

April 2023
Version - 2023/Apr/01

PERMIT NO: EAWML100121

Ace Liftaway Ltd
The Waste Centre
Yokesford Hill Industrial Estate
Belbins
ROMSEY
Hants
SO51 0PF

ENVIRONMENTAL MANAGEMENT SYSTEM



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Since 2002 The Waste Centre, Yokesford Hill Industrial Estate, Belbins, Romsey, SO51 0PF has been a waste management facility operated by Ace Liftaway Ltd.

It is a safe-guarded waste management site within the Hampshire Waste & Minerals Plan. The site is under the regulation of Hampshire County Council and the Environment Agency.

The industrial estate is owned by Liddell Estates Ltd, a sister company of Ace Liffaway Ltd. Access is via a private long haul road which leads onto the public highway of Yokesford Hill. There are no public rights of way through Yokesford Hill Industrial Estate and none surround the site which provide visual view points for the public.

The industrial estate contains several industrial and warehousing units. Unit A is occupied by Blast Engineering, Unit B by Nova Structures Ltd, Unit C Offices are occupied by Ace Liffaway Ltd. There is also a ready mix concrete batching plant.

To the south-west, above the site, is reclaimed land which has been returned to grass. Beyond this lies Yokesford Hill, some 160m from the site. Abutting the south-east boundary of the Estate and on higher ground than the field, to the southwest is Wynford Industrial Park, which has been redeveloped and extended for B1, B2 and B8 uses.

Yokesford Hill Industrial Estate lies on the far northern outskirts of Romsey, on the north side of Yokesford Hill, linking Braishfield Road with the A3057. The Estate, which was once part of a larger gravel pit, is set in a terrace on the slope of the valley of the River Test. It is screened from the public vantage point of the road, by being set below it with intervening screen vegetation and bunding in between.

2.2 The Surrounding Area

The Waste Centre comprises of four buildings.

Building 1 - the north-west of the building houses a Materials Recycling Facility (Plant 1). The south-west of the building houses the commercial workshop.

Building 1A - a commercial workshop MOT bay complete with pit.

Building 2 - the building houses part of a Materials Recycling Facility (Plant 2), a Middleton baler and Mchale Wrapper.

Building 3 - the building houses a waste reception area for vehicles to tip. It also houses part of a Materials Recycling Facility (Plant 2) and storage bays for processed material.

Additionally there are two portacabin style offices (Control Office and Recycling Control Office), a crew room and toilets.

Wash Plant - an independent wash plant situated on a dedicated impermeable base.

2.1 The Site

2	SITE DESCRIPTION
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2.3 Planning Status

The Waste Centre has full planning consent for all waste activities currently taking place on site.

Planning permission was granted under RSR.4901 for the erection of Buildings 1 and 2 for storage and distribution purposes in 1961, with subsequent minor extensions to Building 2 approved under RSR.8709 and RSR.9609 in 1966 and 1968 respectively. There are no conditions restricting either traffic movements or hours of use.

In 1996 planning permission was granted for landfill with a restoration condition and agreement under TVS1119/11.

Following Liddell Estates Ltd purchasing the site planning permission was granted for a recycling centre and transfer station and associated skip and portable toilet hire in 2001 for Building 1 (Referred to in the decision notice as Unit 1).

Temporary planning permission was granted in 2006 under 06/02326/CMAS for temporary overnight storage of skips and vehicles, temporary storage of Astroturf and storage of portable toilets in Building 2.

A second temporary planning permission was granted in 2006 under 06/02323/CMAS for the temporary storage of inert screen materials (soil, concrete, crushed rubble, grit, timber and clean concrete) crushing of concrete (28 days only) and sorting of lightweight materials and processing of wood, storage of portable toilets and skips.

Permanent planning permission was granted in 2007 under 07/01429/CMAS for the enlargement of recycling centre comprising of erection of a building, walls, hard standings, remodelling of land levels, installation of plant and machinery, provision outside processing of concrete (crushing for 28 days only) and wood shredding, storage of inert screened materials, skips and portable toilets and associated parking.

Variation of Condition 13 and 24 of Planning Permission 07/01429/CMAS (Site Layout and Height of Stockpiles) was granted in 2010 under Planning Permission 10/01992/CMAS.

Variation of Condition 19 of Planning Permission 10/01992/CMAS was granted in February 2013 to extend completion of the building for a further 18 months.

Variation of Condition 14 of Planning Permission 10/01992/CMAS to permit stockpiling to the rear of Yokesford Hill Industrial Estate Area A1, B1, B3, C and D to the level 35.58 meters AOD (the eaves height of Building 3) was granted in March 2016.

Planning Permission 19/01864/CMAS was granted in October 2019 to permit Erection of Buildings 1A, 3A and 4. – Only Building 1A has been erected.

Planning Permission 21/02392/CMAS was granted in February 2022 for the erection of an inert waste and trommel fines wash plant facility.

The site has in excess of 100 staff, these comprise as follows :

2.7 Staffing and Management

The site does not treat any type of hazardous waste.

2.6 Excluded and Special Wastes

- grading of soils and crushed concrete products
 - screening of mixed soils, stone, concrete, brick
 - sorting and separation of wastes
 - shredding of timber
 - crushing of concrete and brick
 - bailing
 - washing of inert materials
 - air separation
 - processing of POPs
- Also,
- recovery of plastics
 - recovery of cardboard and paper
 - recovery of WEEE
 - recovery of metals

Operations

Waste Type	Maximum Annual Quantities
Inert Wastes	264,750 tonnes
Non-Hazardous	100,000 tonnes
Hazardous	1,175 tonnes
Metal	15,250 tonnes

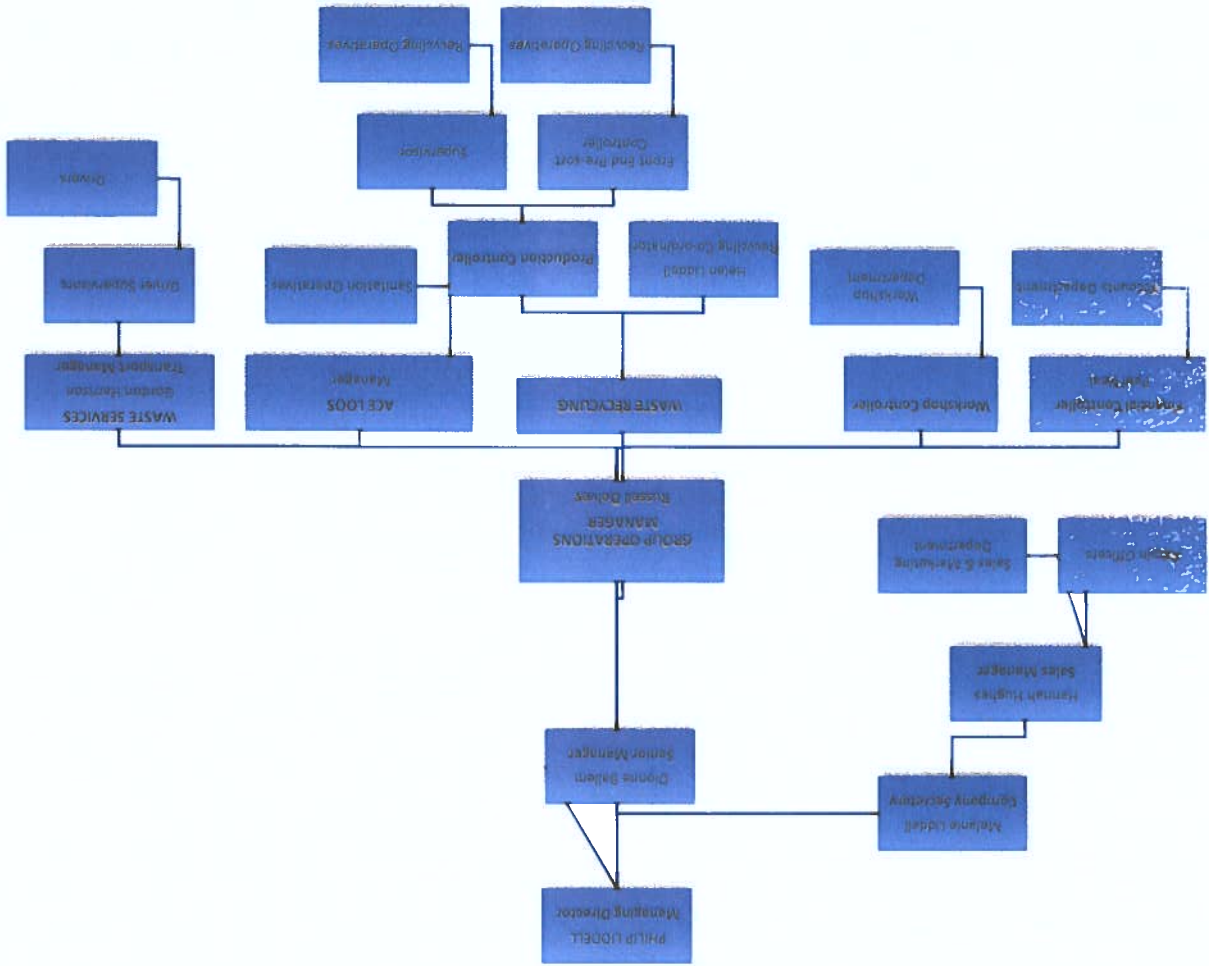
The facility has a licence from the Environment Agency to process 380,000 tonnes of annual waste – licence Number EAWML100121.

2.5 Waste Types, Quantities and Operations

Monday to Friday 0630 – 1900
 Saturday 0700 – 1430

Under Planning Permission 19/01864/CMA5 - vehicles are restricted *unless required by the emergency services* from leaving the site and working on site outside of the normal operational hours –

2.4 Hours of Operation



Company Structure

- The Management Team
- Administration staff
- Accounts staff
- Workshop mechanics
- Recycling operatives
- Mobile plant operators
- Sales reps
- HGV drivers
- Maintenance staff

Emergency Staff Contacts

Person	Job Title	Contact Number
Phillip Liddell	Managing Director	07974 444027
Russell Delves	Group Operations Manager	07891 838359
Helen Liddell	Recycling Co-ordinator	07581 467579
Gordon Harrison	Transport Manager	07974 176510
Hannah Hughes	Office Manager	07989 687338
Dionne Ballem	Senior Manager	07890 515357

2.8 Health & Safety

The site has extensive Health & Safety procedures, risk assessments, permits to work. All Health & Safety requirements are undertaken in-house by the company's qualified members of staff.

NEBOSH	-	Russell Delves Helen Liddell
IOSH	-	Rebecca Douglas Tom Brown

3.1 Handstanding

The site is mainly concrete with the exception of Area 4 stockpiles.

The general waste tipping area in Building 3 is constructed on a non-permeable base consisting of 250mm of compacted hardcore, then 250mm concrete is laid on a plastic membrane 10mm steel mesh interlocking with dowel pins, specification of the concrete is C45 with fibreglass strands.

The wash plant is located on a purpose built concrete base.

3.2 Drainage System

The drainage system is detailed on the drainage drawing. *See Appendix 8.* Run-off will go directly to a storm water drainage system within the site. The surface drains run from the upper level of the estate to the lower level then enters the drainage system fed through a large industrial interceptor system.

Building 3 (waste reception area) – there is a steel drain gully running the full width of the tipping area. This then falls into an industrial gully pot which is linked to a Condor Category 2 3-chamber oil interceptor which then passes into a sealed 12,000 litre fibreglass underground tank.

3.3 Bunded Areas

The site has a number of fuel tanks which are all bunded to 110% capacity. *See Appendix 1.*

3.4 Storage Areas for Skips

The site has designated storage areas for skips and ro/ro containers.

See Appendix 2.

3.5 Waste Acceptance Areas

The site has designated waste acceptance areas for general and inert waste.

The company operates strict procedures for the acceptance of waste and these are detailed in the appropriate documents –

1. General Waste Types – *See Appendix 3.*
2. Inert Waste Protocol – *See Appendix 4.*

4.1 Access

Access to the site is via private haul road off Belbins, Romsey, SO51 0PF.

4.2 Notice Boards & Signs

A durable identification board is erected at the entrance to the site. The identification displays the following information :

- Name and type of facility
- Name, address and telephone number of the operator
- Types of waste permitted
- Opening hours
- Name, address and telephone number of the relevant licensing authority
- Emergency contact telephone number.

4.3 Site Security

The site is protected by a locked security set of gates at the entrance to the estate. At the end of the haul road as you enter into the recycling site there is a second set of gates, constructed out of 75mm box section, 3mm thick, inflated with tubular bars, 1.7, high with an additional 250mm pointed spike rail. An acoustic fence has been constructed 2.4m high directly opposite the neighbouring offices, continued on with 2m chain link fence with 3 strands of barbed wire running along the top. All times the site is unmanned these gates are kept locked.

Fuel tanks are fitted with lockable taps/nozzles that will be secured when the site is unmanned.

The site is fitted with an Avigilon HD CCTV camera system. This sends out of hours alerts to key members of staff via their smart phones. CCTV images can also be viewed remotely via Broadband. The system is complete with a Network Video Recorder which is capable of 14 days motion detected high quality recording with 6 images per second.

See Appendix 5.

4.4 Site Office

The site has two portacabin site offices –

- **Control Office** – Transport Department/Operations Manager/Recycling Department/Sales Desk and Weighbridge Operator
- **Recycling Control Office** – Production Control

4.5 Waste Storage and Transfer

The site has defined waste storage and transfer areas which are outlined within the Waste Acceptance Criteria document and attached plan. *See Appendix 3 and Appendix 6.*

4.6 Vehicles, Plant and Equipment

The site operates a large amount of mobile plant and equipment.

See Appendix 7.

There are also two static Materials Recycling Facilities (MRFs) –

Plant 1 – located in Building 1

Plant 2 – located in Building 2 and 3

There is also a bespoke CDE wash plant.

5.1 Preliminary Procedures

All skips and containers are inspected prior to collection (or third party prior to tipping) to ensure the waste description conforms with the EWC code supplied. Any non-conforming loads will result in the waste producer being notified and correct procedures being undertaken. Full details are set out in the Waste Acceptance Procedures document.

5.2 Waste Acceptance Procedure

The site operates waste acceptance procedures for different types of wastes which are constantly monitored and reviewed as necessary.

See Appendix 3

5.3 Waste Deposit, Handling, Processing, Storage and Dispatch

5.3.1 Waste Deposit

Wastes will be delivered to the unloading areas via skip trucks, tipper grabs, box vans, tipper trucks etc where it will be subject to a primary pre general waste inspection procedure then sorted by a 360-degree handler fitted with a selecta grab. Ticket numbers will be taken prior to tipping by the front-end traffic controller. All wastes in are weighed on a weighbridge on entry to site where a traffic light system is in operation for traffic movements. Information is then transferred to the banksman tablet as per the waste acceptance procedure. Inspection of loads are conducted to ensure that waste conforms with the transfer. All wastes are tipped inside a building on a non-permeable surface, in allocated areas on the site where they are checked.

5.3.2 Handling

Sorting will be done mechanically via wheeled grab excavators with selecta grabs. Timber, metals, cardboard, plastic, non conforming wastes and oversized material will be removed via this process. These items are handled into concrete holding bays or metal containers. Wastes awaiting further processing through the MRFs are pushed in with loading shovels and loaded into feed hoppers and conveyors via tracked excavators. Materials that are being loaded into mobile plant for refinement such as shredding, crushing or screening are handled with wheeled excavators with elevated cabs or loading shovels, any materials that require transfer away from the facility will be done via a dump truck to overflow bays or arctic trailers to onward facilities. Small items or quarantining will be removed using mechanical aids and stored in temporary storage areas until located in the site main quarantine area.

5.3.3

Processing

General waste

All remaining material that is not recovered will be stored in the holding bay and placed through the LH MRF with a 360 excavator fitted with a tine grab, where the material will be run through a - 40mm trommel. - 40mm material is then screened, passes through a ferrous magnet belt, then screened over a 6mm Bivitec screener. - 6mm fines are conveyed to a holding bay and stored, until transported to a licensed landfill facility. + 40mm material is then conveyed to another ferrous metal over-band magnet, then conveyed to a blower and air hood system that then separates the stone from the remaining residual waste into storage bays. Clean stone is then sent for storage awaiting further processing, waste is sent for RDF on bulker trailers to a licensed facility. + 40mm recyclable items are recovered in a 12-man picking station with concrete holding bays. All recyclables, RDF, clean wood, dirty wood, plastic, UPVC, WEEE, cardboard, papers, metals and hardcore are held in the bays and loaded either out straight to a licensed facility for further processing or baled in the Middleton twin ram baler for export or waste to energy. Recyclable items are stored in steel containers and transport arranged for further processing. Items not picked on the picking station will consist of hardcore and unpickable waste items, this passes under an over-band magnet then through an impact Air air-knife system. The air-knife separates any remaining waste fraction, leaving a heavy hardcore fraction that is then processed back through the line to recover any remaining recyclables.

Inert material

Inert is delivered to holding bays with concrete retaining walls. The General Waste Acceptance Procedure is followed. A 360 excavator fitted with a selecta grab sorts the general waste away from the inert waste. The general waste is then stored in a concrete bay where it is transferred via a loading shovel to the general waste holding bay for further processing. Metals are mechanically sorted and put into containers and delivered into a licensed facility. The inert waste is then stockpiled in building 1 and is processed through an LH inert MRF. Mixed inert is loaded into a vibrating feed hopper by a 360 excavator where the material will be run through a - 40mm trommel. - 40mm material is then screened, for further processing. +40mm is then passed through a four man picking station where waste items are extracted and clean hardcore is produced off the end of the line.

5.3.4

Storage

All waste and materials received and processed on site are stored in either concrete holding bays or metal containers and trailers. Pre-production wastes are received and stored on a non-permeable surface with holding bay walls, a concrete wall separates the waste streams from the MRF where the material awaits production. All waste and recyclables extracted from processing are stored in concrete holding bays as separate items, these bays are dispatched daily and consist of wood, metals, RDF, cardboard, plastics. Non-ferrous metal that requires further processing on site are collected into plastic bins in the picking stations, and emptied daily mechanically. Metals awaiting sorting are then stored in metal containers where a further

All third-party tipplers are required to be licenced Waste Carriers. Third-party tipplers will provide the above information in the format used by themselves and again a weighbridge ticket will be produced and provided to the waste carrier. In the event that the waste is brought by a non-waste carrier full details will be taken and noted accordingly together with advising them of the need to apply for a waste carriers licence to use the facility in the future. The waste would normally be accepted to avoid potential fly-tipping etc.

On arrival at site this will be receipted on the Weighbridge System and a weighbridge ticket being produced confirming the above details and the weight of the waste received on site.

- The waste type
- EWC
- Collection Address
- Disposal Address

All movements are covered by duty of care in the form of a ticket stating :

5.4 Duty of Care

Any products and waste that are processed and awaiting dispatch and monitored and booked in by a production controller and site manager. Bulk movements are taken out on bulk artic trailers and are taken to local licenced facilities. All loads out are weighed and a waste transfer note produced. Non confirming wastes are again monitored by a front end controller and booked in when required. This could be in skips or via a curtain sider truck to be taken on for further processing, consignment notes will be obtained where applicable. Aggregates will be loaded into various types of transport, from eight wheeled tipplers, 6 wheeled grabs, Roll on Off containers and skips.

5.3.5 Dispatch

segregation process is undertaken. Remaining clean hardcore that is produced from these processes is stored in concrete holding bays inside a building and is then transferred mechanically.

6.1 Environmental Management

The drainage system is detailed on the drainage plan.

See Appendix 8.

Run-off will go directly to a storm water drainage system within the site. The surface drains run from the upper level of the estate to the lower level then enters the drainage system fed through a large industrial interceptor system.

The impermeable pavement and drainage system is inspected weekly and this is detailed in the site diary. Any defects will be rectified as soon as practicable.

The wash plant is situated on an impermeable base which is designed with a sustainable drainage network with 300mm upstands to ensure water is retained within the area. The water is then harvested through the drain network which goes through the site interceptor and is re-circulated back to the wash plant.

6.3 Plant and Machinery Breakdowns/Malfunctions

The company has its own on-site commercial workshop with plant and vehicle mechanics. This ensures an immediate response to all breakdowns or malfunctions.

There is also a full-time maintenance employee responsible for the preventative maintenance and smaller repairs to the static Material Recycling Facilities (MRFs).

6.4 Leaks and Spills

All vehicles and static/mobile plant are subject to a regular maintenance schedule to prevent leaks and spillages of oils and fuels.

Staff are trained to identify leaks and spills from onsite equipment as well as spills from waste containers.

The site has designated spill kits in place to be activated in the event of a spillage.

A spillage procedure and risk assessment are in place.

6.5 Site Inspection and Maintenance

The site has a volume of site inspections and routine maintenance to cover the entire site and are undertaken on an agreed timetable. These inspection sheets are available in the Operations Manager's office.

Although the bulk of the waste will consist of heavy materials not prone to wind blow, commercial and industrial wastes invariably contain a proportion of paper, plastic and other light wastes.

6.9 Litter Control

The performance of dust suppression measures is monitored on a daily basis by the site manager. A record of his observations is made in the site diary together with the details of any additional measures taken to maximise the performance of the dust suppression system.

A timed dust suppression system is operational around the front (building). Also within the main yard is a complete sprinkler system linked to the timed system.

A fine water spray is installed on building 1, 2 and 3 plants. The sprays will operate when the physical nature of the waste or other conditions make dust generation a potential problem and will run-in high-risk area on immediate start up of the plants. These will provide a curtain of spray over the feed hoppers, trommels, blowers and conveyors keeping the waste damp. This spray plus the enclosed nature of the buildings themselves minimise any tendency for dust to become entrained in air on dry, windy days.

The damping down of the hard surfaced parts of the site using sprays or a bowser during periods of dry weather if necessary.

Maintenance of all hard surfaced areas. The surface can then be swept by the company's own road sweeper as required.

The handling of wastes within the proposed categories inherently involves the potential for the generation of dust. Dust will be kept to a minimum by employing the following techniques and practices :

6.8 Control and Monitoring of Dust

At all times whilst on the site, lorries delivering and collecting waste will be driven on a concrete or hard standing surface. The surface will be kept clean as necessary with the use of a mechanical road sweeper. Employed full-time on site is a road going vacuum road sweeper. This also has a kerb-side brush, gully sucker attachment and a water jetting system. We also have as a support in the event of a breakdown or maintenance our Quickspray attachment for our JCB loadall. The haul road is 200m long, it is therefore, unlikely that mud or debris will be carried out onto the public highway as the lorry wheels will not have had the opportunity to come into contact with any deleterious materials. In the unlikely event that mud was being carried on the wheels of lorries, a high-pressure hose and brush would be employed to remove such materials prior to the departure of the vehicles from site. The road sweeper referred to earlier would be employed in the event that any mud was to reach the public highway.

6.7 Control of Mud and Debris

See comments in 4.3.

6.6 Site Security

The wash plant operation has specific noise requirements set out in its Planning Conditions agreed with Hampshire County Council Waste & Minerals Planning and TVBC Environmental Health.

In accordance with good practice the holder/operator will ensure that the site equipment is properly silenced and maintained in order to minimise the potential for disturbance to be caused at any off-site target.

The site is significantly lower than the surrounding land which provides an acoustic attenuation in addition to visual screening. In addition, the bulk of the offloading, sorting and much of the reloading activities will take place under cover of a permanent building.

6.11 Control and Monitoring of Noise and Vibration

However, the site will be regularly inspected for signs of infestation. In the unlikely event that there is found to be a problem appropriate baiting/extermination measures will be taken by a pest control contractor.

The nature of the wastes dealt with at the site, combined with their regular removal and their storage under cover, means that pest infestation is not likely to be a problem. Consequently, no special measures are proposed to tackle this issue.

However, the situation will be monitored by the site manager and should it be deemed that there is a problem specific measures will be implemented to bring it under control.

Due to the nature of the wastes that will be dealt with at the site, it is not expected that birds or scavenging animals will present a problem. Consequently no special measures are proposed to tackle the issue.

6.10 Control of Scavenging Animals, Pests & Vermin

The company operates a strict policy ensuring no loads are allowed to enter site without being sheeted or netted.

Staff are trained in the covering and securing of vehicles carrying materials to and from site where appropriate.

Staff are trained in the recognition of potentially litter prone loads.

Any litter blown beyond the site boundary during exceptional weather conditions will be cleaned away as soon as practical.

In addition the apportion and implementation of the following best practice will minimise litter dispersal :

To ensure that any stray litter does not affect the visual amenity, a daily inspection of the site will be undertaken during which any such materials will be collected from outside the buildings and from the perimeter fence.

6.12	Odour Control	<p>Due to the nature of the wastes that will be dealt with at the site it is not expected that odour generation will be a problem. Consequently no special measures are proposed to tackle the issue. However, in the event that malodorous waste is discovered within a load, it will be placed in a storage area and covered with inert material such as sand or soil to minimise potential to cause nuisance. It will then be removed from site to a licensed facility as quickly as possible.</p> <p>All on site monitoring will be undertaken by the site manager on a daily basis at the same time as monitoring dust. A record of his observations will be made in the site diary.</p> <p>In the unlikely event that odour becomes significantly unpleasant, consideration will be given to the provision of masking agents either in the fine water sprays already proposed or as a standalone system. The introduction of any such system will be undertaken in consultation with the Environment Agency.</p>
6.13	Control of Fire	<p>This is detailed in the company Fire Prevention Plan.</p>
6.14	Flood Risk Management	<p>The site is not located in a flood risk area.</p>
6.15	Protection of Conservation Site	<p>The site is not located in a conservation area.</p>

Records are kept in a variety of electronic and paper systems -

Computer systems –
Isys
Weighbridge
R2C

Paper Format -
Site Diary
Production Diary

Electronic/Paper -
Library of Risk Assessments
Library of Method Statements
Library of Maintenance Records

All are available to be seen.

SITE PLAN



PROPOSED BLOCK PLAN 1:500



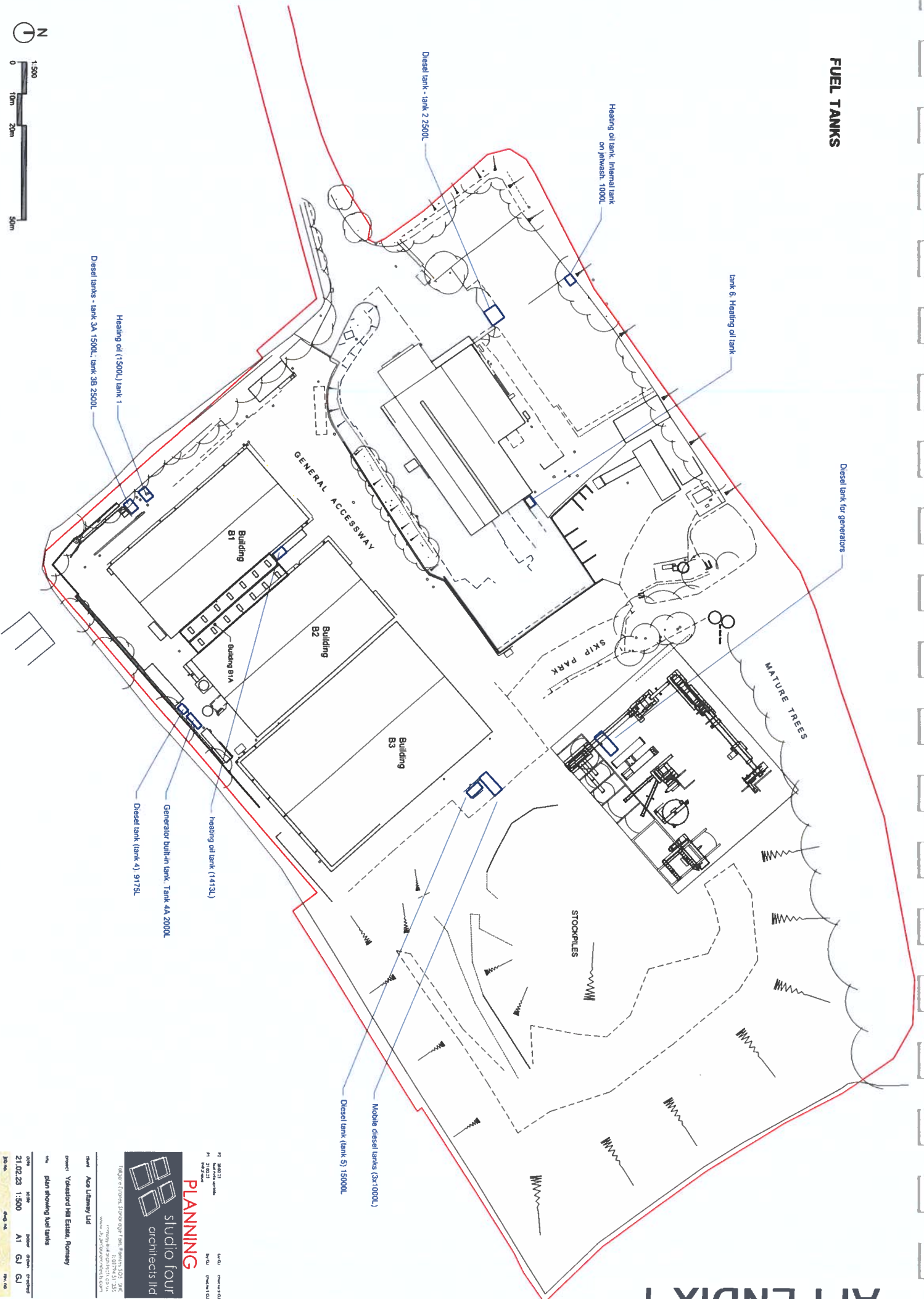
- 1. SITE PLAN
- 2. GENERAL ACCESSWAY
- 3. BUILDING B1
- 4. BUILDING B2
- 5. BUILDING B3
- 6. NEW WASHDOWN FACILITY
- 7. SKIP PARK
- 8. STOCKPILES
- 9. MATURE TREES
- 10. SKIP LOADING ZONE



client: Ave Library Ltd
project: Wash-Down Facility to
Volstead Hill Estate, Romsey
the: Proposed Block Plan & Proposed Section

date: 05.06.21
scale: A1
sheet no: 38135
code: 010
author: M.L. GJ
checked: P.S.
drawn: P.S.
date: 05.06.21

FUEL TANKS



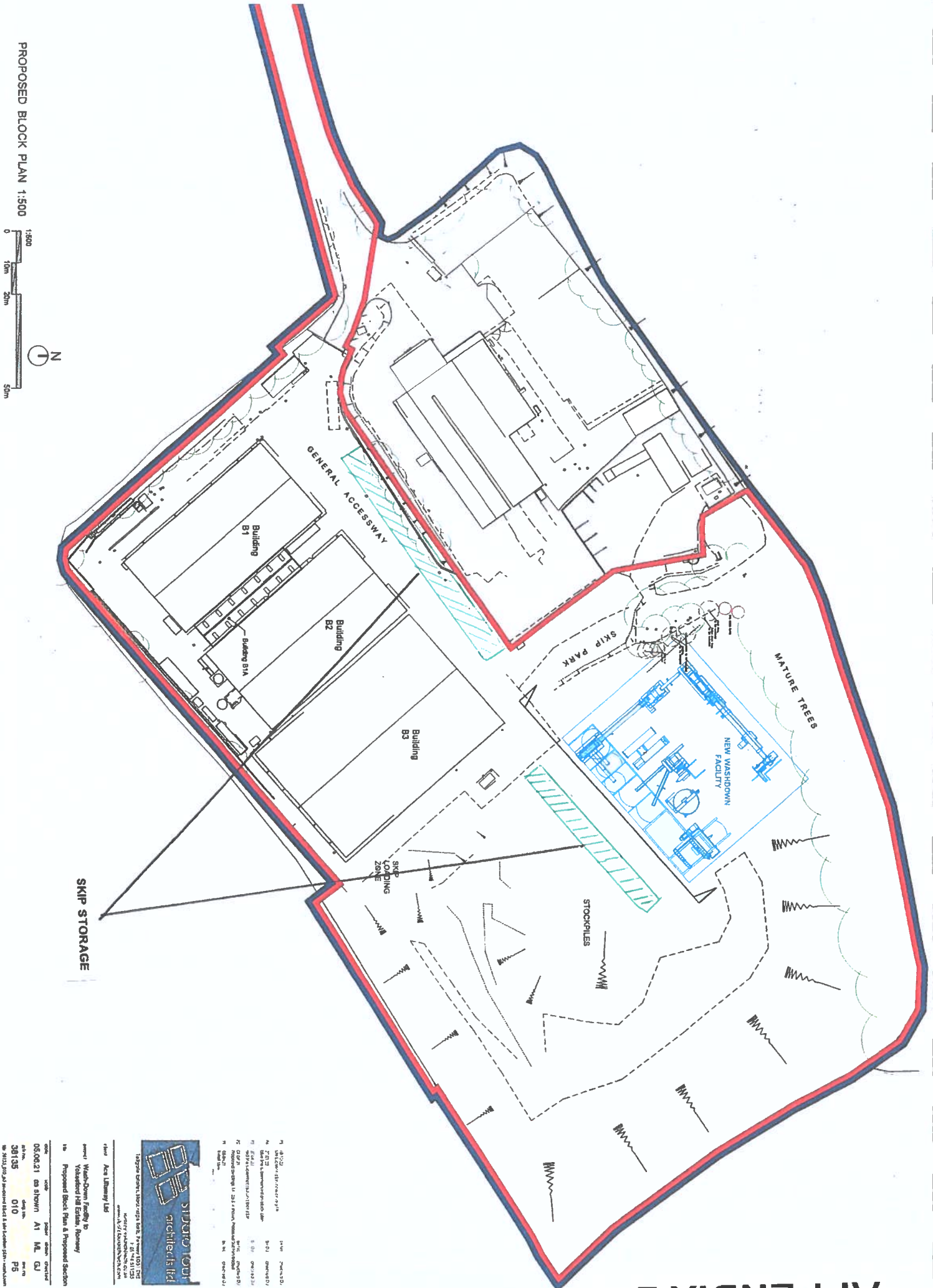
APPENDIX 1

P1 2022/23
 Planning Application
 P1 21/02/23
 21/02/23 11:500
 381335 30 P1

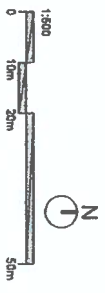
PLANNING
 studio four
 architects ltd

Project: Vokstead Hill Estate, Romsey
 Client: Acas Library Ltd
 Date: 21/02/23 11:500
 Ref: 381335 30 P1

Plan showing fuel tanks



PROPOSED BLOCK PLAN 1:500



SKIP STORAGE

GENERAL ACCESSWAY

Building B1

Building B2

Building B3

Building B1A

SKIP PARK

NEW WASHDOWN FACILITY

MATURE TREES

STOCKPILES

SKIP LOADING ZONE



STUDIO 1001 architects ltd
1001 Market Street, Suite 1001, Toronto, Ontario M5X 1B3
Tel: 416-593-1001
www.studio1001.com

Client: York University
Project: WashDown Facility to
Volunteer Hill Station, Runway
Proposed Block Plan & Proposed Section
05.06.21 as shown AT ML CJ
38135 010 PB
© 2021, 2020 as proposed block & section plan variations



GENERAL WASTE ACCEPTANCE PROCEDURES



WASTE ACCEPTANCE PROCEDURES

All waste accepted at Yokesford Hill is assessed upon arrival to determine the correct waste type.

This is done by the control desk who ask the customers what type of waste they will be placing into the skip at the point of order or by the weighbridge when the customer arrives on the site.

Items **NOT** accepted by Ace Liftaway Ltd are clearly stated on the waste transfer note that is electronically sent and/or posted to the customer.

Customers are therefore liable for any additional charges associated with waste disposal.

The waste carrier is expected to supply the following details:

- Waste Carriers Licence details
- Details of waste description (European Waste Catalogue Code)
- Address of where the waste has been transported from
- Details of who has generated waste (hazardous only)
- Date of transportation



WASTE TRANSFER NOTES



Waste Transfer Note
EXCHANGE

Ace Liftaway
The Waste Centre
Yokelstord Hill Estate
Baldins
Romsey
SOS1 0PF

SITE ADDRESS

Customer
ANZEN PROPERTIES LTD
21A WHITECLIFF ROAD
POOL
BH14 8DU

Site Address
50 NEWTOWN ROAD
WASSASH
SO31 9FZ

Time on site: 14 23
Time off site: 14 45

DATE

Ticket No. 211406
Date 01/12/2022
Account No. SKANZENP

Vehicle Registration: HY68CCZ
Skip Size: 14 Yard Skip

Driver: Tim Mason
Waste Type: General

Area: Eastleigh
EWC Code 17 09 04

EUROPEAN WASTE CODE

Warning - Under the Duty of Care Environmental Protection Act 1990 the hirer is responsible for returning the driver of the contents of the skip.

The following items are NOT allowed to be placed in the skip:
Asbestos, Plasterboard, gas bottles, fire extinguishers, aerosols, tyres, oil drums, paint, mattresses or WEEE waste which includes all electrical goods, fridges, freezers, TVs, Batteries or any poisonous polluting substances or clinical waste. Ace Liftaway can arrange safe disposal of this waste but it cannot be treated as Non hazardous waste. If any of these items are found in the skip, we are required by law to formally reject the load.

The agreement is made between Ace Liftaway Ltd and the customer for a period of not less than one month. Under section 139 of the Highways Act this passes ownership of the skip to the customer for the period of hire and places responsibility on them for any failure by them to comply with Highways Act 1980. An owner/hirer of the skip for the period the customer warrants that they will ensure the following: 1) that a valid licence is in place if the skip is on the road. 2) The skip will be fit fully during the hours of darkness and sheltered to avoid waste blowing onto the public highway. 3) Once the skip is filled the customer will contact the hirer to arrange removal.

I understand and accept the conditions of hire (which are available on request) I confirm that the description of the waste is correct and that the waste has been transferred to Ace Liftaway Ltd. I confirm that the work has been completed to my satisfaction.

I agree that the waste transferred is as stated above and I confirm that I have fulfilled my duty to apply the waste hierarchy by Regulation 12 of the Waste (England and Wales) Regulations 2011 and all current amendments for and on behalf of the customer.

Print Name: No one on site
Signature:

Date: 01-December-2022 Ticket No: 211580

DISPOSAL POINT
Ace Liftaway Ltd
The Waste Centre
Yokelstord Hill Industrial Est
Baldins, Romsey
Hampshire
SOS1 0PF
PERMIT No: EAWML100121

Gross Weight (kg): 11320
Tare Weight (kg): 7970
Net Weight (kg): 3350

Drivers Name: Tim Mason
Drivers Signature:

WASTE CARRIER LICENCE NUMBER



CONFORMING INSPECTION

All skips and containers that are transported by Ace Liftaway are inspected prior to collection to assure that the waste type and description conforms with **EMC** code supplied.

Any non-conforming loads will be left on site whilst the waste producer is notified of correct procedures along with any additional charges.

New carriers will be issued site rules & regulations to keep and will be asked to sign that they have read and understood the information.

All waste carriers are expected to wear the **PPE** as outlined in the site rules at all times.

All loads received on the weighbridge **MUST** be netted, any loads that are not netted are reported in the site diary and reported to the Operations Manager via email/report form.

Contact is also made via phone and/or email to the company in breach of rules.

Should the carrier reoffend more than three times they will be banned from the site.

The carrier informs the weighbridge of waste type/category, where after the carrier will be directed to the following area:

- Light waste and general light (**area 3 light bay Red Zone**)
- Heavy waste and general heavy (**unit 1**)
- All tipped loads will again be inspected to ensure that the correct waste type has been processed.

NON-CONFORMING WASTE

- Non-conforming loads will be logged in the site diary and internally reported via email to relevant staff.
- The waste carrier/producer will be informed immediately via phone and/or email.
- Photographic evidence should be produced via the banksman tablet.

According to the severity of the non-conforming load the following steps will take place:-

- **Minor (Non-Hazardous Materials)**: Items such as tyres, fridges, mattresses, and electrical items will be segregated by hand and a report made to the waste producer of the non-conforming item along with any additional charges. The items will be photographed and stored in a designated area until such times as it is economically and environmentally viable to transport them to a licensed facility for recycling or disposal.
- **Major (Hazardous or Suspect Materials)**: The Operations Manager / Site Supervisor will be informed of the incident and photographs taken. In extreme circumstances where materials could cause harm to Health or the Environment the area will be evacuated until such times as suitably qualified persons can safely remove the offending items and the authorities will be informed.
- **Hazardous Materials** that do not cause an immediate threat will still require the Operations Manager / Site Supervisor to be informed of the incident and photographs taken. An assessment will be made on the type of material, the risk of cross contamination and the ease of segregation along with where the offending material originated from. The waste producer will be contacted and informed of the possible breach along with the course of action and any additional costs.
- The tipping bay will be shut to any other wastes until such time as the load has been reloaded for return to its origin or the hazardous waste has been segregated and quarantined.

CONTINUED INSPECTION

(Hazardous or Suspect Materials):

In order to prevent cross contamination of hazardous waste with material destined for product the continued waste inspection procedure is as follows:-

- The front-end supervisor and the machine operator operating the pre-sort machine will inspect the waste materials.
- The machine operator loading the material into the recycling plant will inspect the material, thereafter competent members of staff are placed in the oversize viewing area and at the front end of the picking station.
- All materials are scanned on the picking line by ten other members of staff prior to the materials being transported to final process.
- Any small amounts of hazardous material will be segregated from the material stream and placed in suitable containers and thereafter placed in the quarantine area.
- In the unlikely circumstance that large amounts of hazardous materials are found in the waste stream the Recycling Manager / Site Supervisor will be informed of the incident and photographs taken.
- In extreme circumstances where materials could cause harm to Health or the Environment the area will be evacuated until such times as suitably qualified persons can safely remove the offending items and the authorities will be informed.
- Large amounts of hazardous materials that do not cause an immediate threat will still require the Recycling manager / Site Supervisor to be informed of the incident and photographs taken.
- An assessment will be made on the type of material, the risk of cross contamination and the ease of segregation along with where the offending material originated from.



FRONT END PRE-SORT PROCEDURES

BANKSMAN APP

- Banksman to meet each driver while waiting to tip
- Check drivers ticket details with the banksman app details
- Allocate and direct driver to the correct tipping bay when available
- After load is tipped inspect the load for any non-conforming waste and/or hazardous waste
- Banksman to complete a waste analysis on their tablet
- Banksman to upload clear photographs of waste on their tablet
- Radio through findings to the weighbridge stating the ticket number for reference
- Place hazardous waste into temporary storage or the quarantine area in unit 2 putting the ticket number with the item
- Weighbridge to contact the customer and log into the data base and respond to the front end whether the item will be charged or collected (customer has 7 working days to respond or they will be charged)
- Ensure that the waste type on the ticket matches the waste in the container
- Loads tipped in any other areas **MUST** be overseen and checked



PLASTERBOARD

All loads accepted into site **MUST** be checked for plasterboard, new plasterboard **MUST** be kept separate, either in a separate container or bagged.

This **MUST** be highlighted to recycling at the point of reception.

Once highlighted the load or bags should be tipped in the separate plasterboard holding bay inside building one so that the material is segregated from the other waste streams.

If there is plasterboard found within a load that has not been reported and is incidental waste then the load **MUST** be segregated as if it is containing hazardous waste so that the plasterboard can be extracted from the load and the plasterboard be placed into the correct holding bay.

Standard operation procedure is as below

1. Check with the carrier if the skip contains plasterboard before tipping.
2. If the skip is highlighted as being all plasterboard, arrange for the load to be tipped in the plasterboard bay.
3. After the container is tipped, if there is a presence of Plasterboard within the contents then this **MUST** be handpicked and segregated.
4. Pictures **MUST** be taken on the banksman tablet and reported back to the weighbridge along with ticket numbers so this issue can be reported back to the customer.
5. Plasterboard recovered from any skip **MUST** be again placed in the plasterboard bay.
6. Be aware that plasterboard can be stored on top of the skip in either a ton bag or black bags, this again will need to be removed prior to tipping.

PAINT TINS, OIL DRUMS AND AEROSOLS

All loads accepted into site **MUST** be checked for paint tins, oil drums and aerosols these **MUST** be kept separate, either in a separate container or drum.

This **MUST** be highlighted to recycling at the point of reception.

Once highlighted the container or drum should be stored in building 2 hazardous waste area so the drum can be exchanged by a hazardous waste licenced company.

If there is any of the mentioned materials found within a load that has not been reported and is incidental waste then the load **MUST** be segregated as if it is containing hazardous waste so that the items can be extracted from the load and placed in the temporary hazardous waste storage area.

Standard operation procedure is as below

1. Check with the carrier if the skip contains any of the mentioned items before tipping.
2. If the container/drum is highlighted as being all of the above mentioned, arrange for the load to be taken to the hazardous waste area.
3. After the container is tipped, if there is a presence of the mentioned within the contents then this **MUST** be handpicked and segregated.
4. Pictures **MUST** be taken on the banksman tablet and reported back to the weighbridge along with ticket numbers so this issue can be reported back to the customer.
5. Oil drums, paint tins and aerosols recovered from any skip **MUST** be again placed in a drum or container in the hazardous waste area.
6. Be aware that the mentioned items can be stored in the skip and can be missed due to size or covering.
7. The picking station has a procedure in place to deal with items that are missed safely.

GAS BOTTLES, FIRE EXTINGUISHERS AND COMPRESSED GAS CYLINDERS

All loads accepted into site **MUST** be checked for gas bottles, fire extinguishers, and compressed gas cylinders these **MUST** be kept separate.

This **MUST** be highlighted to recycling at the point of reception.

Once highlighted the item should be stored in in the temporary hazardous waste area or building 2 hazardous waste area.

If there is any of the mentioned materials found within a load that has not been reported and is incidental waste then the load **MUST** be segregated as if it is containing hazardous waste so that the items can be extracted from the load and placed in the temporary hazardous waste storage area.

Standard operation procedure is as below

1. Check with the carrier if the skip contains any of the mentioned items before tipping.
2. If the container is highlighted as being all of the above mentioned, or a single item arrange for the item to be taken to the hazardous waste area.
3. After the container is tipped, if there is a presence of the mentioned within the contents then this **MUST** be handpicked and segregated.
4. Pictures **MUST** be taken on the banksman tablet and reported back to the weighbridge along with ticket numbers so this issue can be reported back to the customer.
5. Gas bottles, fire extinguishers or compressed gas cylinders recovered from any skip **MUST** be again placed in the hazardous waste area immediately.
6. Be aware that the mentioned items can be stored in the skip and can be missed due to size or covering.
7. The picking station has a procedure in place to deal with items that are missed safely.



BATTERIES

All loads accepted into site **MUST** be checked for any batteries as these **MUST** be kept separate.

This **MUST** be highlighted to recycling at the point of reception.

Once highlighted the item should be stored in in the temporary hazardous waste area or building 2 hazardous waste area.

If there is any of the mentioned materials found within a load that has not been reported and is incidental waste then the load **MUST** be segregated as if it is containing hazardous waste so that the items can be extracted from the load and placed in the temporary hazardous waste storage area.

Standard operation procedure is as below

1. Check with the carrier if the skip contains any of the mentioned items before tipping.
2. If the container is highlighted as being all of the above mentioned, or a single item arrange for the item to be taken to the hazardous waste area.
3. After the container is tipped, if there is a presence of the mentioned within the contents then this **MUST** be handpicked and segregated.
4. Pictures **MUST** be taken on the banksman tablet and reported back to the weighbridge along with ticket numbers so this issue can be reported back to the customer.
5. Batteries recovered from any skip **MUST** be again placed in the hazardous waste area immediately.
6. Be aware that the mentioned items can be stored in the skip and can be missed due to size or covering.
7. The picking station has a procedure in place to deal with items that are missed safely.

TYRES

All loads accepted into site **MUST** be checked for tyres these **MUST** be kept separate.

This **MUST** be highlighted to recycling at the point of reception.

Once highlighted the item should be stored in in the temporary hazardous waste area or building 2 hazardous waste area.

If there is any of the mentioned materials found within a load that has not been reported and is incidental waste then the load **MUST** be segregated as if it is containing hazardous waste so that the items can be extracted from the load and placed in the temporary hazardous waste storage area.

Standard operation procedure is as below

1. Check with the carrier if the skip contains any of the mentioned items before tipping.
2. If the container is highlighted as being all of the above mentioned, or a single item arrange for the item to be taken to the hazardous waste area.
3. After the container is tipped, if there is a presence of the mentioned within the contents then this **MUST** be handpicked and segregated.
4. Pictures **MUST** be taken on the banksman tablet and reported back to the weighbridge along with ticket numbers so this issue can be reported back to the customer.
5. Tyres recovered from any skip **MUST** be again placed in the hazardous waste area immediately.
6. Be aware that the mentioned items can be stored in the skip and can be missed due to size or covering.
7. The picking station has a procedure in place to deal with items that are missed safely.

MATTRESSES

All loads accepted into site **MUST** be checked for mattresses these **MUST** be kept separate.

This **MUST** be highlighted to recycling at the point of reception.

Once highlighted the item should be stored in in the temporary hazardous waste area or building 2 hazardous waste area.

If there is any of the mentioned materials found within a load that has not been reported and is incidental waste then the load **MUST** be segregated as if it is containing hazardous waste so that the items can be extracted from the load and placed in the temporary hazardous waste storage area.

Mattresses are an item that requires further processing as they are not accepted at Landfill sites and RDF outlets.

Standard operation procedure is as below

1. Check with the carrier if the skip contains any of the mentioned items before tipping.
2. If the container is highlighted as being all of the above mentioned, or a single item arrange for the item to be taken to the oversized storage area.
3. After the container is tipped, if there is a presence of the mentioned within the contents then this **MUST** be segregated.
4. Pictures **MUST** be taken on the banksman tablet and reported back to the weighbridge along with ticket numbers so this issue can be reported back to the customer.
5. Mattresses recovered from any skip **MUST** be again placed in separate storage.
6. Be aware that the mentioned items can be stored in the skip and can be missed due to size or covering.
7. The picking station has a procedure in place to deal with items that are missed safely.

ASBESTOS

All loads accepted into site **MUST** be checked for Asbestos this material **MUST** be kept separate.

This **MUST** be highlighted to recycling at the point of reception.

Once highlighted trained members of staff only are to deal with the situation.

If asbestos is suspected prior to tipping then the skip should be segregated, tagged, netted, and reported to the weighbridge before any action is taken. The line manager will then arrange testing or solutions to deal with the non-conforming waste type.

If there is any of the mentioned materials found within a load that has not been reported and is incidental waste then the load **MUST** be segregated as if it is containing hazardous waste so that the items can be extracted from the load and placed in the temporary hazardous waste storage area.

This **MUST** be overseen and undertaken by trained staff only who have face fitting certificates.

If the contamination is too great then a reload, shut down procedure **MUST** be followed following the procedure as above.

Standard operation procedure is as below

1. Check with the carrier if the skip contains any of the mentioned items before tipping.
2. If the container is highlighted as being all of the above mentioned, or a single item arrange for the item to be taken to the hazardous waste area and report it to the weighbridge and the line manager.
3. After the container is tipped, if there is a presence of the mentioned within the contents then this **MUST** be handpicked and segregated.
4. Pictures **MUST** be taken on the banksman tablet and reported back to the weighbridge along with ticket numbers so this issue can be reported back to the customer.
5. Asbestos recovered from any skip **MUST** be again placed in the hazardous waste area immediately, double bagged and place in the lockable asbestos skip pending investigation.
6. Be aware that the mentioned items can be stored in the skip and can be missed due to size or covering.
7. The picking station has a procedure in place to deal with items that are missed safely.

WEEE

WASTE ELECTRICAL AND ELECTRONIC EQUIPMENT

All loads accepted into site **MUST** be checked for WEEE items these **MUST** be kept separate.

This **MUST** be highlighted to recycling at the point of reception.

Once highlighted the item should be stored in in the temporary hazardous waste area or building 2 hazardous waste area.

If there is any of the mentioned materials found within a load that has not been reported and is incidental waste then the load **MUST** be segregated as if it is containing hazardous waste so that the items can be extracted from the load and placed in the temporary hazardous waste storage area.

TV and Monitors are reportable items as they are mentioned in the waste transfer note, smaller items will be extracted from the picking station and stored for collection from a licenced WEEE carrier.

Standard operation procedure is as below

1. Check with the carrier if the skip contains any of the mentioned items before tipping.
2. If the container is highlighted as being all of the above mentioned, or a single item arrange for the item to be taken to the hazardous waste area.
3. After the container is tipped, if there is a presence of the mentioned within the contents then this **MUST** be handpicked and segregated.
4. Pictures **MUST** be taken on the banksman tablet and reported back to the weighbridge along with ticket numbers so this issue can be reported back to the customer.
5. TVs recovered from any skip **MUST** be again placed in the hazardous waste area immediately.
6. Be aware that the mentioned items can be stored in the skip and can be missed due to size or covering.
7. The picking station has a procedure in place to deal with items that are missed safely.

HOT WASTE

- Driver to report that the load he is carrying could be classed as a hot load.
- Banksman to be radioed to inspect the load along the fence line (waiting area).
- Recycling Manager and Production Controller to be informed.
- All ticket information to be logged in the site diary, weighbridge to be informed to check that the waste matches the ticket information.
- Banksman to take pictures of the load including the truck registration and waste transfer note.
- Office to then contact the customer of the situation so that is there is a breach.
- Recycling supervisor is then to oversee the load being transported and tipped in the hot load bay located in building 3 labelled (mixing bay).
- Once the load is tipped, an assessment **MUST** be made as to whether the waste should be drenched with water by the jet wash situated 10 metres from this bay.
- The recycling supervisor **MUST** then arrange regular intervals of inspection to insure that the load is no longer active.
- This **MUST** be logged in the site diary.



POPS WASTE

PERSISTENT ORGANIC POLLUTANTS

All loads accepted into site **MUST** be checked for POPS (Persistent Organic Pollutants) these **MUST** be kept separate. This **MUST** be highlighted to recycling at the point of reception.

Once highlighted the item should be stored in in the temporary, segregated area prior to shredding.

If there is any of the mentioned materials found within a load that has not been reported and is incidental waste then the load **MUST** be segregated as if it is containing hazardous waste so that the items can be extracted from the load and placed in the temporary hazardous waste storage area.

POPs are an item that requires further processing as they are not accepted at Landfill sites.

POPs are items that are upholstered such as **SOFAS, CHAIRS, BEANBAGS, FURNISHINGS** with **CUSHIONS/FOAM** etc.

Standard operation procedure is as below

1. Check with the carrier if the skip contains any of the mentioned items before tipping.
2. If the container is highlighted as being all of the above mentioned, or a single item arrange for the item to be taken to the oversized storage area.
3. After the container is tipped, if there is a presence of the mentioned within the contents then this **MUST** be segregated.
4. Pictures **MUST** be taken on the banksman tablet and reported back to the weighbridge along with ticket numbers so this issue can be reported back to the customer.
5. Pops recovered from any skip **MUST** be again placed in separate storage.
6. Be aware that the mentioned items can be stored in the skip and can be missed due to size or covering.
7. The picking station has a procedure in place to deal with items that are missed safely.



EXECUTIVE SUMMARY

All the contents in this manual are the standard operational procedures that Ace Liftaway Waste recycling **MUST** adhere to. The contents of this procedure are policed by a front-end pre-sort controller/banksman, equipped with a tablet, camera and emailing capacity.

There are three members of staff that are trained to undertake the task to cover sickness and holiday.

As well as this all-recycling machine drivers are trained to handle all situations in line with this procedure.

Additional manuals that are referred to in this procedure are as below

- Machine driver manual
- Picking station manual
- Front end pre-sort controller/Banksman training manual
- Hazardous waste manual
- Picking station procedures
- Picking station and machine driver training
- Face fitting certificates

All manuals are stored on the Ace Liftaway server and training sign offs are located in the Personnel files.



ACE LIFTAWAY LTD
THE WASTE CENTRE
YOKESFORD HILL ESTATE
BELBINS
ROMSEY
HAMPSHIRE
SO51 0PF

Quality Protocol for the Production of Aggregate Products from
Inert Waste
WRAP – Dry Screened Products



17-86424-MS/SJW-Rev 5 – 10/08/2022
August 2021

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A	SITE PLAN – 17-85424/01
B	HAMPSHIRE COUNTY COUNCIL – 6 NUMBER GRANT(S) OF PLANNING
C	ENVIRONMENT AGENCY LICENCE AND PERMIT
D	PHOTOGRAPHIC RECORD PLATE(S) – 1-20

APPENDICES





1.0 INTRODUCTION

- 1.1 This document details the acceptance procedure of inert waste materials coming into ACE Liffway Ltd 'The Waste Centre', Romsey, and protocols in place for turning inert waste into saleable products in accordance with the Quality Protocol (Aggregates from Inert Waste) as produced by WRAP (Waste and Resources Action Programme).
- 1.2 The term Site within this document refers to the land at:
 The Waste Centre,
 Yokeford Hill Industrial Estate
 Belbins
 Romsey
 Hampshire
 SO451 0PF
 As shown on plan(s) included as Appendix A.
- 1.3 The ACE Liffway Ltd Inert Waste Facility forms part of a larger operation at the Site, which also includes the receipt and recycling of wood, cardboard, paper, plastic and general skip waste. These items are accepted into a large processing area (Building 3) for separation / processing / recycling and these items are touched on briefly in this report. The scope of this report however, is limited to the processing of inert wastes (which are received into Building 1) and processed to produce saleable products.
- 1.4 Inert materials at the Site are recycled into saleable products in accordance with the Environment Agency Licence No. EAWML 100121 dated 04/12/07 with a Variation to the permit Reference EPR/WP3895EA dated 04/03/2015. This Permit covers a large range of recycling operations at the Site of which the inert waste recycling forms part. A copy of both the Licence and Permit are enclosed in Appendix C.
- 1.5 **Land Ownership / Planning Permission**
 1.5.1 The land on which the facility operates is owned by ACE Liffway Ltd.
 1.5.2 Six Planning Applications in relation to the Site dated in 2001, 2006, 2007, 2010, 2012 and 2015 are enclosed in Appendix B.





1.6 Contact Details

Client	Materials Testing, Site Sampling & WRAP Consultants	
ACE Liffaway Ltd The Waste Centre Yokesford Hill Estate Belbins Romsey Hampshire SO51 0PF	ACS Testing Ltd (UKAS 0999) Unit 14 Blackhill Road West Holton Heath Trading Park Poole Dorset BH16 6LE	ACS Environmental Testing Ltd (UKAS 4150) Unit 14B Blackhill Road West Holton Heath Trading Park Poole Dorset BH16 6LE
Ph: - 01794 367 939 Fax: - 01794 367 938 Info@AcceLiffaway.co.uk	Ph: - 01202 622 858 Fax: - 01202 625 045 Testing@acstesting.co.uk	Ph: - 01202 628 680 Fax: - 01202 628 630 Testing@acstesting.co.uk



2.0 ACCEPTANCE CRITERIA FOR INCOMING MATERIALS

- 2.1** Waste acceptance criteria for the waste arriving at the site follows the strict licensing guidelines documented in the EA Permit which is included in Appendix C and as per following documented procedure.
- 2.2** *Site Waste Acceptance Procedure*
- 2.2.1 All inert waste accepted at Yokesford Hill is assessed for waste type. This is done by the control desk who asks the customers what type of waste they will be placing at the point of order, by the weighbridge, when the customer arrives on the site.
- The Waste Carrier is expected to supply the following details:
1. Waste Carriers license details
 2. Details of waste description (European Waste Catalogue Code)
 3. Address of waste origin
 4. Details of who has generated waste (Hazardous only)
 5. Transportation Data
- 2.2.2 All Skips and Containers that are transported by ACE Liffaway Ltd are inspected prior to collection to assure that the waste type and description conforms with the EWC code supplied. Any non-conforming loads will be left on site whilst the waste producer is notified of correct procedures along with any additional charges.
- New carriers will be informed of the site rules (displayed at the rear of the tipping station tickers) and will be asked to sign that they have read and understood the information.
- All waste carriers are to be expected to wear the PPE as outlined in the site rules at all times.
- All loads received on the weighbridge must be sheeted, any loads that are not sheeted are reported in the day diary. Should the carrier reoffend more than three times they will be banned from the site for a 1 month period.
- The carrier informs the weighbridge what the waste type is where after the carrier will be directed to the following area:
1. Hazardous Waste (Unit 2 Orange Zone)
 2. Inert Waste (Building 1)
 3. Hot Loads (Mixing Bay Building 3)
- All tipped loads will again be inspected to ensure that the correct waste type has been received.
- 2.2.3 If the material is visually acceptable and the paperwork complete and in order, the material is accepted.
- 2.2.4 If the material is visually unacceptable or the paperwork not complete or not in order, the material is not accepted.

2.2.4.1 Non-conforming loads will be logged in the daily diary and the tipping reference sheet and the waste carrier or waste producer will be informed immediately. Where the waste producer is not on site, photographs will be taken as evidence.

According to the severity of the non-conforming load, the following steps will take place:-

1. **Minor (Non Hazardous Materials)**
Items such as tyres, fridges and electrical items will be segregated by hand and a report made to the waste producer of the non-conforming item along with any additional charges. The items will be photographed and stored in a designated area until such times as it is economically and environmentally viable to transport them to a licenced facility for recycling or disposal

2. **Major (Hazardous or Suspect Materials)**
The operations manager or site supervisor will be informed of the incident and photos taken. In extreme circumstances where materials could cause harm to health or the environment the area will be evacuated until such times as suitably qualified persons can safely remove the offending items and the authorities will be informed.

3 **Non-immediate threats** (Hazardous materials that do not cause an immediate threat) will still require the operations manager/ site supervisor to be informed of the incident and photographs taken. And assessment will be made on the type of material, the risk of cross contamination and the ease of segregation along with where the offending material originated from. The waste producer will be contacted and informed of the possible breach along with the course of action and any additional costs.

The tipping bay will be shut to any other wastes until such time and the load has been reloaded for return to its origin or the hazardous waste has been segregated and quarantined. The EA is to be informed of the above.

2.2.5 Hazardous or Suspect Materials – FRONT END SUPERVISOR & PRE-SORT OPERATOR

In order to prevent cross contamination of hazardous waste with material destined for the product the continued waste inspection procedure is as follows:

- The front end supervisor and the machine operator operating the pre-sort machine will inspect the waste materials.
- The machine operator loading the material into the recycling plant will inspect the material; thereafter competent members of staff are placed in the oversize viewing area and at the front end of the picking station.
- All materials are scanned on the picking line by ten other members of staff prior to the materials being transported to final process.
- Any small amounts of hazardous material will be segregated from the material stream and placed in suitable containers and thereafter placed in the quarantined area.



- In the unlikely circumstance that large amounts of hazardous materials are found in the waste stream, the recycling manager / site supervisor will be informed of the incident and photographs taken. In extreme circumstances where materials could cause harm to health or the environment the area will be evacuated until such times as suitably qualified persons can safely remove the offending items and the authorities will be informed.
- Hazardous materials that do not cause an immediate threat will still require the operations manager/ site supervisor to be informed of the incident and photographs taken. An assessment will be made on the type of material, the risk of cross contamination and the ease of segregation along with where the offending material originated from.

2.2.6 Quarantined material undergoes chemical analysis to fully assess Waste Classification Criteria before being sent to an appropriate licensed disposal facility.

2.2.7 The wastes tipped on any of the "to be processed" stock piles are again visually inspected for contamination by the Excavator/Shovel Drivers. Contaminated materials are moved to the quarantine area for testing / removal as necessary.

2.2.8 If the material is accepted, but when tipped is found to be unsuitable, then arrangements are made for the material to be returned to the originator, or placed in Quarantine Building 2, to prevent rainwater ingress / contaminant leaching. The Customer is then contacted and asked to either collect the waste or to provide instructions to allow correct disposal of the material.

2.2.9 After tipping, the vehicles again cross the weighbridge so that the weight of material accepted can be calculated. This weight is added to the details of a ticket (receipt) given to the driver which also includes the following information:

✓	Vehicle Registration	✓	Date
✓	Haulier	✓	Time
✓	Driver	✓	Weight
✓	Customer	✓	Order No.
✓	Product (origin of load)	✓	EWC Code
✓	Site Name		

2.2.10 The operator signs the ticket, as does the customer and this is used for invoicing purposes.

2.2.11 Received materials are first processed at the 'dry screened' production area in Building 1. The Oversize +30mm hardcore material and -30mm screenings are taken separately to Area 4 for further processing e.g. crushing or dry screening.

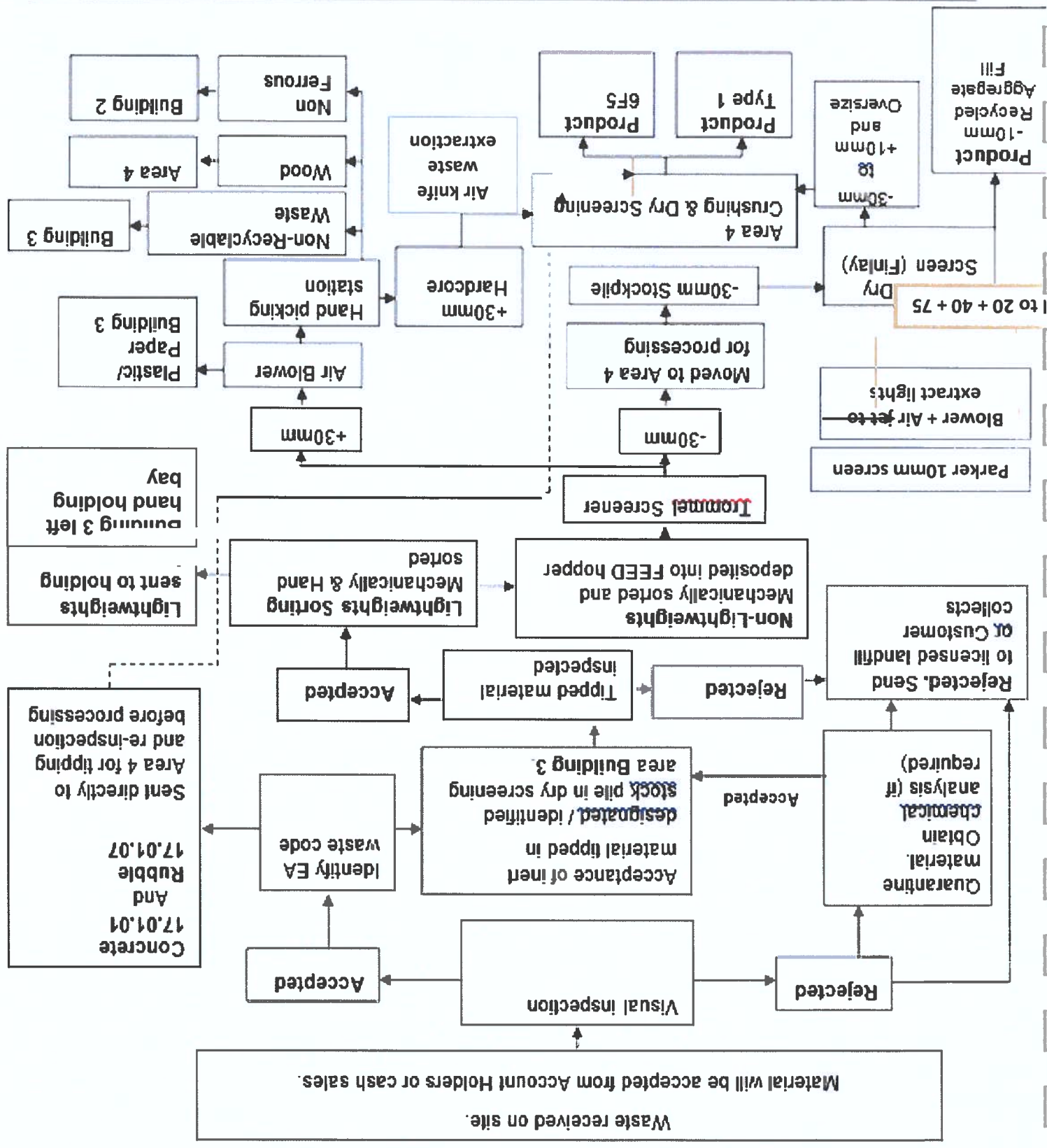


2.3 Recycling Department Front End Pre-Sort Procedure

1. Traffic Controller to meet each driver while waiting to tip
2. Check and record ticket number and waste type on tipping bay reference sheet
3. Allocate and direct driver to the correct tipping bay and log on tipping bay reference sheet
4. After load is tipped inspect the load for hazardous waste and correct waste type
5. Any issues take a photo and log on the tipping bay reference sheet
6. Radio through findings to the weighbridge stating the ticket number for reference
7. Place hazardous waste into either temporary storage or the quarantine area in Unit 2 putting the ticket number with the item
8. Weighbridge to contact the customer and log into the database and respond to the front end whether the item will be charged or collected (Customer has 7 working days to respond or they will be charged)
9. Ensure that the waste type on the ticket matches the waste in the container
10. For specialized waste (Asbestos, Difficult Waste, and Non-Conforming Waste) take a photo and record the ticket number then report to the line manager
11. Loads tipped in any other areas must be overseen and checked
12. Tipping bay reference sheets to be handed to the line manager at the end of each day



2.4 Waste acceptance criteria and processing flow chart – INERT WASTES





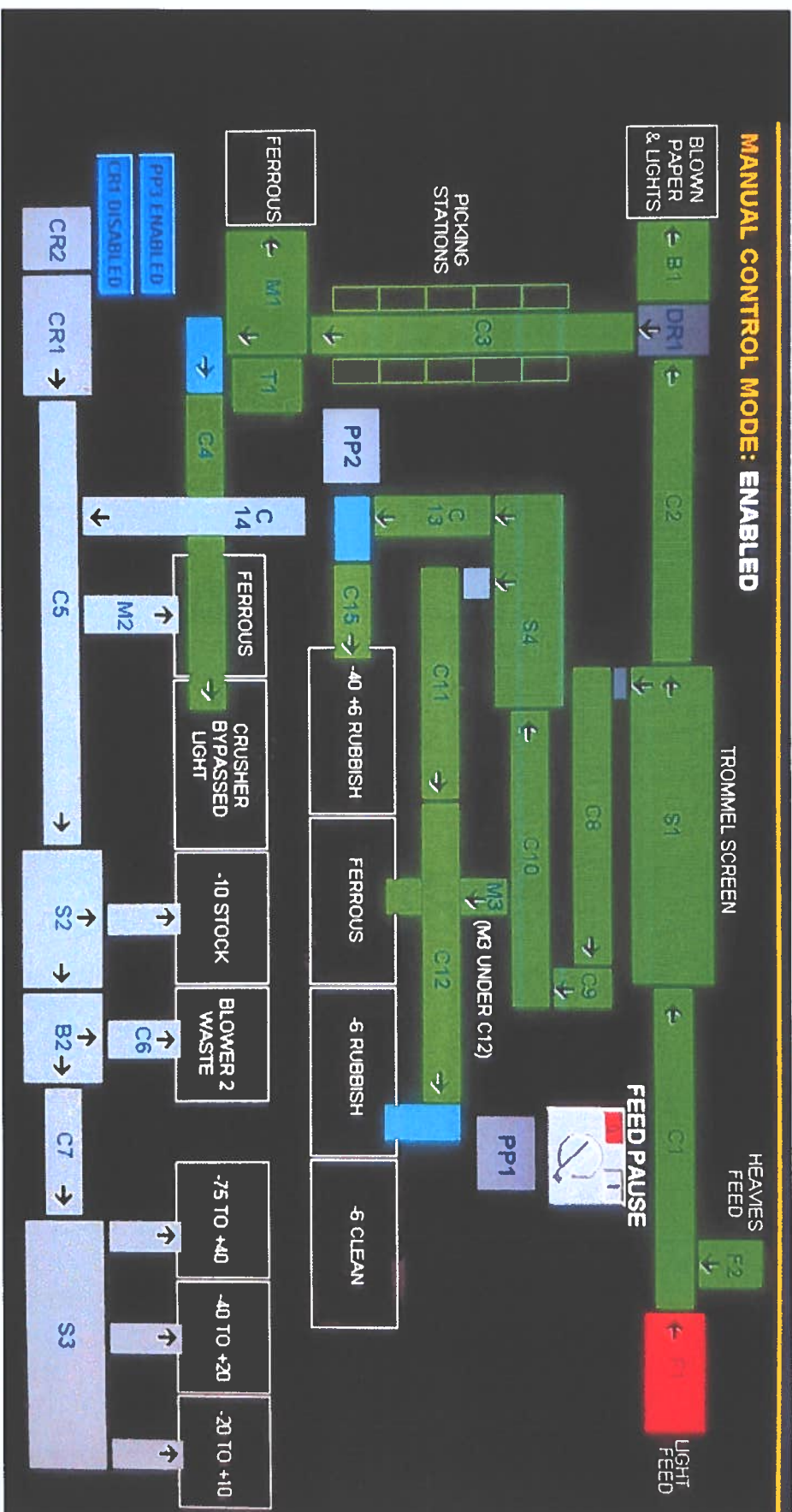
3.0 MATERIAL PROCESSING AND PRODUCT TESTING SCHEDULES

- 3.1 Stage 1 (+30mm Hardcore from Building 1)
 Jaw crusher produces crushed recycled aggregates for 6F5 and/or Type 1*
 * Separate clean feed source product is used to produce the Type 1.
- 3.2 Stage 2
 Oversize (Recrushed)*
 * All work done in Area 4
- 3.3 Stage 3 (-30 Screened Fines from Building 3)
 Finlay Dry Screen Plant
 -30mm / +10mm Recycled Aggregate (Back to Stage 2)
 -10mm Recycled Aggregate Fill
- 3.4 If or when requested by the purchaser, the producer (ACE Liffaway Ltd) shall provide the following documentation:
 - a) Current physical and chemical test certificates; product specific
 - b) Contamination test results (if required)
 - c) Mathematical blending results(if required)
 - d) Test method procedures(if required)



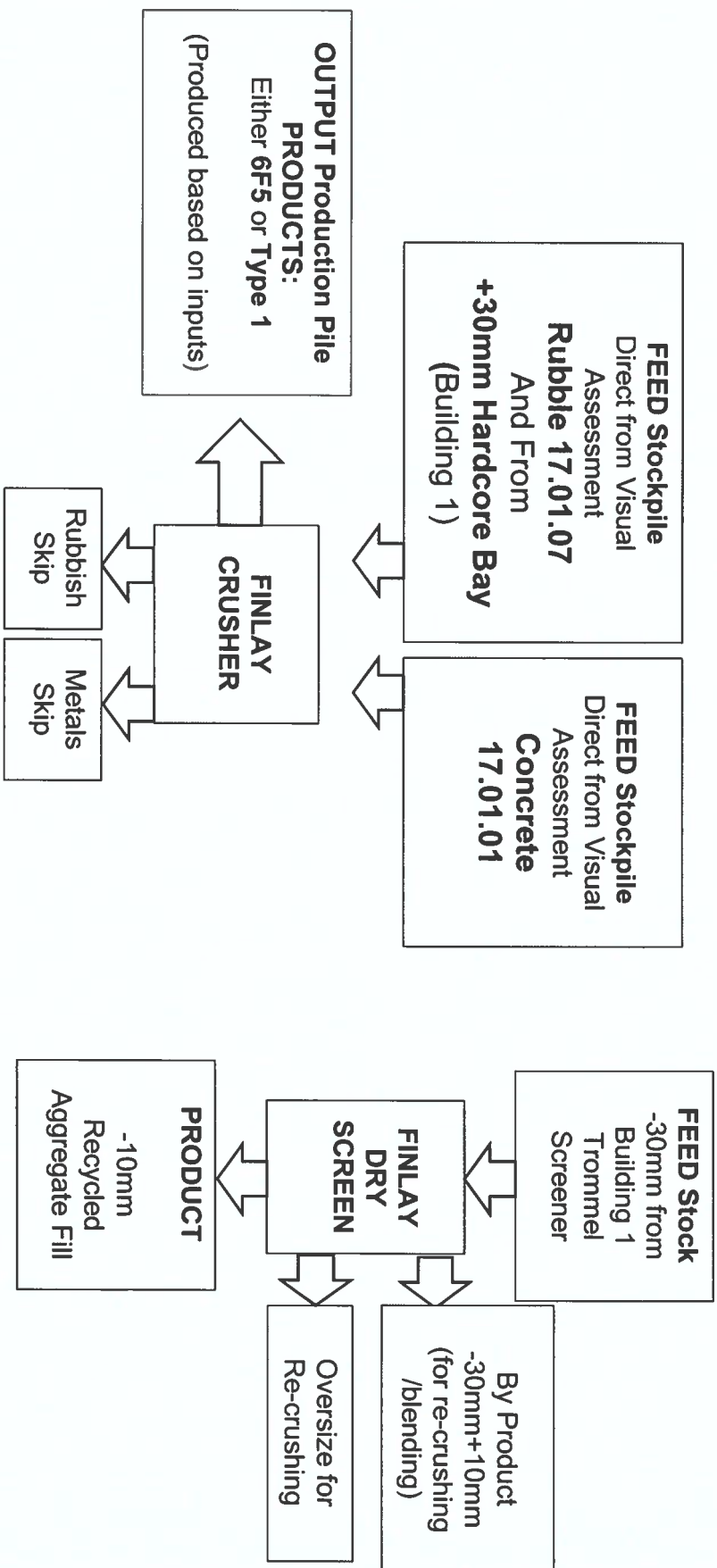
3.5 Schematic Layouts

3.5.1



3.5.2 – Schematic Site Layout – Building 3

3.5.2 - Schematic Site Layout – Area 4





3.6 Product Lists

3.6.0 Saleable Products

Location	Plant	Product	Alternative Name	Specification
Area 4	FINLAY DRY SCREEN PLANT	-10mm	-10mm Recycled Aggregate Fill	SHW: Series 600
Area 4	FINLAY CRUSHER	6F5	0/61.5mm Crushed Recycled Aggregate	SHW: Series 600
Area 4	FINLAY CRUSHER	Type 1	0/31.5mm Crushed Recycled Aggregate	SHW: Series 800
Building 3	LJH BIVITEC SCREEN	-6mm	-6mm Recycled Aggregate Fill	SHW: Series 600
Building 3	LJH PARKER SCREEN	-20MM	Recycled Aggregate	SHW: Series 600
Building 3	LJH PARKER SCREEN	-40MM	Recycled Aggregate	SHW: Series 800

3.6.1 By Product

Area 4	FINLAY	-30mm/+10mm	Crushing and Blending Material	N/A
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Test Name	Test Method	BS EN 13285/ 13242/ Series 800: Specification / Clause	Min. Test Frequency	Certificate Required (Yes / Not Req'd)					
Various (See below tables) Particle Size Distribution (Wet Sieve) Particle Size Distribution (Wet Sieve) Dry Density/ Water Content Relationship (Vibrating Hammer) Water soluble sulphate content Determination of Frost Heave Horizontal Permeability Contamination Suite Resistance to Fragmentation Los Angeles Resistance to Wear (Micro Deval) Particle Density & Water Absorption Freeze Thaw Resistance (Magnesium Sulphate Soundness) Classification Test for the Constituents of Coarse Recycled Aggregate Water Content Plastic Limit Total Sulphur Sulphide pH Value	Various (See below tables) BS EN 933-1 BS EN 933-1 BS EN 13285-4 BS EN 1744-1 BS EN 12457 – 2002 & ENV2 BS EN 1097-2 BS EN 1097-1 BS EN 1097-6 BS EN 1367-2 BS EN 933-11 BS EN 1097-5 BS 1377: Part 2 BS EN 1744-1 BS EN 1744-1 BS 1377: Part 2	Various (See below tables) SHW: Series 800: CI 801. Table 8/1 SHW: Series 800: CI 801. Table 8/1 BS EN 13285, CI 5.3 (Declared) BS EN 13285, CI 5.4 & SHW: Series 800: CI 801.2 SHW: Series 800: CI 801.7 None LQM/ CIEH S4UL for Human Health Risk Assessment SHW: Series 800: CI 801. Table 8/2 SHW: Series 800: CI 801. Table 8/2 (Declared) SHW: Series 800: CI 801. Table 8/2 (Declared) SHW: Series 800: CI 801. Table 8/2 SHW: Series 800: CI 801. Table 8/3 N/A SHW: Series 800: CI 803.4 SHW: Series 800: CI 801.2 SHW: Series 800: CI 801.2 SHW: Series 800: CI 801.2 (Declared)	Various (See below tables) 1 per production month 1 per production month 1 per year 1 per year As Required 1 per year 2 per year 2 per year 1 per year 1 per year 1 per year 1 per month 1 per year 1 per year 1 per year 1 per year 1 per year	Yes Yes					
					Various (See below tables)	Various (See below tables)	Various (See below tables)	Yes	
					Particle Size Distribution (Wet Sieve)	BS EN 933-1	SHW: Series 800: CI 801. Table 8/1	1 per production month	Yes
					Particle Size Distribution (Wet Sieve)	BS EN 933-1	SHW: Series 800: CI 801. Table 8/1	1 per production month	Yes
					Dry Density/ Water Content Relationship (Vibrating Hammer)	BS EN 13285-4	BS EN 13285, CI 5.3 (Declared)	1 per year	Yes
					Water soluble sulphate content	BS EN 1744-1	BS EN 13285, CI 5.4 & SHW: Series 800: CI 801.2	1 per year	Yes
					Determination of Frost Heave	BS 812: Part 124: 2009 (Annex B) & SHW: Clause 801.8: 2009 1 SHW: Series 600: Class 640	SHW: Series 800: CI 801.7 None	1 per year As Required	Yes No
					Horizontal Permeability	BS EN 12457 – 2002 & ENV2	LQM/ CIEH S4UL for Human Health Risk Assessment	1 per year	Yes
					Resistance to Fragmentation Los Angeles	BS EN 1097-2	SHW: Series 800: CI 801. Table 8/2	2 per year	Yes
					Resistance to Wear (Micro Deval)	BS EN 1097-1	SHW: Series 800: CI 801. Table 8/2 (Declared)	2 per year	Yes
Particle Density & Water Absorption	BS EN 1097-6	SHW: Series 800: CI 801. Table 8/2 (Declared)	1 per year	Yes					
Freeze Thaw Resistance (Magnesium Sulphate Soundness)	BS EN 1367-2	SHW: Series 800: CI 801. Table 8/2	1 per year	Yes					
Classification Test for the Constituents of Coarse Recycled Aggregate	BS EN 933-11	SHW: Series 800: CI 801. Table 8/3	1 per month	Yes					
Water Content	BS EN 1097-5	N/A	1 per year	Yes					
Plastic Limit	BS 1377: Part 2	SHW: Series 800: CI 803.4	1 per year	Yes					
Total Sulphur	BS EN 1744-1	SHW: Series 800: CI 801.2	1 per year	Yes					
Sulphide	BS EN 1744-1	SHW: Series 800: CI 801.2	1 per year	Yes					
pH Value	BS 1377: Part 2	SHW: Series 800: CI 801.2 (Declared)	1 per year	Yes					

Test Name	Test Method	BS EN 13285/ 13242) Series 800 : Specification / Clause	Min. Test Frequency	Certificate Required (Yes / Not Req'd)
Various (See below tables)	Various (See below tables)	Various (See below tables)	Various (See below tables)	Yes
Particle Size Distribution (Wet Sieve)	BS EN 933-1	SHW: Series 600: Table 6/5	1 per production month	Yes
Particle Size Distribution (Wet Sieve)	BS EN 933-1	SHW: Series 600: Table 6/5	1 per production month	Yes
Dry Density/ Water Content Relationship (Vibrating Hammer)	BS EN 13285-4	BS EN 13285, Cl 5.3 Declared)	1 per year	Yes
Water soluble sulphate content	BS EN 1744-1	BS EN 13285, Cl 5.4 (Declared)	1 per year	Yes
Determination of Frost Heave	BS 812: Part 124: 2009 (Annex B) & SHW: Clause 801.8: 2009	None	As Required	No
Horizontal Permeability	1 SHW: Series 600: Class 640	None	As Required	No
Contamination Suite	BS EN 12457 – 2002 & ENV2	LQM/ CIEH S4UL for Human Health Risk Assessment	1 year	Yes
Resistance to Fragmentation on Los Angeles	BS EN 1097-2	SHW: Series 600: Table 6/1	2 per year	Yes
Classification Test for the Constituents of Coarse Recycled Aggregate	BS EN 933-11	SHW: Series 600: Table 6/1	1 per month	Yes
Water Content	BS EN 1097-5	SHW: Series 600: Table 6/1	1 per year	Yes
Bitumen Content	BS EN 12697-1 & BS EN 12697-2	SHW: Series 600: Table 6/1	*When class Ra (Asphalt) exceeds 20%	Yes

Name	Test Method	In-House Specification/Clause	Min. Test Frequency	Certificate Required (Yes / Not Req'd)
Particle Size Distribution (Sieve)	BS 1377: Part 2	SHW: Series 600	1 per month	Yes
Moisture Content	BS 1377: Part 2	SHW: Series 600	1 per month	Yes
Atterberg Liquidity/Plasticity Index	BS 1377: Part 2	SHW: Series 600	1 per month	Yes
Swelling Potential Value	BS 1377: Part 4	SHW: Series 600	1 per month	Yes
Unconfined Compressive Strength in Triaxial	BS 1377: Part 7	SHW: Series 600	1 per month	Yes
Permeability Measurement of pore				
Standard Penetration Test (SPT) Method				
Geotechnical Test Suite	BS EN 12457 – 2002 & ENV2	LQM/ CIEH S4UL for Human Health Risk Assessment	1 per year	Yes



4.0 PRODUCT SALES

4.1 The stockpiles are to be regularly tested by ACS Testing to ensure compliance with the appropriate specifications.

4.2 Products collected from site

4.2.1 Products sold on site are loaded into the customer's vehicle by site staff. A ticket is provided which notes the following information:

- Date
- Product Type
- Quantity
- Purchaser
- Vehicle Registration Number

4.3 Products delivered by ACE Liffaway Ltd

4.3.1 Products delivered to sites are loaded by site staff. A ticket is provided to the delivery address which notes the following information:

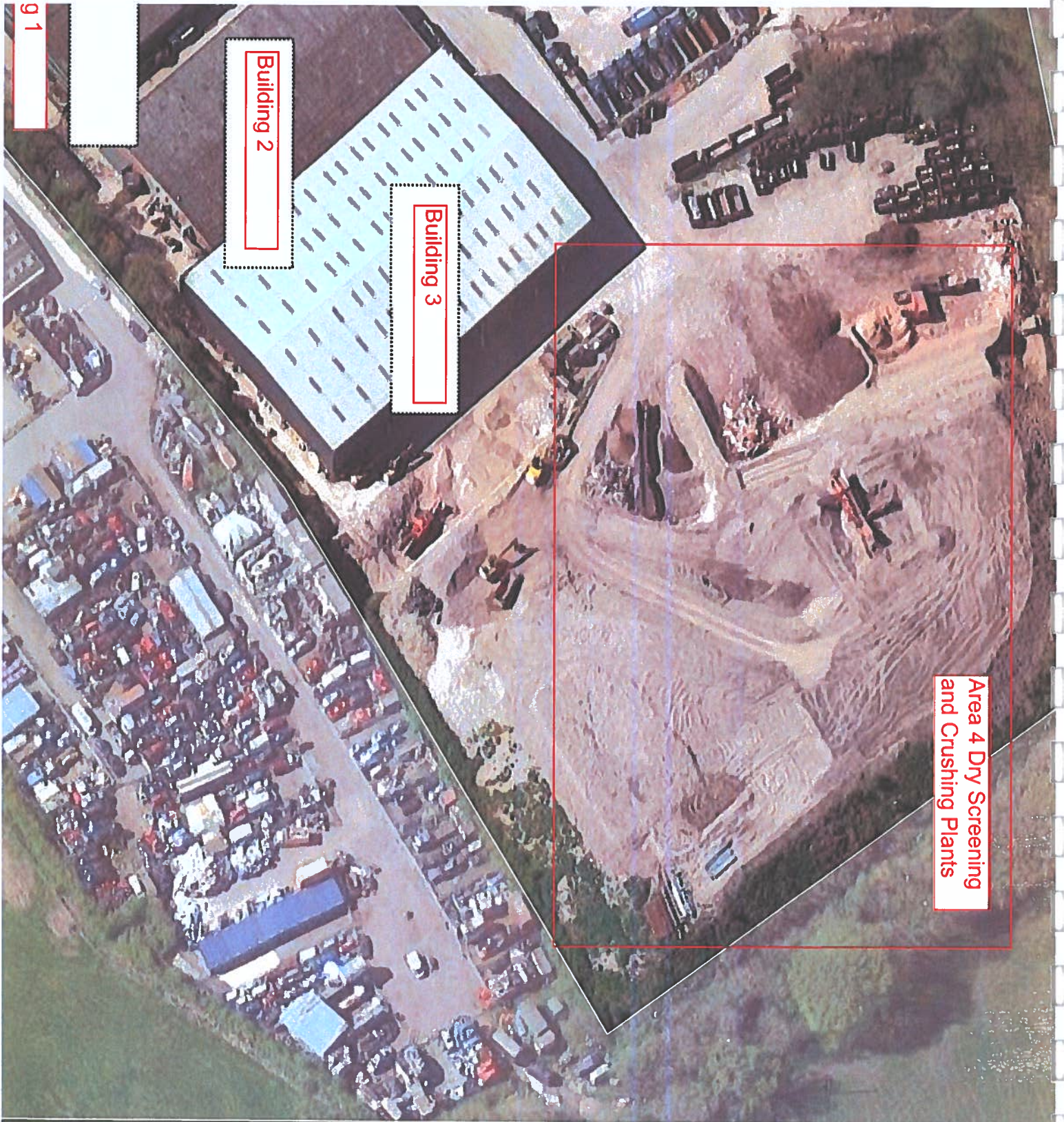
- Date
- Product Type
- Quantity
- Purchaser
- Vehicle Registration Number
- Delivery address
- Signature of acceptance from customer





APPENDIX A

SITE PLAN - 17-85424/01



Area 4 Dry Screening and Crushing Plants

Building 2

Building 3



DO NOT SCALE

Drawing: SITE PLAN

Client:

ACE LIFTAWAY LIMITED

Project:

Project No:

THE WASTE CENTRE

17-85424

YOKESFORD HILL ESTATE Drawing No: 17-85424/01

ROMSEY HAMPSHIRE S051 OPF Revision:

Drawn By:

Date: