ENVIRONMENTAL MANAGEMENT SYSTEM

Towerfield Business Park, Fane Road, Benfleet, SS7 3NH

Benfleet Quarry Products Europe Ltd

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Drawing No. FAN/2641/03 – Site Layout & Fire Plan

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FOR REFERENCE ONLY - OPERATOR MAY USE INTERNAL INSPECTION SHEETS OR THE FORMS WILL BE KEPT IN ELECTRONIC FORMAT

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Site Information & Key Contacts List

Site Address:	Towerfield Business Park, Fane Road, Benfleet, SS7 3NH		
Site Operator:	D.C. Donovan Group Ltd	**National Grid Ref:**	TQ 78120 90300

CONTACT	DESCRIPTION	OFFICE HOURS	OUT OF HOURS
Tony Webster	Site Manager	07932661569	07932661569
Ian Bailey	Site TCM	07774 151 332	07774 151 332
Basildon University Hospital Nethermayne, Basildon, Essex, SS16 5NL	Main NHS Hospital	01268 524900	999 or 112
	Accident & Emergency (A&E) – 12 hour service	999	999 or 112
St Georges Medical Practice The Surgery, 91 Rushbottom Lane, Benfleet, Essex, SS7 4EA	Local Doctor Surgery (GP)	01268 209269	999 or 112
Essex Police (Rayleigh Police Station) 191 – 121 High Street, Rayleigh, SS6 7QB	Local Police Non-Emergency	999 or 112	999 or 112
	Police Emergency	999 or 112	999 or 112
Essex County Fire & Rescue Service Station 35 Rayleigh Weir, 500 Rayleigh Road, Benfleet, SS7 3TR	Fire and Rescue Service (in Emergency Dial 999)	01376 576500	999 or 112
Environment Agency 2 Marsham Street, Westminster, London, SW1P 4DF	Local Environment Agency Office	03708 506506	0800 80 70 60
Rayleigh Town Council The Pavilion, King George V Playing Field, Bull Lane, Rayleigh, Essex, SS6 8JD	Council General Enquiries	01268 741880	999 or 112
Essex County Council County Hall, Market Road, Chelmsford, CM1 1QH	Council General Enquiries	0345 743 0430	999 or 112
Oaktree Environmental Ltd Lime House, 2 Road Two, Winsford, Cheshire CW7 3QZ	Specialist Advisor (Waste and Planning Issues)	01606 558833	999 or 112

Action plan to resolve permit non-compliance

Permit number	Operator name	Site name
EPR/JB3002GD	D. C. Donovan Group Ltd	D. C. Donovan Group Ltd

CAR ref. 406660/03800107	Actions you propose to take Include important milestones and dates	Completion dates
Action 7	Update the EMS to reflect how the site is operating.	18 April 2021
Removal of materials	All waste material (other than specified wastes listed in the sites Environmental Permit) will be removed from site to appropriately permitted facilities. Vehicle parts (non-waste) will be removed from the permitted area.	30 April 2021
Action 5	The marker pole(s) will be installed following Action 7. The height of the stockpiles will be reduced to the heights stated in the EMS.	30 June 2021
Action 2	Perimeter fencing is planned to be installed once access is available to the site boundary after the reduction in size of the stockpiles (action 5) and revision of the EMS (action 7)	30 September 2021

I/we* confirm that I/we* will carry out the above steps and return the activity to compliance with my/our* permit by the dates specified (*delete as appropriate)

Operator's signature.....
Date 5/4/2021

I confirm that I agree to suspend CCS scores while the above operator carries out the specified steps, subject to our Rules of Suspending Scores

Environment Agency team leader's signature.....
Date.....

1 General Considerations

1.1 Site operator/permit type

1.1.1 D.C. Donovan Group Ltd are the permit holder and operate a SR2015No6 Environmental Permit (EP) predominantly involving the reception, storage and treatment of HIC and CDE waste.

1.1.2 The operator is currently in the process of constructing the necessary infrastructure to comply fully with the stipulations of the above permit and until such time, the operator will only be accepting non-combustible, specified wastes shown in Section 4.4 of the EP.

1.2 Relevant contacts

1.2.1 The contact details for site management are as follows:

D.C. Donovan Group Ltd Towerfield Business Park, Fane Road, Benfleet, SS7 3NH	**Contact:**	Tony Webster
	Position:	Site Manager
	Tel:	07932661569

1.2.2 Oaktree Environmental Ltd and Kalex Limited have been engaged to act as consultants for D.C. Donovan Group Ltd to assist in the preparation of this Environmental Management System (EMS). This EMS has been prepared to meet the requirements of The Environmental Permitting (England and Wales) Regulations 2018 and the Environment Agency's Guidance: *"Develop a management system: environmental permits"*.

1.2.3 The document was prepared by Oaktree Environmental Ltd. The Contact details are as follows:

Oaktree Environmental Ltd Lime House Road Two Winsford Cheshire CW7 3QZ	**Contact:**	Chris Parry
	Position:	Senior Consultant
	Tel:	01606 558833
	E-mail:	chris@oaktree-environmental.co.uk

1.2.4 Ongoing compliance for the site will be handled by Kalex Limited. Contact details for Kalex Limited are as follows:

Kalex Limited Bridge House The Ash Little Hadham Ware SG11 2DG	**Contact:**	Ian Bailey
	Position:	Consultant
	Tel:	07774 151 332
	E-mail:	ian@kalex.co.uk

1.2.5 A full list of relevant contacts including emergency contact numbers are provided in the Site Information & Key Contacts List section in the pre-pages of this document.

1.3 Site information and locality

1.3.1 The site is located at Towerfield Business Park, Fane Road, Benfleet, SS7 3NH as shown on Drawing Nos. FAN/2641/02. The national grid reference for the site is TQ 78120 90300.

1.4 Permit area/waste management operations

1.4.1 The permit boundary is outlined in green on Drawing No. FAN/2641/02. All references to 'the site' in this EMS shall mean this area and the associated infrastructure, plant and equipment.

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

- Compacting (by loading shovel)
- Sorting (with loading shovel/360° excavator or by hand)
- Screening (by using appropriate mechanical screening plant and equipment)
- Separation (by using appropriate mechanical screening plant and equipment)
- Crushing (by Crusher)
- Blending (by loading shovel / 360° tracked excavator and trommel)

1.4.3 Specified waste management operations include waste disposal and waste recovery operations listed Annex IIA and IIB of The Waste Framework Directive 2008/98/EC; also shown in '*Table 2.1 - Activities*' of the SR 2015 No.6 EP which are shown overleaf:

Table 1.1 - Permitted Operations

TABLE S2.1 activities	
Description of activities for waste operations	**Limits of activities**
D15: Storage pending any of the operations numbered D1 to D14 (excluding temporary storage, pending collection, on the site where it is produced) **R13:** Storage of wastes pending any of the operations numbered R1 to R12 (excluding temporary storage, pending collection, on the site where it is produced) **D14:** Repackaging prior to submission to any of the operations numbered D1 to 13 **D9:** Physico-chemical treatment not specified elsewhere in Annex IIA which results in final compounds or mixtures which are discarded by means of any of the operations numbered D1 to D8 and D10 to D12 **R3:** Recycling/reclamation of organic substances which are not used as solvents **R4:** Recycling/reclamation of metals and metal compounds **R5:** Recycling/reclamation of other inorganic materials	Treatment consisting only of manual sorting, separation, screening, baling, shredding, crushing or compaction of waste into different components for disposal, (no more than 50 tonnes per day) or recovery. No more than a total of 50 tonnes of intact and shredded waste vehicle tyres (waste codes 16 01 03 and 19 12 04) shall be stored at the site.

1.5 Hours of operation

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

Monday to Friday	07:00 – 18:00
Saturday	07:00 – 13:00
Sunday / Bank holidays	CLOSED

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

1.5.3 During times where the site is closed or not in operation, the site will be locked and secured to prevent unauthorised vehicular or pedestrian access.

1.6 Waste Storage, Types and Quantities

1.6.1 The locations of the operational and storage areas are shown on Drawing No. FAN/2641/03. The nature of operations at waste facilities means that certain operational areas may change depending on processing requirements.

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

1.6.3 The site can accept a maximum of 75,000tpa in accordance with the EP. The following table overleaf details a summary of the main wastes types which are accepted and stored at the site including storage quantities in m^3 and tonnes.

Table 1.2 - Waste Storage Times / Quantities

Plan Ref	Description	Storage form/ containment	Height & width of firewall (m)	Max Length / Width (m)	Height (m)	Appox. Area (m2)	Conversion factor used	Volume (m3)	Tonnes (approx)	Max Duration of storage (worst case scenario)	Comments
Storage Area Details Combustible Wastes											
AREA 1	Waste reception and sorting area for mixed HCI & CDE wastes	Free standing pile (building walls constructed of concrete acting as firewall	2.4 / 0.6	5	2	20	0.666	27	N/A	<12 hours	Duration is likely much less as waste will be continually sorted; area clear out of hours
AREA 2	Residual (landfill) waste	40 cubic yard skip / containment as above	2.4 / 0.6	6.1	2.6	12	1	31	N/A	<1 week	Duration likely to be less than a week as container will be removed when full
Total volume for Area 1 & 2 (Internal)								58			
AREA 3	5 no. skips for recyclables i.e. wood, plastic, scrap metal, plasterboard, paper / cardboard	16 cubic yard skips	N/A	4.3	2	8	1	13 per skip (65 in total)	N/A	<1 month	Duration likely to be less than a month as container will be removed when full; not all containers will be full at the same time depending on level of recyclable waste
Storage Area Details Non-Combustible Wastes											
AREA 4	Reception area for specified wastes comprising soils	Free standing pile / no containment	N/A	50	4	750	0.33	990	1485	<12 months	Variable duration due to demand of material and availability of destination sites
AREA 5	Reception area for specified wastes comprising stone and hardcore	Free standing pile / no containment	N/A	50	4	750	0.33	990	1485	<12 months	Variable duration due to demand of material and availability of destination sites
AREA 6	Subsoil storage prior to treatment	Free standing pile / no containment	N/A	15	4	250	0.33	330	495	<12 months	Variable duration due to availability of crusher
AREA 7	Hardcore / Stone Storage prior to treatment	Free standing pile / no containment	N/A	35	4	250	0.33	330	495	<12 months	Variable duration due to demand of material.

1.6.4 All piles may differ in size/volumes depending on seasonal fluctuations in markets and weather conditions. The piles show indicative maximum pile sizes.

1.6.5 Stockpiling of soil and inert wastes will be limited to a height of 4m and it is proposed to process the waste at ground level. In the event piles have reached the limits shown in the above table following routine inspections, the site will divert material to an alternative site until volumes/tonnages have been reduced to suitable level.

1.6.6 **Temporary measures** – The operator is currently in the process of completing all necessary infrastructure to ensure the site can operate fully with the stipulations of the SR2015No6 EP. Until the necessary infrastructure is complete the operator will be restricted to accepting and processing the specified wastes listed in section 4.4 of the EP. These specified wastes will be stored and treated outside on hardstanding as required in section 2.3 of the EP. These wastes are shown as **AREAS 4 – 7** of table 1.2 above and as shown on Drawing No. FAN/2641/03.

1.7 Exempt activities

1.7.1 Activities which are outside the scope of the EP for the site [listed in Schedule 3 of The Environmental Permitting (England and Wales) Regulations 2016] may be carried out at the site and the relevant details would be registered with the EA prior to commencement.

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

1.7.3 Any waste which is stored under exemptions will be clearly labelled on the site plan and kept separate from those wastes on site which are permitted.

1.8 Staffing and management

1.8.1 The site will open for the deposit of waste or for other essential operations during the hours listed in Section 1.5. The table below details the staff required when the site is operating at full capacity.

Table 1.3 - Staffing Levels

Position	Employees	Responsibilities
Site manager	1	Overall management of the site
TCM	1	Compliance / Management of the site
Machine / Plant Operator's / General Operatives	2	Waste handling/processing, reception, plant operation and general housekeeping

1.8.1 Health and safety

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

1.9 Fit and proper persons

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

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

1.10 Convictions

1.10.1 D.C. Donovan Group Ltd nor any of the relevant people within the company have been convicted of a relevant offence.

2 Site Engineering and Infrastructure

2.1 Site location

2.1.1 The operation is located at Towerfield Business Park, Fane Road, Benfleet, SS7 3NH as shown on Drawing No FAN/2641/02. The National Grid Reference of the site is TQ 78120 90300.

2.2 Site description

2.2.1 The site is located within an industrial area, which contains a number of other waste management facilities. The surrounding land use is a mixture of agricultural and industrial with the site in close proximity to the A127 and A1245. The nearest residential properties are approximately 390m to the east of the application site.

2.3 Access and parking

2.3.1 Access to the site is gained from Fane Road to the north, as shown on Drawing No. FAN/2641/02. Fane Road is approximately 70m north of the site.

2.3.2 Ample parking will be available adjacent to the main office for D.C. Donovan Group Ltd.

2.4 Site office

2.4.1 The documents listed below will be retained in the site office.

Documents to be retained in site office
The Environmental Permit (original & any subsequent variations)
This Environmental Management System (EA agreed document)
Current site diary (to record all inspections/visitors to the site)
Environment Agency inspection (CAR) forms
In-house inspection sheets/recording forms
Duty of care transfer notes (for 2 years minimum)
Duty of care product notes [(aggregates (for 2 years minimum)]
Hazardous waste consignment notes (rejected waste, etc., kept for 3 years)
Waste delivery tickets
Accident book (& 1st aid kit)

2.5 Weighing and categorising loads

2.5.1 There is no weighbridge at the site therefore the weight of each load into and out of the site will also be estimated using the standard EA/WRAP agreed volume-to-weight conversion factors. On average a payload of this material is approximately 18 - 20 tonnes.

2.6 Notice board and signs

2.6.1 A notice board is erected at the site entrance and displays the following information:

- The site name and address.
- The name of the permit holder and operator.
- The Environmental Permit number and accompanying statement stating that the site is permitted by the Environment Agency.
- Environment Agency contact details, Emergency No. 0800 80 70 60 and
- General Enquires No. 03708 506 506.
- Operator's "out of hours" emergency contact details (telephone number).
- Operating hours.

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

2.7 Site security

2.7.1 It is proposed to construct 2.4m palisade fencing surrounding site but to secure the site in the interim period and to expedite the installation, the operator will construct 2.0m high heres fencing which will be installed together with scaffold tube bracing struts to ensure the position of the fence cannot be inadvertently moved. The heras fencing will be stable and secure to prevent trespassers. These areas are shown on Drawing No. FAN/2641/03.

2.7.2 **CCTV system** - The site has a 24-hour CCTV system at site entrance to monitor movements entering or egressing from the site and additional cameras monitoring all areas storing combustible and flammable waste which will quickly detect a fire and prevent the risk of arson. The CCTV will be monitored 24/7, 365 days a year by a UKAS accredited monitoring company and if there is a trigger, they will verify with the occupants at Towerfield House by email notification or call before ringing the emergency services.

2.7.3 This manual step is necessary to prevent numerous false alarms i.e. if a fork lift drives past the camera the exhaust can trigger. The appointed out-of-hours contact will also attend the site within 10 minutes to assists the FRS or Police. The locations of the camera is shown on Drawing No. FAN/2641/03.

2.7.4 The site security will be inspected on a daily basis and any defects which impair the effectiveness of the security will be repaired to the same or better standard within a suitable timescale. All repairs will be noted on the site diary within 24 hours of the event. The checklist in Appendix II provides further information.

2.7.5 The security measures at the site are under constant daily review under the site's inspection regime. If unauthorised access becomes apparent as a problem at the site the security measures will be reviewed and improvements implemented.

2.8 Fuel storage

2.8.1 The site will not store gas cylinders or aerosols and there will be no chemicals present on site.

2.8.2 The site will have a doubled bunded 5,000 alarmed fuel / oil tank stored on site as shown Drawing No. FAN/2641/03 and the following procedures will apply:

- Tanks will be surrounded by a bund capable of containing a minimum of 110% of the volume of fuel stored in the tank.
- All pipework and associated infrastructure will be enclosed within the bund.
- A lock will be fitted to the tank valve to prevent unauthorised operation.
- All valves and gauges on the bund will be constructed to prevent damage caused by frost.
- No combustible waste will be stored within 6 metres of the tank.
- The tanks will be clearly marked showing the product within and also its capacity.

2.9 Rejected Waste

2.9.1 Any waste which is rejected will be stored in a rejected waste skip and removed from the site the skip container is full. The location of this skip may vary as operating conditions permit (i.e. to permit the loading of rejected wastes but clear labelling and management control will ensure its use as specified). Rejected waste will be recorded on form DCD/RF/2 or similar.

2.10 Drainage

2.10.1 The area with an impermeable surface and sealed drainage as shown on Drawing No. FAN/2641/03 will be provided at a later date, this date has not yet been determined however it is estimated to be in around 18-months to two years. Prior to the construction of this infrastructure to accept, store and treat waste as detailed to be **AREAS 1 – 3** i.e.

combustible (non-specified) waste, the waste accepted at the site will be restricted to the specified wastes listed in section 4.4 of the EP.

2.10.2 The specified wastes will be stored and treated outside on hardstanding as required in section 2.3 of the EP.

2.10.3 Once the necessary infrastructure is installed, it is proposed the external concrete pad will drain to a sealed sump below the surface using a gully.

2.10.4 Clean water from roofs or from areas of the site which do not store and treat waste discharge to ground via soakaway. The above is demonstrated on Drawing No. FAN/2641/03.

2.11 Vehicles, plant and equipment

2.11.1 The table below details the minimum number of staff when the site is open for the reception and processing of waste and also available to tackle a fire on site. Any changes to the list will be notified to the EA prior to implementation.

Table 2.1 - Plant & Equipment

Item	Number	Function
360° excavator	2	Loading/unloading/movement of waste
Loading Shovel	1	Loading/unloading/movement of waste
Mechanical screener	1	Separation of soils and stone
Mechanical crusher	1	Processing/resizing of stone and aggregate

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

2.12 Preventative maintenance (plant & equipment)

2.12.1 All items of plant and equipment listed in Section 2.11 (and any additional items of plant which may be hired in to cover busier periods) are subject to preventative maintenance checks to ensure their safe operation and to prevent any potential situations which may

give rise to faults or malfunction. A preventative maintenance checklist for details of checking procedures is shown in Appendix II for reference.

2.12.2 Much of the plant and equipment on site and all vehicles in the fleet are subject to annual manufacturer maintenance to ensure proper working order in the form of service contracts. Site management will undertake or delegate additional preventative maintenance checks on a more frequent basis i.e. daily, before, during and at the end of each working day to ensure (where possible) the machinery is mechanically sound. These checks will be carried out using a preventative maintenance checklist shown in Appendix II or similar internal version and any results which are flagged as needing attention will also be recorded in the site diary.

3 Site Operations

3.1 Preliminary procedures

3.1.1 Guidance will be given by the site operator to all employees, sub-contractors, other waste carriers and customers regarding the waste types which are acceptable at the site (i.e. a copy of the relevant authorisations for the site such as the EP). Generally, one contractor haulier is employed to bring the material to site but if however waste is to be accepted under sub-contractor or is delivered by other known hauliers then the carrier registration details will be taken prior to them being considered. All haulage operators bringing waste to the site will be periodically checked with the EA to ensure that they are registered. The procedures in Section 3.1.2 below would be followed prior to the receipt of waste on site.

3.1.2 When a driver employed by the permit holder arrives at the waste producers' premises, he/she will inspect the load for conformity with relevant regulations and safety procedures.

a) If the load is satisfactory the driver will sign the relevant paperwork (Duty of Care transfer note/delivery ticket) and remove the load from the premises.
b) If the waste does not meet the description stated on the controlled waste transfer note the customer is advised to check the note and give a more detailed description of the waste.
c) If the more detailed description of the waste reveals that the waste is not/permitted at the recycling centre then the customer is advised that the waste must be taken to another site which is appropriately permitted to accept the waste(s).

3.1.3 If further instructions are needed the driver may also report back to the site manager.

3.2 Checking in & inspection of loads (general)

3.2.1 All incoming vehicles are required to report to the site office where their credentials can be checked prior to tipping. The details of the load will be recorded and the duty of care note/company documentation will be further checked by the operator to ensure that the

load is acceptable at the site, including a visual check prior to the vehicle proceeding to the waste reception area shown on Drawing No. FAN/2641/03. Any deviation from the procedures or problems with any loads will result in tipping facilities being suspended for the offending company. Loads which are not acceptable within the above terms will be rejected and returned to the producer.

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

3.3 Checking in & inspection of loads (inert & excavation waste)

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

3.3.2 Loads are also examined at the point of unloading. If they are found to be unacceptable, the load will be reloaded onto the delivery vehicle and undergo the actions stated in Section 3.2.2. If small levels of physical contamination are noted (plastics, wood, metal, etc.) they are handpicked and stored in the rejected waste skip prior to being removed off site.

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

3.4 Waste acceptance procedure (inert & excavation waste)

3.4.1 For the protection of the operator and site supervisor any loads containing excavated soil i.e. EWC code 17 05 04 from an industrial site which could also include CDE sites, the waste must be accompanied by written documentation to demonstrate that the soil is not contaminated by way of waste analysis in line with the EA's Technical Guidance WM3 "Guidance on the classification and assessment of waste (1st Edition v1.1)".

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

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

3.4.3 The operator reserves the right to refuse such loads and contact the EA where necessary (prior to acceptance of the loads) to ensure that the load is acceptable.

3.5 Waste deposit & handling

3.5.1 Once a load has been accepted by the operator, the contents will be discharged into the appropriate reception, storage and treatment area as shown on Drawing No. FAN/2641/03.

3.5.2 The majority of wastes will be accepted under EWC codes and tipped into the following areas on site:

- 17 01 07 - mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06
- 17 05 04 - soil and stones other than those mentioned in 17 05 03
- 17 09 04 - mixed construction and demolition wastes other than those mentioned in 17 09 01, 17 09 02 and 17 09 03
- 19 12 09 - minerals (for example sand, stones)
- 19 12 12 - other wastes (including mixtures of materials) from mechanical treatment of wastes other than those mentioned in 19 12 11
- 20 02 02 - soil and stones
- 20 03 01 - mixed municipal waste

3.6 Waste processing procedure

3.6.1 Once a mixed waste load has been accepted by the operator and tipped in the 'Waste Reception Area' the following procedures apply (refer to Drawing No. FAN/2641/03 for storage area locations):

a) All loads are deposited in the 'Waste reception area' are primarily sorted by hand into recyclable materials such as paper/cardboard, plastics, wood/timber, metal, etc. which will be skips stored in area within the main building and the concrete external areas.
b) The residual material from 'light' skips is then transferred to the 'waste for landfill' skip which will be stored in these areas.
c) Certain recyclable wastes will then be bulked in skips (such as wood and metals).
d) Inert wastes will either be tipped directly into the inert storage areas or be transferred to the area after the initial sorting of skips in the waste reception area (Area 1).

3.6.2 On site processing using mobile plant is required to produce material to the desired specification for re-sale on the commercial market.

3.6.3 Below shows the procedure of the treatment operations carried out on site:

SCREENER

a) Waste will be loaded into the feed hopper of the screening plant will be loaded using a 360° tracked excavator or a 4-wheel loading shovel equipped with a bucket. This process will then separate the soil from the stone/hardcore.
b) The screening plant utilises a vibrating grid with evenly spaced vertical bars to separate out the different fractions within the material. Such screens have interchangeable mesh screens to permit the production of a wide range of product sizes (<3 mm to 20 mm).
c) Soil will be discharged into two different stockpiles depending on its size via conveyors.
d) The stone/hardcore material off the front conveyor of the screener should consists of stone/hardcore which will consist of a saleable aggregate. Larger items may then be transferred to the crusher.

CRUSHER

e) The bulky inert/stone waste will be loaded into the feed hopper of the crusher; this then passes into the crushing chamber which uses hydraulically operated jaws to reduce the size of the material.
f) Small feed/fines pass through the grid bars/mesh at the base of the crushing chamber and out of the plant via a small side conveyor with a discharge height of approximately 1.5 - 3.0 metres. The larger crushed material falls onto the delivery conveyor which will discharge the material in one of two ways: either onto a conveyor feeding the grid of the mobile screen or onto the ground to form a stockpile.
g) Before the crushed material exits the delivery conveyor (discharge height of up to 3.0 metres) any extraneous metal is extracted using a permanent overband magnet. If the material requires further grading after crushing the mobile screening plant used will have up to 3 discharge conveyors, forming 3 stockpiles of different product.
h) Small feed/fines pass through the grid bars/mesh at the base of the crushing chamber and out of the plant via a small side conveyor with a discharge height of approximately 1.5 - 3.0 metres. The larger crushed material falls onto the delivery conveyor which will

discharge the material in one of two ways: either onto a conveyor feeding the grid of the mobile screen or onto the ground to form a stockpile.

i) Before the crushed material exits the delivery conveyor (discharge height of up to 4.0 metres) any extraneous metal is extracted using a permanent overband magnet. If the material requires further grading after crushing the mobile screening plant used will have up to 3 discharge conveyors, forming 3 stockpiles of different product.

j) The stockpiled material which is discharged from the crushing plant will be transferred to the appropriate storage areas by loading shovel.

3.7 Waste/product removal and export

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

3.7.2 The operational outputs and residues produced by the site and the disposal or recovery routes envisaged are detailed as follows:

a) Brick/rubble - for crushing to produce 6f5 aggregate or similar product under the site's Aggregates Protocol.

b) Some materials will not be recovered after processing (or will not be fit for use at recovery sites) such as clays and some soils. These materials may be disposed at suitably permitted landfill site.

c) Soils - used on site for site restoration works or blend with compost for topsoil creation for re-sale.

d) Metals – metals removed from the overband magnet will be taken to a suitably permitted site for further recovery.

e) Rejected material will be removed from site as detailed in Section 2.9.

f) Waste unsuitable for processing will be sent to a suitably permitted site.

3.8 Aggregate's protocol

3.8.1 The site processes hardcore and inert material in accordance with an aggregates protocol. All product/aggregates leaving the site will be accompanied with a product note.

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

3.8.3 The inspection and testing including frequency and methods of tests for finished product shall be detailed and appropriate to the material end use, the quality of input material and the complexity of the waste recovery process. The stockpiles will be sampled and tested in accordance with the WRAP Aggregate Quality Protocol and may be varied to ensure a controlled process.

3.8.4 Results of tests are required to meet the customer's specification and will be forwarded upon request. If further tests are required for assessment of suitability for a customer's specific end use, then the results shall also be retained.

3.9 Record keeping

3.9.1 D.C. Donovan Group Ltd records will be kept mainly in electronic format with paper documentation accompanying where necessary i.e. transfer/duty of care/product notes to ensure compliance with the Waste Duty of Care Code of Practice - March 2016 (Section 34(9) of the Environmental Protection Act 1990).

3.9.2 It is mandatory the following details are recorded for every load of waste deposited at the site:

i) The date and time of delivery.
ii) The name and address of the waste producer.

iii) The detailed and accurate description of the waste including type, quantity (in tonnes or cubic metres) and EWC codes.

iv) How the waste is contained e.g. loose, container type.

v) The carrier's name and address.

vi) Driver's name, signature and vehicle registration No.

vii) Signature or initials of persons producing/accepting/inspecting/carrying the waste where required

viii) Additional handling details/notes made by the driver after inspection of the load.

ix) SIC code of the premises which produced the waste.

x) SIC code of the transferor

xi) Waste hierarchy declaration.

xii) Information on previous treatment of the waste e.g. manual or mechanical.

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

i) Date and time of deposit.

ii) A detailed and accurate description of the waste including type and EWC code.

iii) The quantity of waste (in tonnes or cubic metres).

iv) How the waste is contained e.g. loose, container type.

v) Name, address and telephone No. of waste producer.

vi) The carrier's name, registration number and vehicle registration.

vii) Signature or initials of persons who produced, accepting/inspecting and carrying the waste.

viii) Reason for the rejection of waste and action taken.

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

i) The date and time of removal.

ii) Detailed and accurate description of the waste including type, quantity of waste (in tonnes or cubic metres) and EWC codes.

iii) How the waste is contained e.g. loose, container type.

iv) The destination waste management site or exempt facility.

v) The name and registration No. of the carrier or employee removing the waste (if applicable) and vehicle registration No.

vi) Signature or initials of persons i.e. transferor, transferee and carrier of the waste.

vii) SIC code of the premises transferring the waste.

viii) Waste hierarchy declaration.

ix) Type of treatment waste subjected to (if relevant) e.g. manual, mechanical.

3.9.5 A summary of waste types and quantities deposited at and removed from the site and origin and destination details are then forwarded to the EA, with submission due within one month of the end of each quarter as below:

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

b) Quarter 2: April to June (due on or before 31st July)

c) Quarter 3: July - September (due on or before 31st October)

d) Quarter 4: October - December (due on or before 31st January of the following year)

3.9.6 Outcomes of inspections of waste types, transfer/treatment areas, storage areas, drainage, infrastructure etc., will be recorded on-site inspection form and detailed comments will be entered into the site diary (including action taken or proposed). DCD/RF/4 (or similar).

3.9.7 Visitors to the site will sign the sites visitor's book located in the site office upon arrival stating the purpose of their visit and whom they represent.

3.9.8 Complaints will be recorded; DCD/RF/7 is included as an advisory. Section 4.9 demonstrates further action on the event of any complaints received.

3.10 Management techniques

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

3.10.2 The manner in which the facility is managed is a critical element in ensuring emissions from the site operations are minimised. Therefore management of this facility will ensure:

a) staff are competent to manage and operate the facility i.e. fit and proper persons;
b) waste acceptance procedures are in place;
c) appropriate storage and handling procedures are in place;
d) waste/product despatch procedures are in place;
e) procedures and control techniques in place to minimise potential emissions to air, land and water;
f) there is an EMS, i.e. this document, in place to ensure standards are maintained, including incidents and complaints management procedures;
g) a communication programme is in place; and,
h) a health and safety programme is in place and is coherently conveyed to all staff and rigorously enforced throughout the whole of the organisation.

3.11 Site closure plan

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

a) Contact the EA to advise the Environment Officer(s) that the site is planned to cease / has ceased the acceptance of wastes under the permit.
b) The amount of residual processed and unprocessed waste on site will be assessed by the TCM to set a timetable for the final processing and timely removal of waste from site.
c) Following removal of all waste, plant and machinery from site a Site Investigation will be undertaken to ascertain the ground conditions of the land to which the site relates.
d) A surrender application will then be submitted to the EA for determination.

4 Environmental Control, Monitoring and Reporting

4.1 Site inspections and maintenance

4.1.1 The type and inspection frequencies for maintenance/housekeeping are listed on record form DCD/RF/4 as an advisory. The inspection form will be completed by a person who is familiar with the requirements of the EMS and EP for the site. All details of defects, problems and repairs carried out will be recorded on the form on the day that each event occurs. Detailed comments may also be recorded in a site diary. All repairs will be carried out as soon as practically possible.

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

4.2 Control of mud and debris

4.2.1 Vehicles will be visually inspected before exit to check that loads are safe and that no mud is carried up the access track which could spill onto surrounding highways from the wheels or bodies of HGVs. Visual inspections of the vehicle running surfaces at the site will also be carried out daily and staff will report any problems with mud or debris on the site roads immediately to the site manager.

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

4.2.3 As there is considerable distance between the site and the public highway; including adjacent areas of the site comprising the same running surface, it is considered that there is no requirement for the site to comprise a wheelwash or further prevention measures.

4.3 Control of dust

4.3.1 A constant supply of mains water is available for dust suppression during periods of windy and dry weather conditions.

4.3.2 A number of dust mitigation measures will be implemented on site including:

- sheeting of vehicles delivering waste to the site;
- sheeting of vehicles transporting potentially dusty loads off site;
- cleaning of any spillages using wet cleaning methods;
- use of crusting agents on stockpiles of finer materials, if required;
- stockpiles will be kept to a minimum as operating conditions allow;
- drop heights **ALWAYS** minimised to prevent dust emissions.
- A constant water supply will be available on site which can be used for dust suppression in all dry, hot weather conditions.

4.3.3 Site operatives will continuously monitor dust emissions whilst the site is in operation and will report back to the site supervisor for advice if required. The site supervisor will make a formal visual inspection of dust emissions throughout the day. Results of monitoring will be entered into the site diary/record forms.

4.4 Odour control

4.4.1 Strict turnaround times for any wastes which could give rise to odours will mean that the site will present a low risk of odour nuisance. If malodorous waste is deposited on site it will be consigned to the skip for rejected waste or removed from the site immediately.

4.4.2 The complaints procedure in record form DCD/RF/7 will be rigorously enforced should a third-party complaint be received from a public or private source.

4.5 Litter control

4.5.1 The greatest risk of litter would be during windy conditions. The site will be operated to a lesser degree during these conditions giving due regard to the potential effects of windblown litter.

4.5.2 Daily inspections for litter will be carried out for the presence of windblown litter and operatives will be instructed to collect the litter and place it in a skip for disposal/recovery before the end of the working day. In any event, all light waste will be placed in skips before the end of the working day. Regular checks of the areas immediately beyond the site boundary will be carried out by site operatives.

4.6 Control of pests, birds and other scavengers

4.6.1 It is unlikely that vermin will present a problem, but a recognised pest control contractor will be brought in within 48 hours if any problems are encountered. The site will be inspected daily for the presence of vermin and the results of the inspection noted in the site diary or site inspection form.

4.7 Control and monitoring of noise & vibration

4.7.1 A site-specific Noise Management Plan has prepared as part of this EMS and is shown in the table overleaf. These measures will ensure the noise levels at the site are managed appropriately by identifying: the likely sources of noise arising from the development; and, the actions to be taken / procedures to be followed or planned in order to prevent or minimise levels.

Table 4.1 - Noise Management Table

Potential Noise Source	Action to be taken to prevent or minimise noise
HGVs travelling to and from the site for delivery /collection of wastes /products.	• Management will ensure that all site vehicles operated by D.C. Donovan Group Ltd are functioning suitable i.e. vehicles must be well maintained and operated with silencers and moving parts to be regularly lubricated. • A maximum speed limit of 5mph will be maintained. • Drivers will be informed to turn off engines when the vehicle is not in use and no revving of engines will be permitted at the site. • All vehicles will benefit from white noise reverse alarms.
Loading/unloading of waste delivery vehicles	• Drop / loading heights will be kept to a minimum to prevent excessive noise. • Only one vehicle will be loaded at a time. • Plant operatives will be instructed / trained to not scrape or bang the loading shovel bucket on the floor creating noise/vibration prior to deposit. • The waste / product will be stored in bays along the site boundaries; this will provide screening and reduce the amount of noise leaving the site.
Operation of screening plant (trommel) and crushing plant (jaw crusher)	• Engines to be switched off when not in use. • Any malfunctions in plant i.e. missing screws/bolts which result in excessive noise will be de-commissioned until an alternative part of the plant is sourced or repaired. • Drop heights into the feed hopper will be reduced to a minimum. • Operation of the mechanical treatment plant in strict accordance with the hours set out in Section 1.5. of this EMS will ensure no impact on the surrounding area during 'unsociable' hours when surrounding industrial operations are less intensive or dormant
Operation of loading plant (i.e. telehandler/360)	• Engines to be switched off when not in use. • Drop heights will be kept to a minimum to reduce noise / vibration. • Management will ensure that all loading plant operated by D.C. Donovan Group Ltd is functioning suitably i.e. moving parts to be regularly lubricated. • Any malfunctions in plant i.e. missing screws/bolts which result in excessive noise will be decommissioned until an alternative loading plant sourced. • Operation of plant in strict accordance with the hours set out in Section 1.5. of this EMS will ensure no impact on the surrounding area during 'unsociable' hours when surrounding industrial operations are less intensive or dormant
Small vehicles travelling to and from the site (e.g. staff and visitor's cars, courier van deliveries etc.)	• All those working on and visiting the site to be made aware of need for considerate driving and keeping vehicles well maintained. • Small vehicles will arrive marginally earlier than the main site operating hours.

4.8 Complaints procedure

4.8.1 Any third party complaints received will be recorded on form JFS/RF/7 and will include a record of the complaint, particulars of the complainant and details of any action taken to alleviate the problem to ensure the likelihood of a future third party complaint is minimised.

5 Emergency & Contingency Procedures

5.1 General

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

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

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

5.2 Fire

5.2.1 No waste will be burnt, and no fires will be allowed on site. In the event of a fire occurring on site, the operator/site supervisor will exercise his judgement and extinguish the fire with the water hose or suitable fire extinguisher and/or call the fire service for assistance. Any fires will be reported to the EA on the working day that they occur. All staff will be evacuated from the site if necessary. Smoking is not permitted on site. Firefighting residues will be disposed of to a permitted waste management facility.

5.2.2 The site has a fire prevention plan (FPP) in place which has been prepared to in accordance with EA guidance to meet the following objectives:

- To minimise the likelihood of a fire happening;
- To aim for a fire to be extinguished within 4 hours;
- To minimise the spread of a fire within the site and to surrounding neighbouring sites; and,
- To minimise impact of fire on people, environment and businesses.

5.2.3 The FPP is referenced as FAN-2641-B.

5.2.4 The following actions will be taken when fire is detected or suspected (Site operatives):

a) DON'T PANIC
b) RAISE THE ALARM (IF NOT DONE SO ALREADY)
c) NOTIFY THE SITE MANAGER (IF SAFE TO DO SO)
d) DO NOT TRY TO TACKLE THE FIRE YOURSELF UNLESS YOU ARE TRAINED IN DOING SO AND YOU ARE SURE OF THE NATURE AND SOURCE OF THE FIRE
e) LEAVE THE SITE USING THE MAIN ACCESS GATES AS QUICKLY AND AS ORDERLY AS POSSIBLE
f) ASSEMBLE AT THE SPECIFIED FIRE ASSEMBLY POINT WHICH IS LOCATED BY THE SITE ACCESS GATES.
g) THE SITE MANAGER OR DELEGATED OPERATIVE WILL BE IN CHARGE OF CALLING THE EMERGENCY SERVICES ON A999" AND ENSURING THAT ALL PERSONS WHO WERE WORKING ON THE SITE OR WHO SIGNED IN TO THE VISITOR'S BOOK ARE ASSEMBLED SAFELY
h) INFORM ALL NEIGHBOURING PREMISES WHO ARE LIKELY TO BE AFFECTED
i) INFORM THE ENVIRONMENT AGENCY
j) DO NOT RETURN TO THE SITE UNTIL YOU HAVE BEEN GIVEN THE ALL CLEAR BY THE EMERGENCY SERVICES AND THE SITE MANAGER

5.3 Breakdowns

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

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

5.4 Spillages

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

5.4.2 Any wastes which would be classified as having the potential to cause polluting runoff will be stored within a concrete area.

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

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

5.5 Drums

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

a) The staff member will visually check the condition of the drum from a safe distance, noting any labels referring to the possible contents or hazards.

b) The site manager will be contacted to verify the observations and to decide on further action.

c) The producer of the waste and the EA will be contacted for advice and further information if necessary and both will be informed that a breach of the Duty of Care and site permit conditions has occurred as the result of the unauthorised deposit.

d) No further waste will be deposited until the emergency has been dealt with.

e) All spillages will be cleared using a spill containment kit and all contaminated absorbents placed in a skip for disposal to a suitably permitted waste management site.

f) If the deposit results in serious reactions with other waste or harmful emissions or the drum contents cannot be identified, then the emergency services and/or specialist waste contractors will be brought in to assist. If necessary, staff will be evacuated from the site or to a safe area within the site and all occupants of neighbouring properties will be informed.

5.6 Adverse reactions

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

5.7 Staff shortages

5.7.1 In the event of unforeseen staff shortages arising from illness, suspension or no shows, the operator will make a judgement whether to reduce the number of incoming loads and divert material to an alternative site. The operator will then seek further employment within a timely manner to ensure the site can continue to operate at its required capacity.

5.8 Adverse weather conditions

5.8.1 **High winds** - There will be no sorting, processing or treatment of any wastes which are likely to be blown around during conditions of high winds. Vehicles leaving the site will be sheeted to comply with the requirements of the Duty of Care legislation.

5.8.2 **Poor visibility** - The site will not operate in conditions of poor visibility such as dense fog to reduce the risk of vehicle collision.

5.8.3 **Droughts / warm weather** – The site would source further dust suppression equipment if dust became a nuisance due to these weather conditions.

5.8.4 **Long periods of rainfall or flood events** – Due to the site's surface and potential for mud tracking off site. Vehicles will undergo a stringent check and vehicle chassis would be washed down to reduce the risk of mud tracking off site. If this isn't suitable, the operator would source a road sweeper until weather conditions improve.

5.8.5 The operator will set up a notification alert with the Met Office to receive prior notifications of the above unforeseen adverse weather conditions to ensure mitigation can be put in place prior to the event. The site may be forced to close during events which could cause a significant risk to staff, human health or the environment.

5.9 Closure of destination sites

5.9.1 In the event of destination site closures or seasonal demands for wastes leading to a longer storage duration, the operator can divert incoming waste and send stored waste to

alternative sites or use the EA's public register to search for alternative sites who could take this material and then contact the destination site. The operator has more than one contract set up for outlets of material to plan for this event.

5.10 Operational failure

5.10.1 The manager will be contacted by staff in the event of any operational failure such as the breakdown of plant, systems or equipment and will decide whether operations are to continue or be suspended prior to corrective action being taken. Serious operational failures, which result in the closure of the site, will be recorded in the site diary.

5.11 Bomb scare

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

6 Training for Site Staff

6.1 Training needs assessment

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

6.1.2 An employee training record DCD/RF/6 is provided in Appendix II which details a list of the training needs of all new site staff and also serves as a training review for existing site staff which will be carried out annually or a period set at the operator's preference.

6.2 Site rules and infrastructure training

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

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

6.3 Emergency procedures training

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

6.3.2 In addition to normal operating conditions as specified in the site rules, employees must also be trained in dealing with eventualities which may occur outside the scope of normal

operating conditions, so they are aware of how to deal with these situations in advance of an occurrence.

6.4 Fire safety / firefighting training

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

6.4.2 Emergency procedures detailing what measures employees should adopt should a fire occur at the site are detailed in Section 5.2 and are covered by the 'emergency procedures' training (see Section 6.3).

6.4.3 Regular fire drills are undertaken by site management to ensure proper procedures are followed by employees in the unlikely event that a fire incident occurs. These will be unannounced drills and will not form part of the induction or review training as specified in Section 6.1.

6.4.4 All training in relation to fire will be undertaken by site management who have been trained by a suitable Fire Risk Consultant. All training records will be kept within the site office.

6.5 Recognition of waste types training

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

6.5.2 Training is provided to all site users who handle waste on site and those in charge of administration and reporting. In-depth training will also be provided to drivers responsible

for collecting wastes from the site of production in accordance with Section 3.0. They will be trained to identify any wastes not covered by the EP for the site and inform the producer that an alternative facility must be sought for any non-compliant wastes.

6.6 Storage areas / limits training

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

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

6.7 Vehicle / plant preventative maintenance training

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

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

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

6.8 Duty of care training

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

6.9 Plant operation training

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

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

6.10 Permit / Management System training

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

6.11 Training for contractors

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

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

Appendix II

Record Keeping Forms
(Advisory as information only)

D.C. DONOVAN GROUP LTD
REJECTED WASTE - RECORD FORM DCD/RF/2

DATE	
TIME	
WASTE DESCRIPTION	
QUANTITY OF WASTE	
PRODUCER/HOLDER'S NAME, ADDRESS & TELEPHONE No.	
NAME OF CARRIER	
VEHICLE REGISTRATION	
CARRIER REG. No.	
REASON FOR REJECTION OF WASTE	
ACTION TAKEN	

D.C. DONOVAN GROUP LTD

SITE INSPECTION FORM - MINIMUM ONCE DAILY - TO BE REFERENCED THROUGHOUT THE DAY

	DAY →						
TYPE OF INSPECTION ↓	TIME OF INSPECTION (START)						
	TIME OF INSPECTION (FINISH)						
EMERGENCY ACCESS							
WEATHER TEMPERATURE							
SECURITY - GATES							
SECURITY - FENCING							
SITE ROADS / SURFACES (CLEAR FROM HAZARDS)							
WASTE STORAGE							
WASTE TYPES - COMPATIBILITY							
FIRE FIGHTING EQUIPMENT E.G. FIRE EXTINGUISHERS, HOSE REEL							
SITE SURFACES ACCEPTABLE							
NO SMOKING SIGNS IN PLACE							
REJECTED WASTE SKIP INTEGRITY							
WELFARE / OFFICE FACILITIES							
LITTER (I.E. LOOSE COMBUSTIBLE WASTE MATERIALS)							
REJECTED WASTE TYPES / STORAGE							
FIRES (ANY INCIDENTS REPORTED)							
PLANT/EQUIPMENT MAINTENANCE CHECKS							
DUST							
NOISE							
OTHER (SEE NOTES BELOW)							
INSPECTION CARRIED OUT BY							

NOTES/ACTION (CONTINUE ON A SEPARATE SHEET IF NECESSARY):

CHECKED BY		SIGNATURE	
POSITION		DATE	
Sheet		*of*	

D.C. DONOVAN GROUP LTD
EMPLOYEE TRAINING NEEDS ASSESSMENT / REVIEW - DCD/RF/6

EMPLOYEE NAME		DATE COMPLETED	
POSITION		REVIEW DUE	
TRAINER		OUTCOME	PASSED
POSITION			FURTHER TRAINING REQUIRED

CARRIED OUT /SIGN OFF >	Y/N	SIGNED BY EMPLOYEE	SIGNED BY TRAINER		Y/N	SIGNED BY EMPLOYEE	SIGNED BY TRAINER
ENVIRONMENTAL PERMIT				FIRE PREVENTION PLAN			
MANAGEMENT SYSTEM				FIRE SAFETY			
SITE RULES				EMERGENCY PROCEDURES			
RECORD KEEPING / TRANSFER NOTES				STORAGE /PILE SIZE LIMITS			
RECOGNITION OF WASTE TYPES				STORAGE DURATION			
SECURITY				FIRE DETECTION			
VEHICLE CHECKS				FIRE ALARMS			
PLANT OPERATION				FIRE FIGHTING EQUIPMENT			
PLANT CHECKS				FIRE WATER CONTAINMENT MEASURES			
AMENITY - LITTER, ODOUR, PESTS etc.				SPILL CLEARANCE			

NOTES AND ACTIONS:

D.C. DONOVAN GROUP LTD
COMPLAINTS REPORT FORM (DCD/RF/7)

Date Recorded:	**Reference Number:**
Name and address of caller	
Telephone number of caller	
Time and Date of call	
Nature of complaint (noise, odour, dust, other) (date, time, duration)	
Weather at the time of complaint (rain, snow, fog, etc.)	
Wind (strength, direction)	
Any other complaints relating to this report	
Any other relevant information	
Potential reasons for complaint	
The operations being carried out on site at the time of the complaint	
Follow Up	
Actions taken	
Date of call back to complainant	
Summary of call back conversation	
Recommendations	
Change in procedures	
Changes to Environmental Management System (EMS)	
Date changes implemented	
Form completed by	
Signed	
Date completed	

COMPLAINT RECORDING PROCEDURE:

Any complaints received will be recorded on form DCD/RF/7. This form will normally be completed, signed and dated by the Site Manager; if they are not available the Office Manager will complete the form.

1) The name, address and telephone number of the caller will be requested.

2) Each complaint will be given a reference number.

3) The caller will be asked to give details of:

   a) the nature of the complaint;
   b) the time;
   c) how long it lasted;
   d) how often it occurs;
   e) Is this the first time the problem has been noticed; and,
   f) what prompted them to complain.

4) The person completing the form will then, if possible, make a note of:

   a) the weather conditions at the time of the problem (rain, snow, fog etc.);
   b) strength and direction of the wind; and
   c) the activity or activities taken place on the site at the time the noise was detected, particularly anything unusual.

5) The reason for the complaint will be investigated and a note of the findings added to the report.

6) The caller will then be contacted with an explanation of the source of the complaint if identified and the action taken to prevent a recurrence of the problem in future.

7) If the caller is unhappy about the outcome or unwilling to identify themselves the caller will be invited to contact the Environment Agency and/or the Local Authority.

Note: Following any complaint the relevant management plan(s) will be reviewed to ensure appropriate actions are in place to counter any problems.

Appendix III

Environmental Permit & SR2015No6

Permit

The Environmental Permitting (England & Wales) Regulations 2016

D. C. Donovan Group Limited

D. C. Donovan Group Limited
Towerfield Business Park
Fane Road
Benfleet
SS7 3NH

Permit number

EPR/JB3002GD

Permit

The Environmental Permitting (England and Wales) Regulations 2016

Permit number

EPR/JB3002GD

The Environment Agency hereby authorises, under regulation 13 of the Environmental Permitting (England and Wales) Regulations 2016

D. C. Donovan Group Limited ("the operator"),

whose registered office is

Suites 17-18
Riverside House
Lower Southend Road
Wickford
Essex
SS11 8BB

company registration number 04809805

to operate waste operations described in standard rules **SR2015 No6** at

D. C. Donovan Group Limited
Towerfield Business Park
Fane Road
Benfleet
SS7 3NH

to the extent authorised by and subject to the conditions of this permit.

Under regulation 27(2) of the Regulations, standard rules **SR2015 No6** are conditions of this permit.

Name	Date
Derek Franklin	21/07/2020

Authorised on behalf of the Environment Agency

Schedule 1 – Site plan

This is the plan referred to in the standard rules SR2015 No6

Standard rules

Chapter 4, The Environmental Permitting (England and Wales) Regulations 2016

Environment Agency

Standard rules SR2015 No6 75kte - household, commercial and industrial waste transfer station with treatment

Introductory note

This introductory note does not form part of these standard rules.

When referred to in an environmental permit, these rules will allow the operator to operate a Household, Commercial and Industrial Waste Transfer Station with waste treatment at a specified location, provided that the permitted activities are not carried out within 500 metres of a European Site[1], Ramsar site or a Site of Special Scientific Interest (SSSI); or within 50m of any well, spring or borehole used for the supply of water for human consumption. This must include private water supplies. Furthermore, specified waste cannot be treated outside a building within a specified Air Quality Management Area (AQMA)[2].

Permitted wastes are limited to non-hazardous wastes and do not include hazardous wastes such as asbestos. The total quantity of waste that can be accepted at a site under these rules must be less than 75,000 tonnes a year. With the exception of specified waste, all bulking, transfer or treatment of non-hazardous waste must be carried out inside a building. Wastes can be bulked up for disposal or recovery elsewhere and can also be treated by sorting, separation, screening, baling, shredding, crushing and compaction. These rules will not permit the burning of any wastes, either in the open, inside buildings or in any form of incinerator.

These rules do not allow any point source emission into surface waters or groundwater. However, under the emissions of substances not controlled by emission limits rule:

- Liquids may be discharged into a sewer subject to a consent issued by the local water company.
- Liquids may be taken off-site in a tanker for disposal or recovery.
- Clean surface water from roofs, or from areas of the site that are not being used in connection with storing and treating waste, may be discharged directly to surface waters, or to groundwater by seepage through the soil via a soakaway.

This permit allows waste recovery activities. Please note that any processed materials will continue to be regulated as waste until they meet the end of waste test in accordance with Article 6 of Directive 2008/98/EC. You can demonstrate that you have met the end of waste tests by either:

- meeting all the criteria set out in any relevant and applicable EU End of Waste regulations; or

[1] A candidate or Special Area of Conservation (cSAC or SAC) and proposed or Special Protection Area (pSPA or SPA) in England and Wales.

[2] An Air Quality Management Area which has been designated due to concerns about particulate matter in the form of PM_{10}.

- a case by case assessment taking into account the applicable case law, which includes meeting all the requirements of a relevant and applicable Quality Protocol or Defined Industry Code of Practice (e.g. CL:AIRE Development Industry CoP).

End of introductory note

Rules

1 – Management

1.1 General management

1.1.1 The operator shall manage and operate the activities:

(a) in accordance with a written management system that identifies and minimises risks of pollution, including those arising from operations, maintenance, accidents, incidents, non-conformances, closure and those drawn to the attention of the operator as a result of complaints; and

(b) using sufficient competent persons and resources.

1.1.2 Records demonstrating compliance with rule 1.1.1 shall be maintained.

1.1.3 Any persons having duties that are or may be affected by the matters set out in these standard rules shall have convenient access to a copy of them kept at or near the place where those duties are carried out.

1.1.4 The operator shall comply with the requirements of an approved competence scheme.

2 – Operations

2.1 Permitted activities

2.1.1 The operator is only authorised to carry out the activities specified in table 2.1 below ("activities").

Table 2.1 activities	
Description of activities	**Limits of activities**
D15: Storage pending any of the operations numbered D1 to D14 (excluding temporary storage, pending collection, on the site where it is produced) **R13**: Storage of wastes pending any of the operations numbered R1 to R12 (excluding temporary storage, pending collection, on the site where it is produced) **D14**: Repackaging prior to submission to any of the operations numbered D1 to 13 **D9**: Physico-chemical treatment not specified elsewhere in Annex IIA which results in final compounds or mixtures which are discarded by means of any of the operations numbered D1 to D8 and D10 to D12 **R3**: Recycling/reclamation of organic substances which are not used as solvents **R4**: Recycling/reclamation of metals and metal compounds **R5**: Recycling/reclamation of other inorganic materials	Treatment consisting only of manual sorting, separation, screening, baling, shredding, crushing or compaction of waste into different components for disposal, (no more than 50 tonnes per day) or recovery. No more than a total of 50 tonnes of intact and shredded waste vehicle tyres (waste codes 16 01 03 and 19 12 04) shall be stored at the site.

2.2 Waste acceptance

2.2.1 Waste shall only be accepted if:

(a) it is of a type and quantity listed in table 2.2 below; and

(b) it conforms to the description in the documentation supplied by the producer and holder; and

(c) any excavated soil from known or suspected contaminated sites (established as a result of visual inspection or from knowledge of the origin of the waste) is accompanied by prior chemical analysis establishing the type and degree of contamination.

Table 2.2 Waste types and quantities
Maximum Quantities The total quantity of waste accepted at the site shall be less than 75,000 tonnes a year.
Exclusions Wastes having any of the following characteristics shall not be accepted: • Consisting solely or mainly of dusts, powders or loose fibres • Wastes that are in a form which is either sludge or liquid.

Waste Code	Description

Table 2.2 Waste types and quantities	
01	WASTES RESULTING FROM EXPLORATION, MINING, QUARRYING, AND PHYSICAL AND CHEMICAL TREATMENT OF MINERALS
01 01	wastes from mineral excavation
01 01 01	wastes from mineral metalliferous excavation
01 01 02	wastes from mineral non-metalliferous excavation
01 03	wastes from physical and chemical processing of metalliferous minerals
01 03 06	tailings other than those mentioned in 01 03 04 and 01 03 05
01 03 09	red mud from alumina production other than the wastes mentioned in 01 03 07
01 04	wastes from physical and chemical processing of non-metalliferous minerals
01 04 08	waste gravel and crushed rocks other than those mentioned in 01 04 07
01 04 09	waste sand and clays
01 04 11	wastes from potash and rock salt processing other than those mentioned in 01 04 07
01 04 12	tailings and other wastes from washing and cleaning of minerals other than those mentioned in 01 04 07 and 01 04 11
01 04 13	wastes from stone cutting and sawing other than those mentioned in 01 04 07
02	WASTES FROM AGRICULTURE, HORTICULTURE, AQUACULTURE, FORESTRY, HUNTING AND FISHING, FOOD PREPARATION AND PROCESSING
02 01	wastes from agriculture, horticulture, aquaculture, forestry, hunting and fishing
02 01 03	plant-tissue waste
02 01 04	waste plastics (except packaging)
02 01 07	wastes from forestry
02 01 10	waste metal
02 02	wastes from the preparation and processing of meat, fish and other foods of animal origin
02 02 03	materials unsuitable for consumption or processing
02 03	wastes from fruit, vegetables, cereals, edible oils, cocoa, coffee, tea and tobacco preparation and processing; conserve production; yeast and yeast extract production, molasses preparation and fermentation
02 03 04	materials unsuitable for consumption or processing
02 04	wastes from sugar processing
02 04 01	soil from cleaning and washing beet
02 04 02	off-specification calcium carbonate
02 05	wastes from the dairy products industry
02 05 01	materials unsuitable for consumption or processing
02 06	wastes from the baking and confectionery industry
02 06 01	materials unsuitable for consumption or processing
02 06 02	wastes from preserving agents
02 07	wastes from the production of alcoholic and non-alcoholic beverages (except coffee, tea and cocoa)
02 07 01	wastes from washing, cleaning and mechanical reduction of raw materials
02 07 02	wastes from spirits distillation
02 07 04	materials unsuitable for consumption or processing
03	WASTES FROM WOOD PROCESSING AND THE PRODUCTION OF PANELS AND FURNITURE, PULP, PAPER AND CARDBOARD
03 01	wastes from wood processing and the production of panels and furniture
03 01 01	waste bark and cork
03 01 05	sawdust, shavings, cuttings, wood, particle board and veneer other than those mentioned in 03 01 04

03 03	wastes from pulp, paper and cardboard production and processing
03 03 01	waste bark and wood
03 03 07	mechanically separated rejects from pulping of waste paper and cardboard
03 03 08	wastes from sorting of paper and cardboard destined for recycling
03 03 10	Fibre rejects, fibre-, filler- and coating-sludges from mechanical separation
04	WASTES FROM THE LEATHER, FUR AND TEXTILE INDUSTRIES
04 01	Wastes from the leather and fur industry
04 01 08	waste tanned leather (blue sheetings, shavings, cuttings, buffing dust) containing chromium
04 01 09	wastes from dressing and finishing
04 02	wastes from the textile industry
04 02 21	wastes from unprocessed textile fibres
04 02 22	wastes from processed textile fibres
06	WASTES FROM INORGANIC CHEMICAL PROCESSES
06 09	wastes from the MSFU of phosphorous chemicals and phosphorous chemical processes
06 09 02	phosphorous slag
06 09 04	calcium-based reaction wastes other than those mentioned in 06 09 03
06 11	wastes from the manufacture of inorganic pigments and opacificiers
06 11 01	calcium-based reaction wastes from titanium dioxide production
07	WASTES FROM ORGANIC CHEMICAL PROCESSES
07 02	wastes from the MFSU of plastics, synthetic rubber and man-made fibres
07 02 13	waste plastic
09	WASTES FROM THE PHOTOGRAPHIC INDUSTRY
09 01	wastes from the photographic industry
09 01 07	photographic film and paper containing silver or silver compounds
09 01 08	photographic film and paper free of silver or silver compounds
09 01 10	single-use cameras without batteries
09 01 12	single-use cameras containing batteries other than those mentioned in 09 01 11
10	WASTES FROM THERMAL PROCESSES
10 01	wastes from power stations and other combustion plants (except 19)
10 01 01	bottom ash, slag and boiler dust (excluding boiler dust mentioned in 10 01 04)
10 01 05	calcium-based reaction wastes from flue-gas desulphurisation in solid form
10 01 07	calcium-based reaction wastes from flue-gas desulphurisation in sludge form
10 01 15	bottom ash, slag and boiler dust from co-incineration other than those mentioned in 10 01 14
10 01 19	wastes from gas cleaning other than those mentioned in 10 01 05, 10 01 07 and 10 01 18
10 01 24	sands from fluidised beds
10 02	wastes from the iron and steel industry
10 02 01	wastes from the processing of slag
10 02 02	unprocessed slag
10 02 08	solid wastes from gas treatment other than those mentioned in 10 02 07
10 02 10	mill scales
10 02 14	filter cakes from gas treatment other than those mentioned in 10 02 13
10 02 15	other filter cakes
10 03	wastes from aluminium thermal metallurgy
10 03 02	anode scraps
10 03 05	waste alumina
10 03 16	skimmings other than those mentioned in 10 03 15
10 03 18	carbon-containing wastes from anode manufacture other than those mentioned in 10 03 17
10 03 24	solid wastes from gas treatment other than those mentioned in 10 03 23
10 03 26	filter cakes from gas treatment other than those mentioned in 10 03 25
10 03 28	wastes from cooling-water treatment other than those mentioned in 10 03 27
10 03 30	wastes from treatment of salt slags and black drosses other than those mentioned in 10 03 29

10 04	wastes from lead thermal metallurgy
10 04 10	wastes from cooling-water treatment other than those mentioned in 10 04 09
10 05	wastes from zinc thermal metallurgy
10 05 01	slags from primary and secondary production
10 05 09	wastes from cooling-water treatment other than those mentioned in 10 05 08
10 05 11	dross and skimmings other than those mentioned in 10 05 10
10 06	wastes from copper thermal metallurgy
10 06 01	slags from primary and secondary production
10 06 02	dross and skimmings from primary and secondary production
10 06 10	wastes from cooling-water treatment other than those mentioned in 10 06 09
10 07	wastes from silver, gold and platinum thermal metallurgy
10 07 01	slags from primary and secondary production
10 07 02	dross and skimmings from primary and secondary production
10 07 03	solid wastes from gas treatment
10 07 05	filter cakes from gas treatment
10 07 08	wastes from cooling-water treatment other than those mentioned in 10 07 07
10 08	wastes from other non-ferrous thermal metallurgy
10 08 09	other slags
10 08 11	dross and skimmings other than those mentioned in 10 08 10
10 08 13	carbon-containing wastes from anode manufacture other than those mentioned in 10 08 12
10 08 14	anode scrap
10 08 18	filter cakes from flue-gas treatment other than those mentioned in 10 08 17
10 08 20	wastes from cooling-water treatment other than those mentioned in 10 08 19
10 09	wastes from casting of ferrous pieces
10 09 03	furnace slag
10 09 06	casting cores and moulds which have not undergone pouring other than those mentioned in 10 09 05
10 09 08	casting cores and moulds which have undergone pouring other than those mentioned in 10 09 07
10 09 14	waste binders other than those mentioned in 10 09 13
10 09 16	waste crack-indicating agent other than those mentioned in 10 09 15
10 10	wastes from casting of non-ferrous pieces
10 10 03	furnace slag
10 10 06	casting cores and moulds which have not undergone pouring, other than those mentioned in 10 10 05
10 10 08	casting cores and moulds which have undergone pouring, other than those mentioned in 10 10 07
10 10 14	waste binders other than those mentioned in 10 10 13
10 10 16	waste crack-indicating agent other than those mentioned in 10 10 15
10 11	wastes from manufacture of glass and glass products
10 11 03	waste glass-based fibrous materials
10 11 10	waste preparation mixture before thermal processing, other than those mentioned in 10 11 09
10 11 12	waste glass other than those mentioned in 10 11 11
10 11 16	solid wastes from flue-gas treatment other than those mentioned in 10 11 15
10 11 18	filter cakes from flue-gas treatment other than those mentioned in 10 11 17
10 12	wastes from manufacture of ceramic goods, bricks, tiles and construction products
10 12 01	waste preparation mixture before thermal processing
10 12 05	filter cakes from gas treatment
10 12 06	discarded moulds
10 12 08	waste ceramics, bricks, tiles and construction products (after thermal processing)
10 12 10	solid wastes from gas treatment other than those mentioned in 10.12 09

10 12 12	wastes from glazing other than those mentioned in 10.12.11
10 13	wastes from manufacture of cement, lime and plaster and articles and products made from them
10 13 01	waste preparation mixture before thermal processing
10 13 04	wastes from calcination and hydration of lime
10 13 07	filter cakes from gas treatment
10 13 10	wastes from asbestos-cement manufacture other than those mentioned in 10 13 09
10 13 11	wastes from cement-based composite materials other than those mentioned in 10 13 09 and 10 13 10
10 13 13	solid wastes from gas treatment other than those mentioned in 10 13 12
10 13 14	waste concrete
11	WASTES FROM CHEMICAL SURFACE TREATMENT AND COATING OF METALS AND OTHER MATERIALS; NON-FERROUS HYDRO METALLURGY
11 01	wastes from chemical surface treatment and coating of metals and other materials (for example galvanic processes, zinc coating processes, pickling processes, etching, phosphating, alkaline degreasing, anodising)
11 01 10	filter cakes other than those mentioned in 11 01 09
11 01 14	degreasing wastes other than those mentioned in 11 01 13
11 02	wastes from non-ferrous hydrometallurgical processes
11 02 03	wastes from the production of anodes for aqueous electrolytical processes
11 02 06	wastes from copper hydrometallurgical processes other than those mentioned in 11 02 05
11 05	wastes from hot galvanising processes
11 05 01	hard zinc
11 05 02	zinc ash
12	WASTES FROM SHAPING AND PHYSICAL AND MECHANICAL SURFACE TREATMENT OF METALS AND PLASTICS
12 01	wastes from shaping and physical and mechanical surface treatment of metals and plastics
12 01 01	ferrous metal filings and turnings
12 01 03	non-ferrous metal filings and turnings
12 01 05	plastics shavings and turnings
12 01 13	welding wastes
12 01 17	waste blasting material other than those mentioned in 12 01 16
12 01 21	spent grinding bodies and grinding materials other than those mentioned in 12 01 20
15	WASTE PACKAGING; ABSORBENTS, WIPING CLOTHS, FILTER MATERIALS AND PROTECTIVE CLOTHING NOT OTHERWISE SPECIFIED
15 01	packaging (including separately collected municipal packaging waste)
15 01 01	paper and cardboard packaging
15 01 02	plastic packaging
15 01 03	wooden packaging
15 01 04	metallic packaging
15 01 05	composite packaging
15 01 06	mixed packaging
15 01 07	glass packaging
15 01 09	textile packaging
15 02	absorbents, filter materials, wiping cloths and protective clothing
15 02 03	absorbents, filter materials, wiping cloths and protective clothing other than those mentioned in 15 02 02
16	WASTES NOT OTHERWISE SPECIFIED IN THE LIST
16 01	end-of-life vehicles from different means of transport [including off-road machinery] and wastes from dismantling of end-of-life vehicles and vehicle maintenance (except 13,14, 16 06 and 16 08)
16 01 03	end-of-life tyres
16 02	wastes from electrical and electronic equipment
16 02 14	discarded equipment other than those mentioned in 16 02 09 to 16 02 13

16 02 16	components removed from discarded equipment other than those mentioned in 16 02 15
16 03	off-specification batches and unused products
16 03 04	inorganic wastes other than those mentioned in 16 03 03
16 03 06	organic wastes other than those mentioned in 16 03 05
16 06	batteries and accumulators
16 06 04	alkaline batteries (except 16 06 03)
16 06 05	other batteries and accumulators
16 11	waste linings and refractories
16 11 02	carbon-based linings and refractories from metallurgical processes others than those mentioned in 16 11 01
16 11 04	other linings and refractories from metallurgical processes other than those mentioned in 16 11 03
16 11 06	linings and refractories from non-metallurgical processes others than those mentioned in 16 11 05
17	CONSTRUCTION AND DEMOLITION WASTES (INCLUDING EXCAVATED SOIL FROM CONTAMINATED SITES)
17 01	concrete, bricks, tiles and ceramics
17 01 01	Concrete
17 01 02	Bricks
17 01 03	tiles and ceramics
17 01 07	mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06
17 02	wood, glass and plastic
17 02 01	Wood
17 02 02	Glass
17 02 03	Plastic
17 03	bituminous mixtures, coal tar and tarred products
17 03 02	bituminous mixtures other than those mentioned in 17 03 01
17 04	metals (including their alloys)
17 04 01	copper, bronze, brass
17 04 02	Aluminium
17 04 03	Lead
17 04 04	Zinc
17 04 05	iron and steel
17 04 06	Tin
17 04 07	mixed metals
17 04 11	cables other than those mentioned in 17 04 10
17 05	soil (including excavated soil from contaminated sites), stones and dredging spoil
17 05 04	soil and stones other than those mentioned in 17 05 03
17 05 08	track ballast other than those mentioned in 17 05 07
17 06	insulation materials and asbestos-containing construction materials
17 06 04	insulation materials other than those mentioned in 17 06 01 and 17 06 03
17 08	gypsum-based construction material
17 08 02	gypsum-based construction materials other than those mentioned in 17 08 01
17 09	other construction and demolition wastes
17 09 04	mixed construction and demolition wastes other than those mentioned in 17 09 01, 17 09 02 and 17 09 03
19	WASTES FROM WASTE MANAGEMENT FACILITIES, OFF-SITE WASTE WATER TREATMENT PLANTS AND PREPARATION OF WATER INTENDED FOR HUMAN CONSUMPTION/INDUSTRIAL USE
19 01	wastes from incineration or pyrolysis of waste
19 01 02	ferrous materials removed from bottom ash
19 01 12	bottom ash and slag other than those mentioned in 19 01 11

19 01 18	pyrolysis wastes other than those mentioned in 19 01 17
19 01 19	sands from fluidised beds
19 02	wastes from physico/chemical treatments of waste (including dechromatation, decyanidation, neutralisation)
19 02 03	premixed wastes composed only of non-hazardous wastes
19 02 10	combustible wastes other than those mentioned in 19 02 08 and 19 02 09
19 04	vitrified waste and wastes from vitrification
19 04 01	vitrified waste
19 05	wastes from aerobic treatment of solid wastes
19 05 01	non-composted fraction of municipal and similar wastes
19 05 02	non-composted fraction of animal and vegetable waste
19 05 03	off-specification compost
19 12	wastes from the mechanical treatment of waste (for example sorting, crushing, compacting, pelletising) not otherwise specified
19 12 01	paper and cardboard
19 12 02	ferrous metal
19 12 03	non-ferrous metal
19 12 04	plastic and rubber
19 12 05	Glass
19 12 07	wood other than that mentioned in 19 12 06
19 12 08	Textiles
19 12 09	minerals (for example sand, stones)
19 12 10	combustible waste (refuse derived fuel)
19 13	wastes from soil and groundwater remediation
19 13 02	solid wastes from soil remediation other than those mentioned in 19 13 01
20	MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPARATELY COLLECTED FRACTIONS
20 01	separately collected fractions (except 15 01)
20 01 01	paper and cardboard
20 01 02	Glass
20 01 08	biodegradable kitchen and canteen waste
20 01 10	Clothes
20 01 11	Textiles
20 01 34	batteries and accumulators other than those mentioned in 20 01 33
20 01 36	discarded electrical and electronic equipment other than those mentioned in 20 01 21, 20 01 23 and 20 01 35
20 01 38	wood other than that mentioned in 20 01 37
20 01 39	Plastics
20 01 40	Metals
20 01 41	wastes from chimney sweeping
20 02	garden and park wastes (including cemetery waste)
20 02 01	biodegradable waste
20 02 02	soil and stones
20 03	other municipal wastes
20 03 01	mixed municipal waste
20 03 02	waste from markets
20 03 03	street-cleaning residues
20 03 07	bulky waste

2.3 Operating techniques

2.3.1 The activities shall be operated using the techniques and in the manner described in Table 2.3 below.

Table 2.3 Operating techniques

1. You will follow the Fire Prevention Plan approved by the Environment Agency.
2. Unless stored or treated outside as specified waste[3]:
a) all bulking, transfer or treatment of waste shall be carried out inside a building;
b) all waste shall be stored in a building or within a secure container.
c) all waste shall be stored and treated on an impermeable surface with sealed drainage system.
3. Specified waste shall be stored and treated on hard standing or on an impermeable surface with sealed drainage system.

2.4 The site

2.4.1 The activities shall not extend beyond the site, being the land shown edged in green on the site plan attached to the permit.

2.4.2 The activities shall not be carried out within 500 metres of a European Site or a SSSI.

2.4.3 The activities shall not be carried out within 50m of any well spring or borehole used for the supply of water for human consumption. This must include private water supplies.

2.4.4 No treatment of specified waste, unless undertaken in a building, shall take place within a specified AQMA.

2.5 Technical Requirements

Waste battery and accumulator treatment

2.5.1 Treatment of waste batteries and accumulators must meet the minimum requirements set out in Annex III, Part A of Directive 2006/66/EC of the European Parliament and of the Council on batteries and accumulators and waste batteries and accumulators and repealing Directive 91/157/EEC.

3 – Emissions and monitoring

3.1 Emissions of substances not controlled by emission limits

3.1.1 Emissions of substances not controlled by emission limits (excluding odour) shall not cause pollution. The operator shall not be taken to have breached this rule if appropriate measures, including, but not limited to, those specified in any approved emissions management plan, have been taken to prevent or where that is not practicable, to minimise, those emissions.

[3] "specified waste" is defined in section 4.4 of these standard rules.

3.1.2 The operator shall:

(a) if notified by the Environment Agency that the activities are giving rise to pollution, submit to the Environment Agency for approval within the period specified, an emissions management plan;

(b) implement the approved emissions management plan, from the date of approval, unless otherwise agreed in writing by the Environment Agency.

3.1.3 All liquids in containers, whose emission to water or land could cause pollution, shall be provided with secondary containment, unless the operator has used other appropriate measures to prevent or where that is not practicable, to minimise, leakage and spillage from the primary container.

3.2 Odour

3.2.1 Emissions from the activities shall be free from odour at levels likely to cause pollution outside the site, as perceived by an authorised officer of the Environment Agency, unless the operator has used appropriate measures, including, but not limited to, those specified in any approved odour management plan, to prevent or where that is not practicable, to minimise, the odour.

3.2.2 The operator shall:

(a) if notified by the Environment Agency that the activities are giving rise to pollution outside the site due to odour, submit to the Environment Agency for approval within the period specified, an odour management plan;

(b) implement the approved odour management plan, from the date of approval, unless otherwise agreed in writing by the Environment Agency.

3.3 Noise and vibration

3.3.1 Emissions from the activities shall be free from noise and vibration at levels likely to cause pollution outside the site, as perceived by an authorised officer of the Environment Agency, unless the operator has used appropriate measures, including, but not limited to, those specified in any approved noise and vibration management plan, to prevent or where that is not practicable, to minimise, the noise and vibration.

3.3.2 The operator shall:

(a) if notified by the Environment Agency that the activities are giving rise to pollution outside the site due to noise and vibration, submit to the Environment Agency for approval within the period specified, a noise and vibration management plan;

(b) implement the approved noise and vibration management plan, from the date of approval, unless otherwise agreed in writing by the Environment Agency.

4 – Information

4.1 Records

4.1.1 All records required to be made by these standard rules shall:

(a) be legible;

(b) be made as soon as reasonably practicable;

(c) if amended, be amended in such a way that the original and any subsequent amendments remain legible or are capable of retrieval; and

(d) be retained, unless otherwise agreed by the Environment Agency, for at least 6 years from the date when the records were made, or in the case of the following records until permit surrender:

(i) off-site environmental effects; and

(ii) matters which affect the condition of land and groundwater.

4.1.2 The operator shall keep on site all records, plans and the management system required to be maintained by these standard rules, unless otherwise agreed in writing by the Environment Agency.

4.2 Reporting

4.2.1 The operator shall send all reports and notifications required by these standard rules to the Environment Agency using the contact details supplied in writing by the Environment Agency.

4.2.2 Within one month of the end of each quarter, the operator shall submit to the Environment Agency using the form made available for the purpose, the information specified on the form relating to the site and the waste accepted and removed from it during the previous quarter.

4.3 Notifications

4.3.1 The Environment Agency shall be notified without delay following the detection of:

(a) any malfunction, breakdown or failure of equipment or techniques, accident or emission of a substance not controlled by an emission limit which has caused, is causing or may cause significant pollution;

(b) the breach of a limit specified in these standard rules; or

(c) any significant adverse environmental effects.

4.3.2 Written confirmation of actual or potential pollution incidents and breaches of emission limits shall be submitted within 24 hours.

4.3.3 Where the Environment Agency has requested in writing that it shall be notified when the operator is to undertake monitoring and/or spot sampling, the operator shall inform the Environment Agency when the relevant monitoring and/or spot sampling is to take place. The operator shall provide this information to the Environment Agency at least 14 days before the date the monitoring is to be undertaken.

4.3.4 The Environment Agency shall be notified within 14 days of the occurrence of the following matters except where such disclosure is prohibited by Stock Exchange rules:

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

b) Where the operator is a corporate body other than a registered company:
- any change in the operator's name or address; and
- any steps taken with a view to the dissolution of the operator.

c) In any other case:
- the death of any of the named operators (where the operator consists of more than one named individual);

- any change in the operator's name(s) or address(es); and
- any steps taken with a view to the operator, or any one of them, going into bankruptcy, entering into a composition or arrangement with creditors, or, in the case them being in a partnership, dissolving the partnership.

4.4 Interpretation

4.4.1 In these standard rules the expressions listed below shall have the meaning given.

4.4.2 In these standard rules references to reports and notifications mean written reports and notifications, except when reference is being made to notification being made "without delay", in which case it may be provided by telephone.

"accident" means an accident that may result in pollution.

"Annex IIA" means Annex IIA to Directive 2006/12/EC of the European Parliament and of the Council of 5 April 2006 on Waste.

"authorised officer" means any person authorised by the Environment Agency under section 108(1) of The Environment Act 1995 to exercise, in accordance with the terms of any such authorisation, any power specified in Section 108(4) of that Act.

"building" means a construction that has the objective of providing sheltering cover and minimising emissions of noise, particulate matter, odour and litter.

"D" means a disposal operation provided for in Annex IIA to Directive 2006/12/EC of the European Parliament and of the Council of 5 April 2006 on Waste.

"emissions of substances not controlled by emission limits" means emissions of substances to air, water or land from the activities, either from emission points specified in these standard rules or from other localised or diffuse sources, which are not controlled by an emission limit.

"European Site" means "European Site" means a European site within the meaning of Regulation 8 of the Conservation of Habitats and Species Regulations 2017.

"groundwater" means all water, which is below the surface of the ground in the saturation zone and in direct contact with the ground or subsoil.

"hazardous waste" has the meaning given in the Hazardous Waste (England and Wales) Regulations 2005 (as amended)

"impermeable surface" means a surface or pavement constructed and maintained to a standard sufficient to prevent the transmission of liquids beyond the pavement surface, and should be read in conjunction with the term "sealed drainage system" (below).

"pollution" means emissions as a result of human activity which may—

(a) be harmful to human health or the quality of the environment,

(b) cause offence to a human sense,

(c) result in damage to material property, or

(d) impair or interfere with amenities and other legitimate uses of the environment.

"quarter" means a calendar year quarter commencing on 1 January, 1 April, 1 July or 1 October.

"R" means a recovery operation provided for in Annex IIB to Directive 2006/12/EC of the European Parliament and of the Council of 5 April 2006 on Waste.

"sealed drainage system" in relation to an impermeable surface, means a drainage system with impermeable components which does not leak and which will ensure that:

(a) no liquid will run off the surface otherwise than via the system;

(b) except where they may lawfully be discharged to foul sewer, all liquids entering the system are collected in a sealed sump.

"specified AQMA" means an air quality management area within the meaning of the Environment Act 1995 which has been designated due to concerns about particulate matter in the form of PM_{10}.

"specified waste" means the following waste codes in Table 2.2: 01 01 01, 01 01 02, 01 04 08, 01 04 09, 01 04 13, 02 04 01, 10 11 12, 10 12 08, 10 13 14, 15 01 07, 17 01 01, 17 01 02, 17 01 03, 17 01 07, 17 02 02, 17 03 02, 17 05 04, 17 05 08, 19 12 05, 19 12 09 and 20 02 02.

"SSSI" means Site of Special Scientific Interest within the meaning of the Wildlife and Countryside Act 1981 (as amended by the Countryside and Rights of Way Act 2000).

"Waste code" means the six digit code referable to a type of waste in accordance with the List of Wastes and in relation to hazardous waste, includes the asterisk. 'List of Wastes' means the list of wastes established by Commission Decision 2000/532/EC replacing Decision 94/3/EC establishing a list of wastes pursuant to Article 1(a) of Council Directive 75/442/EEC on waste and Council Decision 94/904/EC establishing a list of hazardous waste pursuant to Article 1(4) of Council Directive 91/689/EEC on hazardous waste, as amended from time to time.

"year" means calendar year commencing on 1st January.

End of standard rules

Appendix IV

Health & Safety – Conditions of Site Use

HEALTH AND SAFETY - CONDITIONS OF SITE USE

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

1) The site is covered by the Health and Safety at Work Act 1974 and its associated regulations and all users must abide by any relevant provisions. Any person found to be in contravention of the requirements of this Health and Safety Statement will be asked to leave the site.

2) All visitors must sign the visitor's book upon entry to and exit from the site. All vehicle drivers must report to the office and await instruction from the site manager/deputy before proceeding to deposit waste at the site.

3) All accidents, diseases, injuries or dangerous occurrences shall be reported to the site manager. All instructions issued by the site manager in respect of health and safety at the site must be followed by all site users.

4) A first aid box (including eye-wash bottles) will be kept in the site office. If you are injured on site please alert a member of staff/trained first-aider for assistance.

5) All persons must wear the appropriate PPE on site including high visibility jackets and hard hat.

6) Safety boots must be worn by all persons in the waste processing/storage areas.

7) Protective gloves must be worn for any operations which present a hazard of puncture to or laceration of the skin or for any manual handling work carried out on site.

8) Ear defenders, safety helmets (hard hats) and eye protection will be issued when deemed necessary and must be worn by all employees and contractors where required by the site manager or other site representatives.

9) Fire extinguishers are kept on site to deal with any fires - fires shall only be dealt with by employees of D.C. Donovan Group Ltd unless alternative instructions are given by the site manager. Access to fire exits and firefighting equipment must be kept clear at all times. If a fire alarm sounds please follow instructions and leave the site in an orderly fashion.

10) Persons who are suspected to be under the influence of drugs or alcohol will be removed from the site.

11) Smoking is not permitted on the site.

12) Observe and follow all traffic directions and traffic/safety signs.

13) Drivers must comply with all safety instructions given by the site manager or appointed deputy.

14) All drivers are responsible for ensuring that their vehicle is safely loaded. Unsafe loads will not be accepted at the site and will not be allowed to leave the site until they have been made safe.

15) Drivers waiting to tip at the site will follow the instructions of the operator and only tip in the designated area, unless advised otherwise. No tipping will take place over sorted stockpiles.

16) Drivers must remain in the cab or stand well clear of the vehicle during loading or tipping. Once the vehicle has been loaded it must be securely sheeted (if necessary) before leaving the site. When sheeting and unsheeting the vehicle ensure that the engine is switched off, the ignition key removed and the parking brake is on. Do not gain access using the mudguards and wheels. Ensure that ropes, hooks and sheets are in good condition.

17) Never travel with the vehicle body raised and ensure the maximum height of the raised body the vehicle is known.

Declaration: To be completed by site users

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

Signed..... Print name.....

Company/Organisation..... Date.....

Note: these conditions are included in the EMS for information only and may be revised regularly as part of the site health and safety policy.

Appendix V

Aggregates Protocol

SECONDARY AGGREGATES PROTOCOL

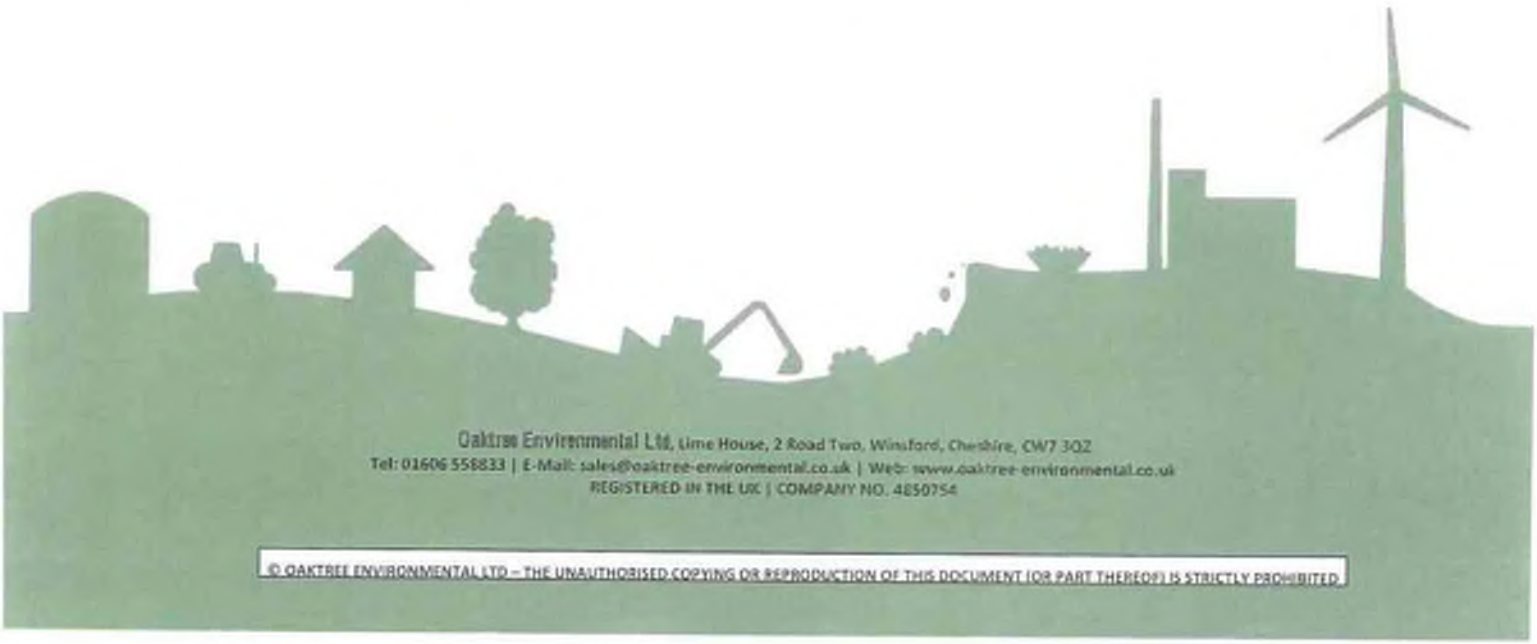
Towerfield Business Park, Fane Road, Benfleet, SS7 3NH

D.C. Donovan Group Limited

Version:	1.0	**Date:**	04 August 2020		
Doc. Ref:	FAN-2641_WRAP_QP	**Author(s):**	IA	**Checked:**	DCD
Client No:	2641	**Job No:**	4181		

Oaktree Environmental Ltd

Waste, Planning & Environmental Consultants



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1 Introduction

1.1 Background

1.1.1 Recent domestic and ECJ (European Court of Justice) rulings have resulted in the establishment within the UK of a decision that the products obtained from processing many recyclable waste streams are still waste until they are finally used. This decision creates uncertainty for the users of such products and pushes their decision making towards virgin materials away from the waste hierarchy, in particular the re-use of construction waste is one of the most affected activities at present.

1.1.2 The purpose of this document is to confirm that D.C. Donovan Group Limited supports "the quality protocol" produced by WRAP (Waste and Resources Action Programme) and to document which waste streams are best utilised for the production of secondary or recovered aggregates including specified cohesive materials the quality controls involved in the creation of such materials.

1.1.3 Once materials have met the requirements of this protocol, they are no longer considered to be waste. The need for this document may also be negated by the outcome of pending legal cases which have a bearing on the definition of waste. The current Quality Protocol "Aggregates from inert waste" was issued in October 2013 and is attached to this document for reference as Appendix C and all references in this document to the "Quality Protocol" shall mean this document or any newer version.

1.1.4 For customers using our recycled products there will be little or no observable difference from virgin materials in their normal construction use. However, there are significant advantages in confirming beyond reasonable doubt that recovered aggregates are not waste, namely:

- The term 'waste' has a blight effect even where customers are fully aware of the source and are satisfied as to the composition and analysis.

- Use of waste in construction requires the registration of a U1 exemption which can delay works on site.
- Using virgin materials is contrary to all current recycling policies and results in the production of more greenhouse gases using suitable material defined under an aggregates protocol is better for the environment.

1.2 Definition of waste/end of waste

1.2.1 The Waste Framework Directive definition of waste is well documented and is subject to separate Defra guidance, which may influence the legal definition of waste interpretation in England and Wales. The status of the construction and demolition wastes treated by mobile plant or within our site(s) is not in dispute but the point at which they cease to be waste when processed requires confirmation. The EA and NRW consider that once a substance or object has become waste, it will remain waste until it has been fully recovered and it no longer poses a potential threat to the environment or human health. However, the crucial test of self-interest is not considered in recent case law and until such confirmation is received this document shall be used to demonstrate compliance with the current Quality Protocol.

1.2.2 One of the main considerations in determining a substance as waste has been that the producer of the waste does not have the self interest to deal with the waste satisfactorily. In the case of recovered aggregates, the self interest is met by virtue of the fact that the customer will reject materials which are substandard and reduce the likelihood of using the same supplier. The products have to be fit for purpose and meet the customers' requirements, many of whom are engaged in civil engineering works and are qualified to make the decision as to whether or not the material is fit for purpose and to specify any pre-acceptance testing or analysis for the end use. This is reinforced by Paragraph 1.2.1 of the Quality Protocol.

1.2.3 If a recovered aggregate meets a specification which is fit for an intended use and does not pose a threat to the environment i.e. it has a beneficial use then it should be considered to be a product if the following procedures are followed.

1.2.4 Recycled aggregates resulting from the processing of inorganic material previously used in construction can be processed to a plethora of specifications which easily demonstrate their equivalence to natural materials. The main sized products (for use in various specifications) currently prepared by D.C. Donovan Group Limited arising from their permitted operations may include:

a) 5 mm down
b) 6 mm
c) 10 mm
d) 14 mm
e) 20 mm
f) 5 - 20 mm
g) 10 - 20 mm
h) MOT Type 1 sub-base, pipe bedding and other products produced from (a) to (g).
i) Foam Binder Coarse, recycled coal lay binder/base course to CL948,
j) Other bespoke products prepared to customer's requirements and specifications not subject to full testing the specifications in x) below but of similar nature where documented specification not required e.g. "crusher run" or cohesive engineered fill for car parks roadways noise bunds etc.
k) Grades of material as specified in the MANUAL OF CONTRACT DOCUMENTS FOR HIGHWAY WORKS VOLUME 1 SPECIFICATION FOR HIGHWAY WORKS such as 1A well graded granular material 7A cohesive fill, 6F2 selected granular material coarse grading etc.

1.2.5 The list is not limited as the actual grades produced will depend upon the specification required by the customer, in line with the requirements of the Quality Protocol.

1.2.6 The production of a saleable product does not, in itself, ensure recovery and remove the designation as waste, according to the protocol document. However, it is stated that there must also be a need and a market for the recovered waste and that it will not be merely stockpiled pending development of such a need or market. The

market for recovered aggregates of the specifications stated above is well established and the materials meet a recognised need. This is also supported by the literature produced by D.C. Donovan Group Limited to advise customers of the products and specifications available.

2 Acceptance criteria and the process

2.1.1 D.C. Donovan Group Limited are based at Towerfield Business Park, Fane Road, Benfleet, SS7 3NH. The company accepts inert and excavation waste from construction and demolition sites as well remediation, greenfield and brownfield sites. The site is to operate within the stipulations of a SR2015 No.6 Environmental Permit (EP).

2.1.2 The feedstock for aggregate production consists of the materials generated from these demolition/excavation works in the form of bricks, tiles, ceramics, concrete, soil, stone, etc., which are generated at the site of production. The individual materials produced are then stored in separate stockpiles as required prior to crushing/screening/processing to ensure the feedstock for the desired product is uniform. Materials that are deemed unsuitable for recovery as secondary aggregates under this protocol or contain in excess of a 1% admix will be directed to other suitably authorised sites for treatment use or disposal.

2.1.3 A summary of the production process is shown on the flowcharts in Appendix A. The Method Statement of Production (MSP) consists of Sections 2 and 3 of this document and Appendix A flowcharts. Product forms are shown in Appendix II and are provided to the customer upon purchase/delivery of product.

3 Application processes

3.1 Research of other recycled aggregate producers has revealed a wide variability in testing regimes and product specification. However, many such materials cannot demonstrate compliance with the WRAP Producers' Compliance Checklist or the Purchasers'/Specifiers' Compliance Checklists.

3.2 The inspection and testing regime including frequency and methods of test for finished product shall be detailed and appropriate to the material end use, the quality of input material and the complexity of the waste recovery process. As a minimum the stockpiles will be sampled and tested in accordance with the sampling regime specified in Appendix B or in accordance with customers' requirements. The testing rates may be varied to ensure a controlled process.

3.3 Results of tests are required to meet the customer's specification and will be forwarded upon request. If further tests are required for assessment of suitability for a customer's specific end use, then the results shall also be retained.

3.4 Our delivery documentation states that: "This recycled aggregate has been produced in compliance with the WRAP Quality Protocol".

3.5 Delivery documentation will also state the following

- Date and time of supply.
- Customer's name and contact details.
- Product description (to aggregate standard and customer's specification).
- D.C. Donovan Group Limited contact details and address of site of production.
- Quantity supplied (weight or volume).
- Whether aggregate is suitable for use in bound or unbound applications.

3.6 Records made in accordance with this document will be retained for two years after supply to the customer.

3.7 We undertake to provide the following when requested by the customer;

- Test results.
- Test procedures.
- Outline details of the production method.
- Provide samples for independent testing.
- Information relating to storage, transport and handling of the aggregate (with reference to Appendix D of the WRAP Quality Protocol).

3.8 Depending on the process(es) which give rise to the materials at the site of production, the waste used for processing (acceptance criteria) will fall within the following waste codes (in accordance with the conditions in Page 18 of the Quality Protocol):

- 01 04 08 Waste gravel and crushed rocks other than in 01 04 07
- 01 04 09 Waste sands and clays
- 10 11 03 Waste glass-based fibrous materials
- 17 01 01 Concrete
- 17 01 02 Bricks
- 17 01 03 Tiles and ceramics
- 17 01 07 Mixtures of concrete, bricks, tiles and ceramics
- 17 02 02 Glass (also 19 12 05 and 20 01 02)
- 17 03 02 Bituminous mixtures other than mentioned in 17 03 01
- 17 05 04 Soils and stones, including gravel
- 17 05 06 Dredging spoil other than mentioned in 17 05 07
- 17 05 08 Track ballast
- 17 09 04 Mixed construction and demolition waste other than 170901/2/3.
- 19 12 09 Minerals (sand, stones etc.)
- 20 02 02 Soils and stones

3.9 Incidental quantities of soils, peat, wood, plastics, rubber and metal may be present in the incoming waste but will be removed during the production process to the permitted levels set out in the Quality Protocol (i.e. less than 1% by mass where permitted).

3.9.1 Samples for analysis will be aggregated samples from each stockpile. 4 - 8 sub-samples will be taken to make one 2 kg sample, which will provide sufficient additional material for further analysis at the customer's request. Sampling will be undertaken by trained staff and analysis is carried out by accredited methods and laboratories, using the methods set out in the Quality Protocol and Appendix B of this document.

3.9.2 The nominated site manager will be responsible for the implementation of this document and supervising the process at any of the sites operated by D.C. Donovan Group Limited and will also be responsible for the adherence to approved industry standards and factory production protocol to comply with Appendix B of the Quality Protocol.

3.10 Where there is any conflict with this document and the Quality Protocol the procedures in the latter shall take precedence.

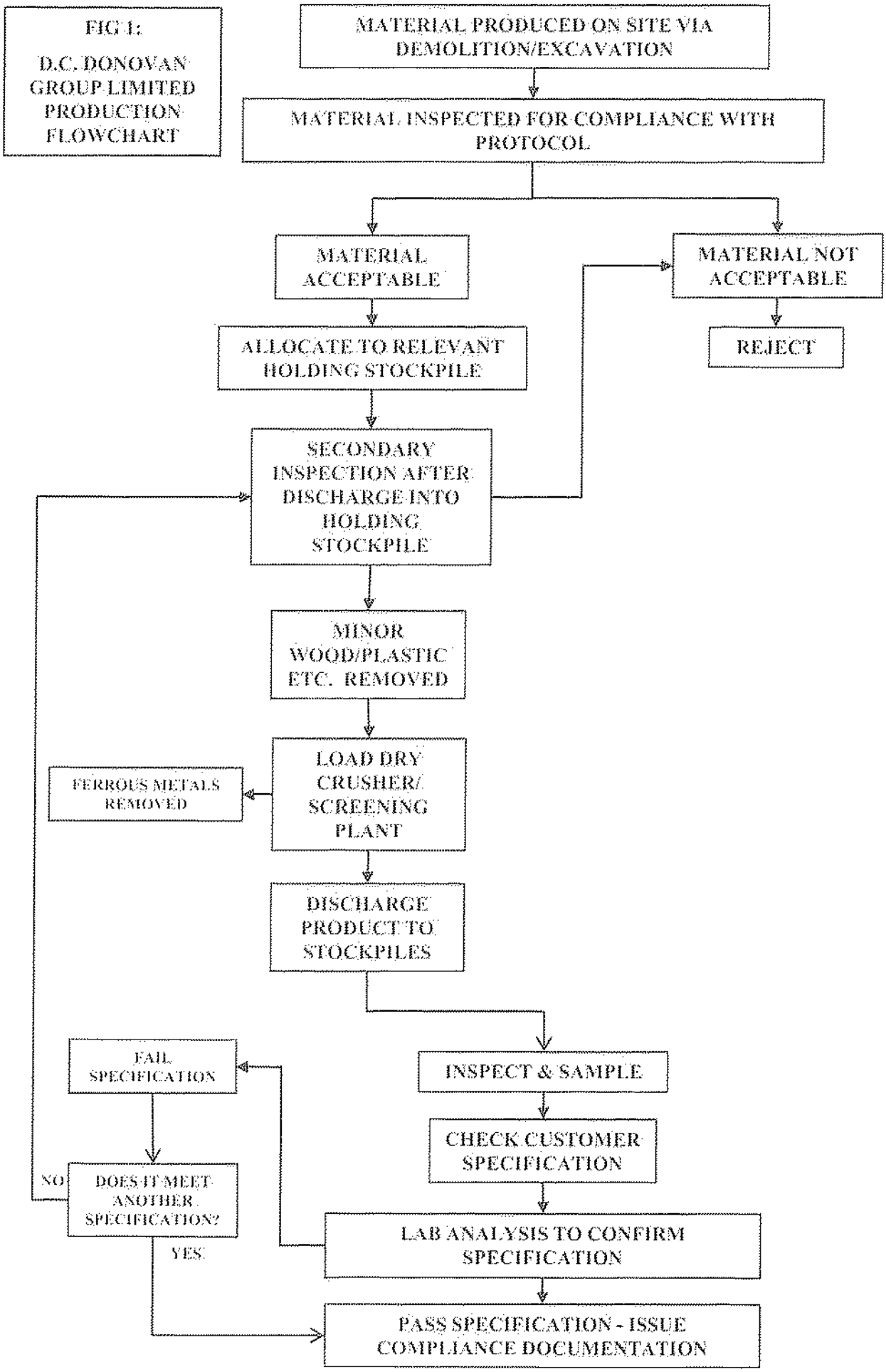
Darrell Donovan
Managing Directors
D.C. Donovan Group Limited
04 August 2020

Appendix A

Process Flowchart

FIG 1:

D.C. DONOVAN GROUP LIMITED PRODUCTION FLOWCHART



Appendix B

Materials Testing

Minimum test frequencies for D.C. Donovan Group Limited's aggregates

	Product	*Property*	Test Method BS EN	Minimum Test Frequency
1	All products and end uses	Particle size distribution (PSD)	933-1	Weekly
		Particle density	1097-6	Monthly
		Water Soluble Sulphate	1744-1	Monthly
		Classification of constituents	933-11	Monthly
		Resistance to fragmentation (LA)	1097-2	6 Monthly

Notes:

Test frequencies are based on the operational hours and output of the production plant, which can both increase or decrease, resulting in a change in the testing frequency but no change in compliance with the aggregate protocol.

Other test methods stated in the protocol document (Appendix B) may also be used according to the end use.

The minimum test periods above relate to production weeks or months i.e. one production week means one week of continuous production.

Tests will be carried out in accordance with the required standards set out in Appendix B of the Quality Protocol.

The presence of cohesive constituents such as clay, soil, metal, wood, plastic, rubber, gypsum plaster is permitted to a level of up to 1% by mass in BS EN 933-11 group testing.