions occur;
- waste acceptance procedures specific to the Poyle Quarry including action to be taken in the event of non-conforming waste being delivered to the site.

2.3 Environmental Policy

Summerleaze Environmental Policy embraces a commitment to continual improvement, prevention of pollution and compliance with legislation.

2.4 Managing Documentation and Records

Controls will be in place to ensure that all documents are issued, revised and maintained in a consistent fashion.

The documents that will be included within the scope of the controls include the Poyle Quarry Waste Acceptance Procedures and associated Waste Information Form, Approved Jobs Register and Waste Rejection Form.

The documentation will be maintained in the Site Office. No changes will be made to the documents without the prior approval of the EA.

2.5 Reporting Non-Compliance and Taking Corrective Action

Procedures will ensure appropriate corrective action is taken in response to problems identified at the site including those related to waste acceptance and non-conforming waste. The procedures will ensure that non-conformances are reported, investigated and rectified, and that failures and weaknesses are prevented.

2.6 Auditing and Legal Compliance

There will be a formalised internal auditing procedure at the facility. The audit will be undertaken initially on a monthly basis and the frequency will be reduced over time once the effectiveness of the system has been demonstrated. This auditing system will ensure that environmental performance of site operations and corrective and preventative measures are monitored. Audits will include investigations into non-compliance, complaints and incidents and follow up actions. The reports, results and recommendations of the audits will be made available to senior management on a regular basis.

2.7 Monitoring, Measuring and Reviewing Environmental Performance

Management will review environmental performance, and ensure any necessary actions are taken. Summerleaze will produce annual reports on environmental performance, objectives, targets, and future planned improvements.

All breaches of waste acceptance procedures and criteria will be notified to the EA in accordance with the requirements of the Environmental Permit.

3.0 WASTE TYPES & QUANTITIES

3.1 Permitted Waste Types

It is proposed that the Poyle Quarry Inert Landfill will accept up to 150,000 tonnes per annum of inert waste only. The site will only accept waste that is permitted in the Environmental Permit.

The landfill will be progressively constructed and filled with an inert waste stream that is comparable to 'geological barrier' material arising from multiple sources. The inert material will have permeability no greater than 1×10^{-7} m/s.

Waste inputs will be limited to those that meet the requirement of an inert 'geological barrier' material.

Environment Agency guidance¹ provides advice on the chemical properties of inert waste that is suitable 'geological barrier' material, as follows:

- Any physically suitable waste coded 17 05 04 and 20 02 02, listed in the Council Decision; paragraph 2.1.1 may be used and will not require testing. However, the waste must be either from a single source, or from a single waste stream of a single waste type, and there must be no suspicion of contamination or doubt that the waste meets the definition of inert waste.
- Suitable cohesive wastes that conform to the limit values listed in the Council decision, paragraph 2.1.2 may be used in the geological barrier at sites in non-aquifer or minor aquifer strata. This waste will already have been tested as part of the Waste Acceptance Criteria, and therefore will not require further retesting. This means that reliance will be placed on the agreed waste acceptance criteria for the site.

The materials accepted into the Poyle Quarry will meet the above criteria i.e. it will be cohesive uncontaminated material (waste codes 17 05 04 or 20 02 02 uncontaminated soils and stones)².

3.2 Prohibited Waste Types

Any wastes that do not meet the criteria identified in Section 3.1 will not be accepted at the Poyle Quarry.

Specifically waste will not be accepted if:

- there is any suspicion of contamination;
- the waste is not from a single source; (waste will not be accepted from waste transfer stations)
- the waste code is other than 17 05 04 or 20 02 02;

¹ Environment Agency (Undated) *Environmental Permitting Regulations: Inert Waste Guidance Standard and Measures for the Deposit of Inert Waste on Land*

² Guidance on the classification and assessment of waste (1st edition 2015) Technical Guidance WM3, located at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/427077/LIT_10121.pdf

- If analysis shows that the contaminant levels are above those identified in Table 4/1 and 4/2 (Section 4.0 of this report).

Wastes will only be accepted at the Poyle Quarry if all the waste pre acceptance and acceptance procedures outlined in Section 4.0 have been satisfied and the customer signs a declaration that the waste satisfies these requirements.

3.3 Waste Quantities

The total quantity of waste to be imported for disposal at the Poyle Quarry is approximately 550,000m³ (880,000 tonnes based on an as placed density of 1.6 tonnes per cubic meter).

In addition, overburden and soils stripped as part of the mineral excavation will be used in the restoration of the site. Management of extractive wastes will be under a separate environmental permit.

The waste will be imported to the site over a period of approximately 7 years. The maximum annual importation of waste will be approximately 150,000 tonnes.

4.0 WASTE ACCEPTANCE CRITERIA, SAMPLING & ANALYSIS

The wastes to be accepted at the Poyle Quarry will be uncontaminated inert waste. The objective will be to obtain suitable waste from sources that will generate a significant volume. There is no intention to accept on a routine basis small jobs comprising a small number of loads.

Notwithstanding this prior to waste being accepted at the site and as part of the pre acceptance procedures customers will be asked to supply waste characterisation information which will include analytical testing. In the event that the testing is not undertaken by the customer, either the waste will not be accepted at the site or Summerleaze will undertake testing and analysis of the waste prior to acceptance. In addition, in order to provide further assurance as to the chemical suitability of the accepted waste Summerleaze will, carry out periodic compliance testing of waste delivered to Poyle Quarry.

4.1 Waste Acceptance Criteria

The waste to be accepted at the Poyle Quarry will be inert in nature. Accordingly it is considered appropriate to use the Waste Acceptance Criteria for Inert Waste as defined in Council Decision 2003/33/EC and outlined in Table 4/1 and 4/2 below. These limits will apply unless it is deemed that the concentrations detected in the waste result from the presence of naturally occurring components. For example it has been demonstrated that natural clay does contain concentrations of sulphate and fluoride which exceed the limits specified in Table 4/1.

**Table 4/1
 Limit Values for Leaching**

COMPONENT	SYMBOL	L/S = 10 l/kg mg/kg dry substance
Arsenic	As	0.5
Barium	Ba	20
Cadmium	Cd	0.04
Total Chromium	Cr _{total}	0.5
Copper	Cu	2
Mercury	Hg	0.01
Molybdenum	Mo	0.5
Nickel	Ni	0.4
Lead	Pb	0.5
Antimony	Sb	0.06
Selenium	Se	0.1
Zinc	Zn	4

Chloride	Cl ⁻	800
Fluoride	F ⁻	10
Sulphate ^(a)	SO ₄ ²⁻	1,000
Phenol index	PI	1
Dissolved Organic Carbon ^(b)	DOC	500
Total Dissolved Solids ^(c)	TDS	4,000

^(a) This limit value for sulphate may be increased to 6,000 mg/kg, provided that the value of C₀ (the first eluate of a percolation test at L/S = 0.1 l/kg) does not exceed 1,500 mg/l. It will be necessary to use a percolation test to determine the limit value at L/S = 0.1 l/kg under initial equilibrium conditions.

^(b) If the waste does not meet this value for Dissolved Organic Carbon (DOC) at its own pH value, it may alternatively be tested at L/S = 10 l/kg and a pH between 7.5 and 8.0. The waste may be considered as complying with the acceptance criteria for DOC, if the result of this determination does not exceed 500 mg/kg.

^(c) The value for Total Dissolved Solids can be used alternatively to the values for Sulphate and Chloride.

Table 4/2
Limit Values for Total Content of Organic Parameters

PARAMETER	VALUE, mg/kg
Total Organic Carbon (TOC) ^(a)	30,000
BTEX compounds (benzene, toluene, ethyl benzene & xylenes)	6
Polychlorinated biphenyls (PCBs) (7 congeners)	1
Mineral oil (C10 to C40)	500
PAHs (Polycyclic aromatic hydrocarbons) (Total of 17)	100

^(a) In the case of soils, a higher limit value may be permitted by the Environment Agency, provided a Dissolved Organic Carbon value of 500 mg/kg is achieved at L/S 10 l/kg at the pH of the soil or at a pH value of between 7.5 and 8.0.

4.2 Pre Acceptance Testing

Wastes will only be accepted at the Poyle Quarry that has been tested and characterised in accordance with the programme outlined in Table 4/3.

**Table 4/3
Pre Acceptance Testing Programme**

Waste Source	Source Quantity	Number of Samples
Waste from Greenfield sites where there has been no previous contaminative uses	<1,000 m ³	2
	> 1,000 m ³	3
Waste from other sites	<1,000 m ³	3
	>1,000m ³	2 samples/1,000m ³

For waste from tunnelling or excavation where there is no realistic pathway between potential surface contamination and excavated waste ie a substantial thickness of clay exists between the source and the excavated materials, a risk screening approach will be undertaken whereby 3 samples of waste from the location closest to any potential source of contamination will be tested. If this material is found to be uncontaminated, then all subsequent waste excavated from the same site, at locations further from the potential source of contamination will be deemed as uncontaminated and no further analysis will be required.

4.3 Compliance Testing

Summerleaze will undertake compliance testing by obtaining samples from waste delivered to the site.

The sampling will be carried out in a safe sampling area adjacent to the operational area.

A quarantine area will also be provided adjacent to the operational area where loads which are found to be unsuitable will be stored in containers prior to removal from site.

Given that Summerleaze will only accept waste where there is no suspicion of contamination and that any waste that arrives at the site and is suspected to be contaminated will be immediately rejected, it is considered that a targeted worst case sampling programme is not applicable as no waste accepted at the site will have any suspicion of contamination (if there is any suspicion of contamination, the waste will be rejected either at the pre acceptance stage, or will be rejected by the weighbridge clerk or site operator). A random or representative approach will be taken whereby samples of accepted wastes are taken at regular intervals. At least one sample of waste will be taken every 2 months.

4.4 Sampling Procedure

Sampling of waste by Summerleaze will be undertaken as soon as the waste has been accepted on site and will be carried out in accordance with the following procedure:

- The load identified for sampling will be placed in a safe sampling area;
- The segregated load will be sampled from at least 9 sub sample locations using a stainless steel trowel or spade after removal of the exposed surface of the tipped load;
- The sub samples will be selected as representative of the waste mass as a whole and include a range of grain sizes;
- The sub samples will be placed in a large plastic bag and mixed thoroughly;

- The sample tub or jar will then be filled from this mixed material and sealed as soon as practicable to prevent loss of volatiles or sample deterioration;
- The trowel will be washed with distilled water and dried between the sampling of each waste load.

An analysis request form will be completed and samples will be labelled with the following information:

- Site name;
- Sample number;
- Sample description;
- Waste producer;
- Waste carrier;
- Drivers name;
- Waste ticket number;
- Date sample was taken;
- Name of sampler.

4.5 Analytical Suites and Methods

4.5.1 Analytical Suites

The range of parameters that will be analysed for in a particular waste sample will be dictated by the historical use of the site from where the waste is being excavated. This information will be provided as part of the pre acceptance procedures as outlined in Section 5.0.

For waste that arises from greenfield sites the samples will be analysed for the full range of parameters listed in Tables 4/1 and 4/2.

For waste arising from other sites, the samples will be analysed for the parameters listed in Tables 4/1 and 4/2 together with any other parameters that may be present in the waste based on the site's previous use.

4.5.2 Analytical Methods

For compliance testing, waste will analysed in accordance with the two-step batch leaching test BS EN 12457-3. In the event that technical issues (such as the blinding of filters caused by fines within the sample) preclude the use of the two-step batch test, the single step L/S 10 test may be used instead, subject to the written agreement of the Environment Agency.

For the determination of total content of organic parameters as outlined in Table 4/2 recognised analytical methods will be used as outlined in Appendix C of Environment Agency 'Guidance on Sampling and Testing of Wastes to Meet Landfill Waste Acceptance Procedures, Version 1, April 2005.

Where pre acceptance testing has determined the 'total' concentration of parameters (rather than the leachable concentration), to represent a worst case conservative assessment the resultant values will be assessed against the limit values contained in Table 4/1.

5.0 WASTE PRE- ACCEPTANCE PROCEDURES

The objective of the waste pre acceptance procedures is to evaluate customer information at the enquiry stage to determine acceptability.

Both new and existing customers will be required to send the necessary waste characterisation information to Summerleaze in advance.

No waste will be accepted at the Poyle Quarry unless the necessary waste characterisation information has been received in advance and the waste has been approved for receipt.

Following receipt of an enquiry, a Waste Information Form will be sent to the customer.

The customer will be asked to complete the form, and specifically confirm the following:

- The waste consists of material identified in Table 3/1;
- The waste comes from a single source;
- The waste does not contain material that is suspected of being contaminated.

A copy of the Waste Information form is enclosed as Appendix A.

Particular attention will be given to the source/origin of the waste to ascertain whether there is any reason to believe that that the waste might be contaminated.

The customer will send the completed Waste Information Form to Summerleaze. Summerleaze will review the form and all supplementary information provided by the customer and will determine whether the waste can be accepted at the Poyle Quarry.

In assessing whether there is suspicion of contamination the following factors will be taken into account:

- Desk study information (known previous land use on and adjacent to the site, historic plans, maps, current maps, trade directories);
- Site investigation information (maps, boreholes and trial pit logs, chemical test results);
- Visual or olfactory assessment of the waste;
- Previous customer performance including any delivery of non-conforming waste;
- Local knowledge.

An assessment will also be made of the reliability of information received including:

- Ensuring all waste analysis certificates are complete, and analysis has been carried out for all relevant parameters;
- Analysis has been carried out by well known and reputable laboratories which hold suitable quality accreditation and have used relevant test methods;
- Ensuring that the analytical information is provided in secure PDF format;
- Ensuring that data is current and relates to the waste proposed for delivery to the site.

If necessary the customer will be asked to provide additional supporting information before a decision is made whether the waste is acceptable.

The pre acceptance procedure will result in either:

- The waste being accepted as uncontaminated and therefore suitable for disposal at the site;

In this case the waste details will be entered on the Approved Jobs Register. The Approved Jobs Register will contain the following details:

- Waste Information Form Reference;
- Waste Producer;
- Waste Carrier;
- Source of Waste;
- Waste Description;
- EWC Code;
- Proposed start date;
- Number of loads approved;
- Number of loads delivered;
- Number of loads remaining.

A copy of the Approved Jobs Register is enclosed as Appendix B.

- The waste being unacceptable

In this case the customer will be advised that the waste is unsuitable for disposal at the site.

The Approved Jobs Register will be forwarded to the Site Control Clerk by email at the end of each working day, so he is aware of the details of all wastes approved for disposal at the site.

6.0 PROCEDURES AT SITE CONTROL OFFICE

The objectives of the procedures that will be implemented at the Site Control Office are:

- Visual inspection of pre-approved loads;
- Checking and completion of paper work accompanying each load;
- Management and monitoring of Approved Job List;
- Rejection of unacceptable loads;
- To ensure that only pre approved wastes are accepted at the site.

6.1 Visual Inspection of Pre Approved Loads

All waste entering the facility will be required to report to the Site Control Office, which will be located adjacent to the main access road. The drivers will be required to disclose the nature of the waste they are carrying and provide relevant documentation.

All loads of waste delivered to site will be visually inspected at the Site Control Office where practicable. The objective of this inspection is to detect the presence of unauthorised waste. Vehicles that arrive at the site sheeted will be required to unsheet to allow this inspection to take place before they are issued with a ticket.

Where visual inspection is not possible at the Site Control Office, all loads will be visually inspected at the operational area prior to being disposed of within the quarry void. No waste will be disposed of at the site unless a visual inspection has been carried out.

6.2 Checking and Completion of Paper Work Accompanying Each Load

The Site Control Clerk will ensure that a fully completed waste transfer note is received for every load (unless part of a multiple consignment), and will issue the delivery driver with a receipt.

Only authorised waste carriers (and exempt authorities) will be allowed on site. Any new waste carrier must provide evidence of registration before being allowed to deposit his load.

After inspection of the load the Site Control Clerk will sign the waste transfer note to confirm that the details are correct.

Only when the Site Control Clerk is satisfied that everything relating to a load is acceptable will the load be directed to the active working area. However if inspection is not possible in the waste reception area, the Site Control Clerk will only sign the waste transfer note when the vehicle returns to the Site Control Office after the deposit of waste has taken place.

6.3 Management and Monitoring of Approved Job List;

The Site Control Clerk will only accept waste that is detailed on the Approved Job List, which is updated on a daily basis, and contains details on the wastes that have been approved for disposal.

The Approved Job List contains details on the number of expected loads from each approved source, and the Site Control Clerk will monitor the number of loads received against the number approved for receipt.

6.4 Rejection of Unacceptable Loads;

Waste will be rejected from site by the Site Control Clerk in the following circumstances:

- If the waste has not been pre approved and is not on the Approved Job List;
- If the waste does not conform to the description on the Waste Information Form, the waste transfer note or the Approved Job List;
- If receipt of a load will exceed the designated number of loads on the Approved Job List;
- If the waste is delivered by an unauthorised carrier;
- If the visual inspection reveals the presence of unauthorised waste.

In these circumstances the load will be rejected from site and the Site Control Clerk will issue a Waste Rejection Form to the driver. The producer and carrier of the waste will be informed.

A copy of the Waste Rejection Form is enclosed as Appendix C.

A register of Waste Rejection Forms will be maintained at the site office and made available for inspection by the EA at any reasonable time. If waste is rejected due to concerns regarding unauthorised waste or contamination, the operator will notify the EA if requested to do so.

If a load is rejected before completion of paperwork accepting the waste on site there will have been no 'transfer' of the waste from the carrier and accordingly a new waste transfer note will not be created. In the event that waste is rejected following completion of the original transfer note, a new transfer note will be generated.

7.0 PROCEDURES AT OPERATIONAL AREA

The objectives of the waste acceptance procedures at the operational area are:

- To carry out further visual inspection of the loads during and following discharge from the delivery vehicle;
- To communicate with the Site Control Clerk as necessary regarding issues relating to individual loads of waste;
- To implement quarantine and rejection procedures as necessary for non-conforming waste;

7.1 Visual Inspection of Loads During and Following Discharge

On arrival at the working area the load will be deposited as directed by the site operatives behind the working face.

Every load of waste will be observed by the site operative as it is discharged from the vehicle. The waste will be visually inspected at that stage to ensure there are no unauthorised materials present within the load. The visual inspection will generally be undertaken from the cab of the vehicle, however in the event of suspicion regarding the waste, the cab driver will get out of the vehicle and undertake further inspection.

When the operative has satisfied himself as to the acceptability of the waste it will be deposited over the working face.

In the event that unauthorised waste is observed or suspected it will be dealt with in accordance with the waste rejection procedures.

7.2 Communications with Site Control Clerk

The site operatives at the active operational area will be in direct radio contact with the Site Control Clerk. This will enable instructions to be given regarding particular loads of waste and ensure appropriate precautions are taken during the disposal process.

7.3 Quarantine and Rejection Procedures

In the event that non-conforming waste is identified during the visual inspection at the operational area, quarantine and rejection procedures will be implemented in accordance with Section 8.0

8.0 QUARANTINE & REJECTION PROCEDURES

The objectives of the quarantine and rejection procedures are to ensure that all non-conforming waste is removed from site and that the waste producer and carrier are informed so that appropriate action can be taken to prevent recurrence.

Non-conforming waste will be identified by either the Site Control Clerk at the Site Control Office, or by site operatives at the operational area. Non-conforming waste will be identified by visual and olfactory means. Visual criteria that will be used to assess potentially unsuitable loads will be the presence of material not specifically authorised by the permit, or discolouration and staining. Any odorous materials will be rejected as potentially contaminated.

8.1 Rejection at Site Control Office

Waste will be rejected from site by the Site Control Clerk in the following circumstances:

- If the waste has not been pre approved and is not on the Approved Job List (waste will only be accepted at the site if prior analysis shows it conforms to the WAC identified in Table 4/1 & 4/2);
- If the waste does not conform to the description on the Waste Information Form, the waste transfer note or the Approved Job List;
- If receipt of a load will exceed the designated number of loads on the Approved Job List;
- If the waste is delivered by an unauthorised carrier;
- If the visual and olfactory inspection reveals the presence of unauthorised waste.

In these circumstances the load will be rejected from site and the Site Control Clerk will issue a Waste Rejection Form to the driver.

8.2 Rejection at Operational Area

If unauthorised waste is observed by the site operator either during or after deposit, the driver of the vehicle will be alerted and the waste will be reloaded onto the vehicle where possible. The vehicle will then be redirected to the Site Control Office, issued with a Rejected Waste Form and asked to leave the site.

If the vehicle has left the operational area the site operator will contact the Site Control Office and efforts made to intercept the vehicle before leaving the site so that the waste can be reloaded, and a Waste Rejection Form issued.

In the event that the vehicle has left the site before the presence of unauthorised waste is identified, the waste will be isolated or moved to a temporary 'quarantine' storage area. The waste will be temporarily stored in a container or containers maintained in the quarantine area for this purpose. There will be no storage of quarantined waste on the ground.

The waste carrier will then be contacted and asked to remove the waste from site. If the carrier is unable to remove the waste it will be consigned to an alternative suitably authorised facility by a registered waste carrier. A duty of care transfer note will be completed for all such transactions. In the event it is necessary to sample such waste to identify a suitable disposal facility, the sampling will be carried out in accordance with Section 4.4. The waste will be maintained in the quarantine container until such time as a suitable alternative facility has been identified.

A skip will be maintained close to the operational area. This skip will be used for the storage of isolated contaminants identified within loads of waste which would not warrant rejection of the load. These contaminants would be easily capable of manual removal from the load and when removed would render the waste suitable for use at the site. Such inclusions may include small amounts of plastic or wood. These minor inclusions will be removed from the load and placed in the skip prior to off site disposal.

8.3 Communication with Producer and Carrier

The producer and carrier of any rejected waste will be advised by the completion of a Waste Rejection Form. In the event of repeated deliveries of non-conforming waste formal letters will be sent to the offending producers and carriers and the ultimate sanction will be to prohibit them from using the site. A record of prohibited producers and carriers will be maintained on site, and will be available for inspection by the EA.

RECORD KEEPING

Records will be maintained of all waste transactions relating to the Poyle Quarry. Records will comprise the following:

8.4 Waste Transfer Notes

All waste accepted for disposal at the facility will be accompanied by a waste transfer note (unless it is a multiple consignment) as required by the Duty of Care Regulations, which will provide the following details: -

- waste description including appropriate waste classification code;
- waste origin;
- transferor and transferee; and
- signatures of transferor and transferee.

8.5 Weighbridge Records

A register of the quantities and characteristics of waste accepted at the site will be maintained on a computerised database. The database will include the following details: -

- Date of delivery;
- Waste quantity;
- Waste description and classification code; and
- Waste producer and/or carrier.

A record will also be maintained of all waste that is removed from the facility.

8.6 Waste Information Forms, Waste Rejection Forms & Correspondence

Copies of the following forms and correspondence will be maintained on site or at Summerleaze Head Office:

- Waste Information Forms;
- Approved Jobs Register;
- Waste Rejection Forms;
- Correspondence with customers regarding rejected waste.

8.7 Waste Characterisation & Analysis Records

Copies of all information relating to the characterisation and analysis of waste accepted at Denham Quarry will be maintained on site or at Summerleaze Head Office.

8.8 Site Log/Diary

The foregoing records will be supplemented by the site log/diary which will be used to record further details relating to waste acceptance and rejection including communication with the Environment Agency.