

## Overview

The control of wastes and the prevention of unsuitable wastes being bought and accepted on site is a key management requirement to ensure quality control of the processes at the WKE Pellet Production Facility. The uncontrolled acceptance of unsuitable or contaminated wastes can lead to adverse reactions, uncontrolled emissions or product liability issues resulting from their treatment.

This procedure defines the upstream screening of all incoming waste prior to its arrival on site and involves the provision of relevant information and representative samples of the waste. This is to ensure that WKE determines the suitability of the waste for the process, before arrangements are in place to accept the waste.

## 1. Pre-acceptance process

### 1.1 Initial Order/Enquiry

Prior to the delivery of any loads, the operator shall obtain and agree a written supply agreement for the input materials with each input material supplier. The written agreement shall provide the following;

- The waste type and specific source location(s) of the material;
- A brief description of the source type, physical form and the specific process producing the waste (usually defined by SIC Code)
- Details of the supplier's quality management system and a statement from the supplier confirming their duty of care and commitment to quality control (consistency of waste type, source, handling requirements, presence of hazards within the materials etc.);
- European Waste Catalogue (EWC) code.

Such information shall be obtained by issuing a "Producer Declaration Form". This process should occur for all new waste streams introduced to site.

Under the conditions of the site Environmental Permit (TBC) the operator is only allowed to receive specific wastes. Of these, only the permitted waste codes detailed in Table 1.1 overleaf will be accepted for the purposes of processing through the pellet production line.

### 1.2 Long Term Supply Agreements

In the case of long-term supply arrangements with clients / suppliers, the above details are only required to be obtained once for each particular waste stream received, excepting quantity of waste which must be recorded in the Site Diary per individual load and the relevant Duty of Care documentation (Waste Transfer Notes).

However, different waste streams from the same supplier must be accompanied with the above information should they have a different composition or be derived from a different process to previous wastes received.

The Producer Declaration Form, upon receipt, is signed by the Site Manager (and / or their delegate).

No materials will be authorised for processing without sufficient / representative information.

### **1.3 Sampling**

Unless sampling and analysis has already been completed by a third party and WKE have sufficient information regarding the waste, WKE will obtain representative samples of the waste compare it against the provided written description to ensure that it is consistent.

WKE will ensure that the sample is representative of the waste and that it has been obtained by a person who is technically competent to undertake the sampling process. The analysis would be carried out by a laboratory with robust quality assurance, quality control methods and record keeping. Results of the analysis of the waste will be kept within the waste tracking system.

The results would include the following;

- All hazardous characteristics of the waste;
- The physical appearance of the waste;
- The colour of the waste;
- Particle size and moisture content;
- If any odour present, a description and strength of the odour; and
- Whether the constituents declared by the waste producer match the sampling results to ensure permit compliance.

### **1.4 Inadequate Information**

In the event of the receipt of a Producer Declaration Form with insufficient information (e.g. compositional details etc.), all associated waste materials will not be accepted by WKE under the site waste rejection procedure (WKE-E03).

Each individual Waste Stream must be allocated an individual reference number which can be re-used in future transactions.

This will allow for the technically competent person(s) to adequately prepare for acceptance / rejection of the waste (see Procedure WKE-E02) as each reference number refers to a specific waste whose characteristics (composition, individual concentrations etc.) must remain the same.

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Environmental Procedure  
Waste Pre-Acceptance



The information relating to each waste stream shall be filed under its individual reference number on the producer declaration form, detailing the information above and stored in the site office.

**Table 1: Feedstock EWC Codes and Types**

Waste Code	Description
19	WASTES FROM WASTE MANAGEMENT FACILITIES, OFF-SITE WASTE WATER TREATMENT PLANTS AND THE PREPARATION OF WATER INTENDED FROM HUMAN CONSUMPTION AND WASTE FOR INDUSTRIAL USE
19 12	wastes from the mechanical treatment of waste (for example sorting, crushing, compacting, pelletising) not otherwise specified
19 12 12	other wastes (including mixtures if materials) from mechanical treatment of waste other than those mentioned in 19 12 11*

DRAFT

Author / Function or Department:

Process Owner / Department:  
Site Manager

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## 2. Documentation and Records

All records relating to the pre-acceptance for each approved waste stream should be retained by the company secretary for a minimum of three years, or indefinitely for ongoing supply arrangements.

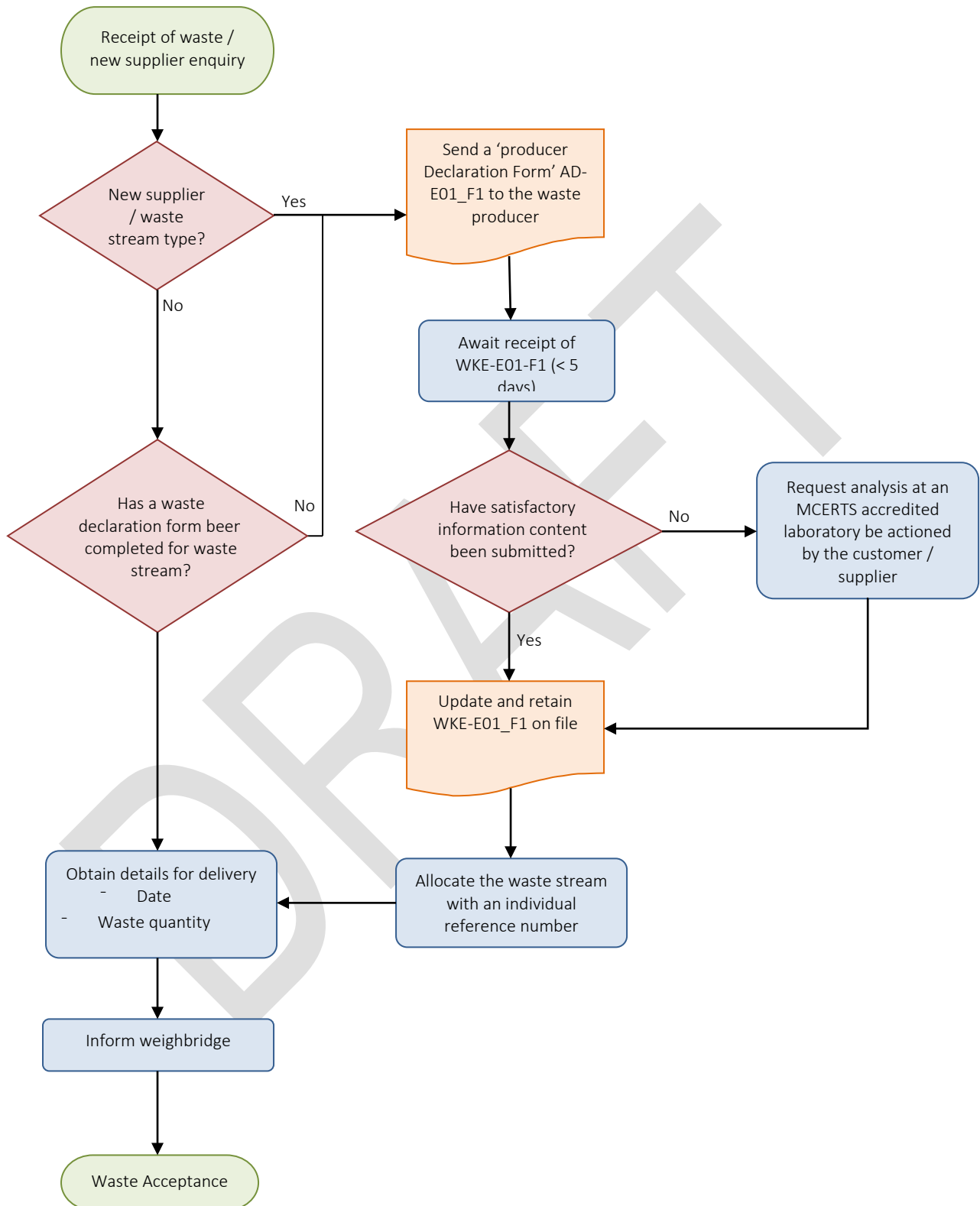
Hardcopies of the transferred waste will be kept in the site office as well as electronic files on the company computer system and will be available for inspection on request.

Each approved waste stream shall be documented under its individual reference number with the information detailed above.

**Table 2.1; Internal Record Retention**

Record	Retained by	Location	Hardcopy (✓/✗)	Electronic (✓/✗)	Retention Period
Form WKE-E01_F1	Site Manager	Site Office	✓	✓	3 years
Correspondence with EA/Consignors	Site Manager	Site Office	✓	✓	3 years

### 3. Process flow chart: WKE-E01 Pre-Acceptance



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## 4. Training Record

The below signatories have received training and understand all aspects of procedure WKE-E01.

Table 4.1: Training

PRINT EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE	MANAGER INITIALS	UN-CONTROLLED COPY ISSUED (✓)

Author / Function or Department:

Process Owner / Department:  
Site Manager

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Waste Pre-Acceptance  
PRODUCER DECLARATION  
FORM



Producer Declaration Form  
Section 1  
(to be completed by supplier)

Name of Supplier:

Address of  
Supplier:

Supplier Number  
(if allocated):

Description of  
Waste:

Waste Code:  
(shown in Appendix  
1)

Hazard Code:

Waste Analysis  
Information:

Quantity:  
(per batch)

Quantity:  
(per annum)

Description of  
Odour  
Characteristics:

Odour Intensity Scale:

Intensity	Tick Relevant Intensity
0 – No Odour	
1 – Very Faint Odour	
2 – Faint Odour	
3 – Distinct Odour	
4 – Strong Odour	
5 – Very Strong Odour	
6 – Extremely Strong Odour	

Hedonic Tone Scale:

Perceived Hedonic Scale

Tick Relevant

Author / Function or Department:

Process Owner / Department:  
Site Manager

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**Waste Pre-Acceptance  
 PRODUCER DECLARATION  
 FORM**



Hedonic Tone	+4 – Very Pleasant	
	+3 – Pleasant	
	+2 – Moderately Pleasant	
	+1 – Mildly Pleasant	
	0 – Neutral Odour / No Odour	
	-1 – Mildly Unpleasant	
	-2 – Moderately Unpleasant	
	-3 – Unpleasant	
	-4 – Very Unpleasant	
Signed:		
Date:		

**Producer Declaration Form  
 Section 2  
 (to be completed by Waste Knot Energy Limited)**

Name of Person Completing the Form:	
Sample of Waste Received: (Yes / No)	
Analysis of Waste Received: (Yes / No)	
Is Supplier Assessment Accurate / Representative of Sample Received? (Yes / No)	
Is Waste Deemed Acceptable for Processing? (Yes / No)	
Approved for Acceptance and Processing? (Yes / No)	
Signed:	

Author / Function or Department:	Process Owner / Department: Site Manager
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Waste Pre-Acceptance  
PRODUCER DECLARATION  
FORM



Date:	
Unique Customer Code:	
Unique Waste Code:	

Author / Function or Department:

Process Owner / Department:  
Site Manager

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Waste Pre-Acceptance  
PRODUCER DECLARATION  
FORM



**Table 1: Feedstock EWC Codes and Types**

Waste Code	Description
19	WASTES FROM WASTE MANAGEMENT FACILITIES, OFF-SITE WASTE WATER TREATMENT PLANTS AND THE PREPARATION OF WATER INTENDED FOR HUMAN CONSUMPTION AND WATER FOR INDUSTRIAL USE
19 12	wastes from the mechanical treatment of waste (for example sorting, crushing, compacting, pelletising) not otherwise specified
19 12 12	other wastes (including mixtures of materials) from mechanical treatment of waste other than those mentioned in 19 12 11*

Author / Function or Department:

Process Owner / Department:  
Site Manager

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## Overview

The control and acceptance of wastes when they arrive at site is a key process in avoiding potential contribution to system inefficiency through introduction of unsuitable waste streams.

This procedure outlines the onsite controls and considerations that need to be applied when waste materials arrive on site for processing.

## 1. Waste Acceptance

All vehicles delivering waste to site will report to the weighbridge office where it will be weighed and recorded on the necessary weighbridge forms. A check shall be made that the waste type and source has been Pre-Accepted in accordance with procedure WKE-E01 Pre-Acceptance.

Where a waste has not been Pre-Accepted the Site Manager shall be contacted and the waste assessed on specification. The decision of whether the waste can be accepted lies with the Site Manager.

Waste will not be accepted onsite unless sufficient storage capacity exists and the site is adequately manned to receive the waste.

The following details will be recorded for each individual load accepted on site: -

- Date and time of delivery of the load
- Details and description of the vehicle delivering the waste, the driver's name, and the operator of the vehicle; and
- A description of the waste including type and quantity.

Wastes will only be accepted for processing that conform to the following EWC Waste Codes detailed in Table 1.1 overleaf.

There will be an internal tracking system in place for all wastes which will be cross-referenced to the unique reference number which was given to the waste at the pre-acceptance stage. The tracking system will consist of all information generated during pre-acceptance, acceptance, storage and treatment and will be kept up to date on an ongoing basis.

Any wastes that do not meet with the above description and requirements should be refused entry to the site in accordance with procedure WKE-E03 Waste Rejection.

Rejected wastes shall be recorded in the site diary.

<b>Author / Function or Department:</b>	<b>Process Owner / Department:</b> Site Manager

It is the responsibility of the site personnel to inform the site manager of any wastes that do not or potentially do not meet the above specification.

**Table 1: Feedstock EWC Codes and Types**

Waste Code	Description
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19 12 12	other wastes (including mixtures of materials) from mechanical treatment of wastes other than that mentioned in 19 12 11*

## 2. Waste Reception

The Weighbridge personnel shall inform the site manager and respective staff of the vehicle arrival.

All vehicles will be directed from the weighbridge directly to the Reception Hall following the designated access. Drivers are instructed to wait for a site operative before discharging the waste.

Vehicles will offload into the designated storage bay in accordance with WKE-E05. There are 18 storage bays. Typically one load will be unloaded into a bay at a time (22 tonnes) to undergo verification testing prior to processing (typically within 12 hours).

To account for potential interruptions to supply such as public holidays, the storage bays are sized to have a capacity of up to 523 m<sup>3</sup> each.

The waste will be checked to ensure compliance with the permitted wastes in accordance with the sites EPR Permit and as defined above.

Any non-conforming material will be segregated and disposed of in accordance with Procedure WKE-E03 Waste Rejection.


Once the delivery is complete vehicles will then be directed to leave the site via the weighbridge, having had their TARE weight recorded.

### 2.1 Load Inspection

All waste will undergo a visual inspection immediately upon offloading at site. All wastes will be visually inspected to ensure the following:

- Waste meets the EWC Code definition;

<b>Author / Function or Department:</b>	<b>Process Owner / Department:</b> Site Manager

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- Waste does not contain excessive extraneous materials (metals, glass etc);
- Wastes do not exhibit malodorous properties;
- Wastes comprise of solid materials and not liquids; and
- Wastes do not consist of mainly dusts, powders or loose fibres.

Any major non-conformance in the load i.e. gross contamination, odourous, burnt, charred, damaged bales etc will either result in the load being loaded back onto the delivery vehicle or being transferred to the sites quarantine area in accordance with Procedure WKE-E03 Waste Rejection.

The Site Manager will ensure that the waste delivered to the installation is accompanied by a written description of the waste which will describe the following:

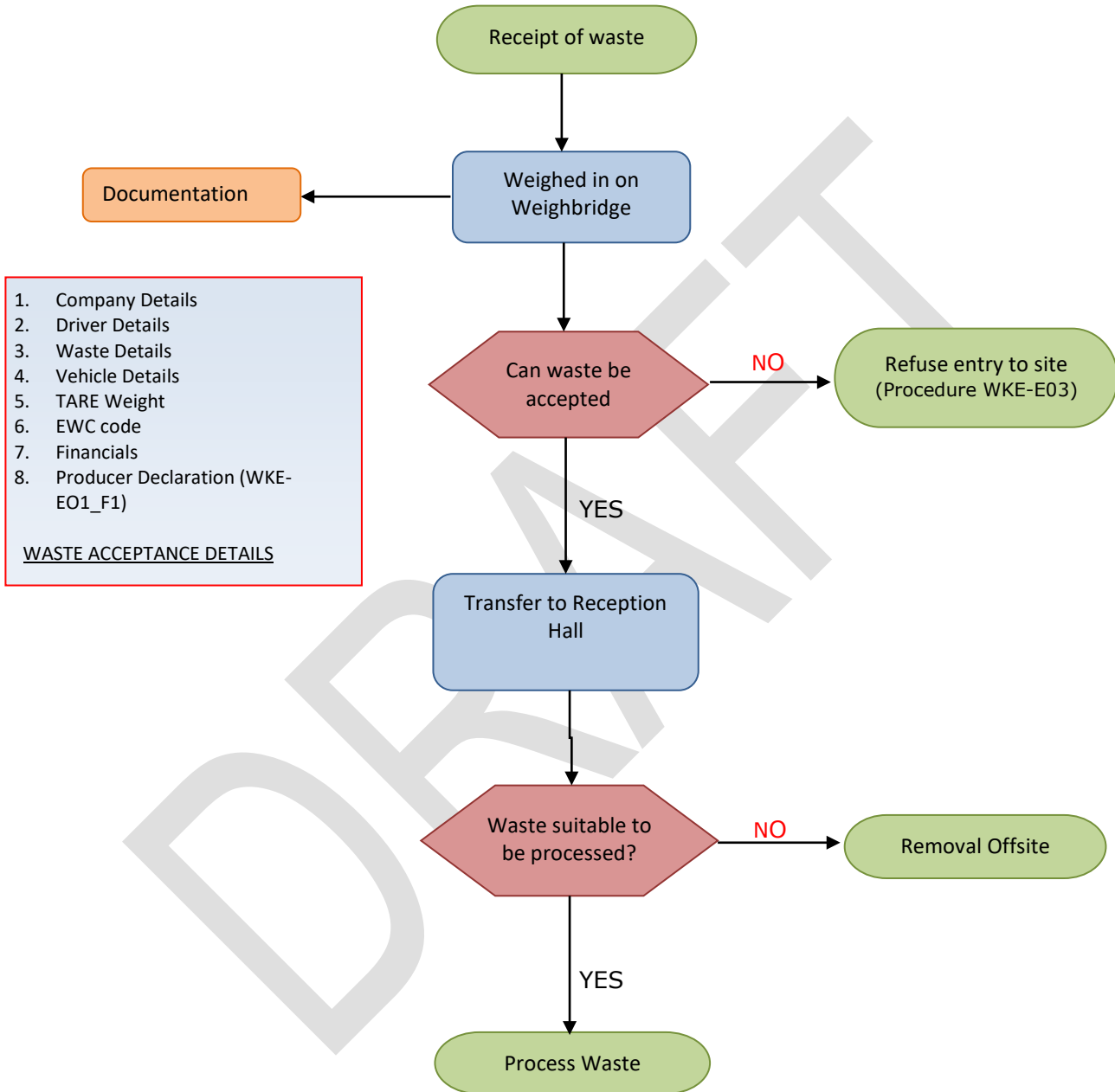
- The physical and chemical composition of the waste;
- Hazard characteristics and handling procedures;
- Compatibility issues; and
- Information specifying the original waste producer and process.

On-site verification testing of each load will take place including particle size and moisture content in order to confirm the waste meets strict specification.



<b>Author / Function or Department:</b>	<b>Process Owner / Department:</b> Site Manager

### 3. Process flow chart: WKE-E02 Waste Acceptance



Author / Function or Department:	Process Owner / Department: Site Manager



## Overview

This procedure outlines the waste rejection process for all non-conforming wastes that cannot be processed on site.

Acceptance of non-conforming wastes is a direct breach of the permitted conditions of the sites Environmental Permit.

## 1. Rejection at the Weighbridge

Any waste coming across the neighbouring weighbridge that does not meet the EWC code description below **MUST BE REFUSED ENTRY** to the site. The site can only accept materials that conform to the EWC Waste Codes provided in Table 1.1 overleaf.

If any waste arriving at site is observed to contain any of the following **IT MUST BE REFUSED ENTRY TO THE SITE.**

- Hazardous Waste;
- Explosive Materials;
- Infectious materials;
- Animal Wastes (Blood, faeces etc.);
- Drummed waste;
- Waste consisting solely or mainly of dusts, powders or loose fibres;
- Wastes that are malodorous; and
- Liquids.

Any waste that is rejected or may be subject to rejection should be brought to the attention of the Site Manager.

The consignor of the waste must be contacted by the Site Manager and be made aware that the waste has been rejected.

The Site Manager holds the responsibility for the acceptance / rejection of all wastes onto site.

It is the responsibility of the site operatives to inform the Site Manager of any wastes that do not or potentially do not meet the above specification.

If a non-conforming waste has not entered the site i.e. identified at the weighbridge, the haulier is refused entry into the site and a waste rejection form (WKE-E03\_F1) is completed.

<b>Author / Function or Department:</b>	<b>Process Owner / Department:</b> Site Manager



All Waste Rejections shall be recorded in the Site Register.

**Table 1: Feedstock EWC Codes and Types**

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19 12 12	other waste (including mixtures of materials) from mechanical treatment of waste other than that mentioned in 19 12 11*

## 2. Rejection at the Reception Area

All wastes will undergo a visual inspection during offloading. All wastes will be visually inspected for the following:

- Material meets the EWC Code definition;
- Material is able to be processed;
- Wastes do not contain excessive extraneous materials;
- Wastes do not consist solely or mainly of dusts, powders or loose fibres;
- Wastes do not comprise liquid materials; and
- Wastes are not malodorous.

Any materials that do not meet the above requirements shall be rejected from site.

Any waste that is rejected or may be subject to rejection should be brought to the attention of the Site Manager.

The consignor of the waste must be contacted by the Site Manager and be made aware that the waste has been rejected.

The Site Manager holds the responsibility for the acceptance / rejection of all wastes onto site.

Trained site operatives will check each load visually as it is deposited to ensure that it does not contain any unacceptable waste(s). The waste load may be quarantined whilst investigations take place.

Any major non-conformance in the load will result in the load either being loaded back onto the delivery vehicle or being transferred to the sites maintained, contained and labelled waste quarantine area.

<b>Author / Function or Department:</b>	<b>Process Owner / Department:</b> Site Manager

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**Environmental Procedure  
Waste Rejection**



The rejected load will be photographed. Photographs will be emailed to the supplier with details of the problem. Record of communications and photographs are kept on file for a minimum of two years in line with current Duty of Care legislation.

It is the responsibility of the site personnel to inform the site manager of any wastes that do not or potentially do not meet the specification.

If the non-conforming waste has entered the site, and is subsequently rejected, a waste rejection form, (WKE-E03\_F1) is completed. However, if the non-conforming waste has not entered the site, i.e. identified at the weighbridge, the haulier is refused entry into the site.

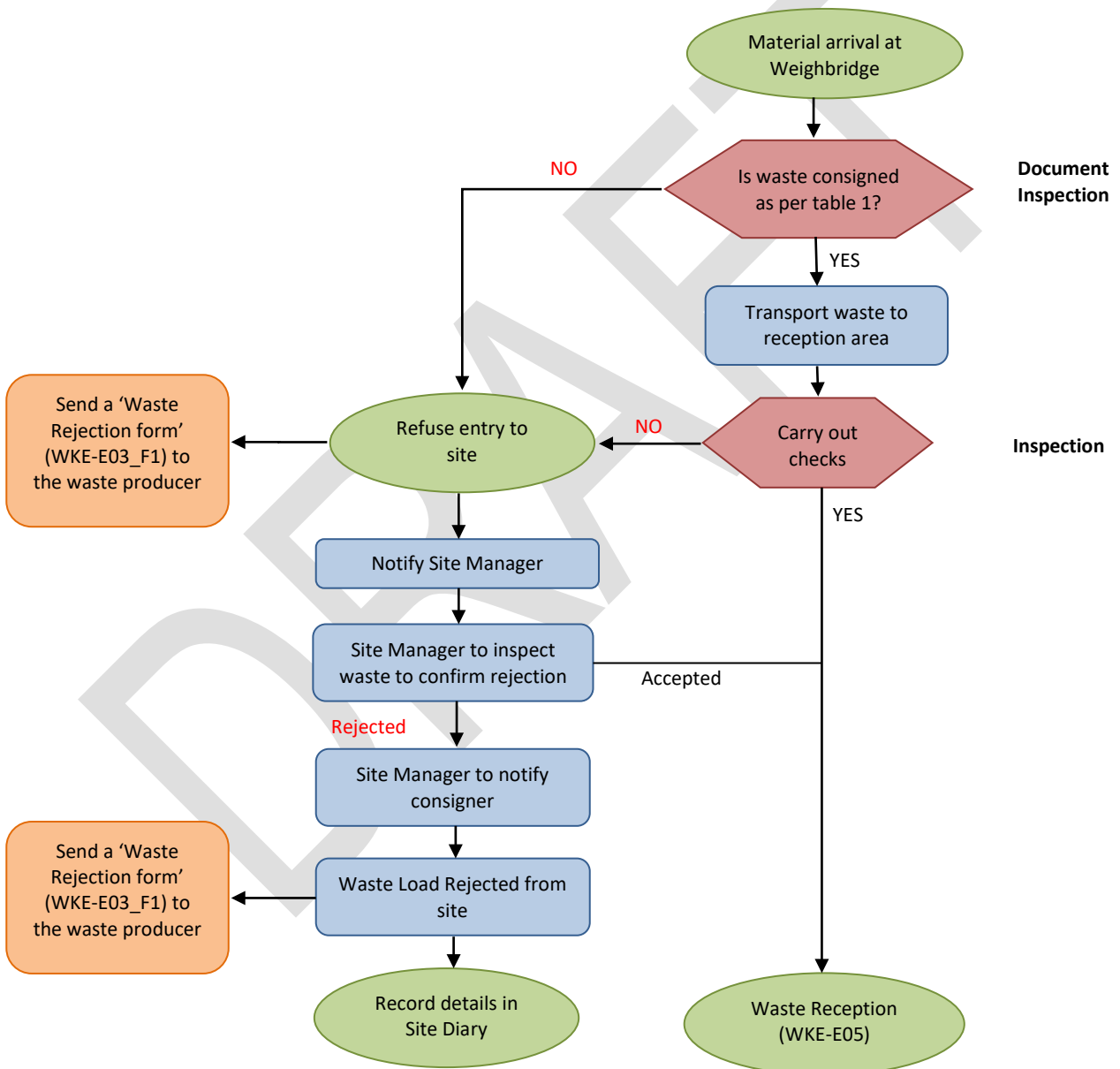
All Waste Rejections shall be recorded in the Site Register.

DRAFT

<b>Author / Function or Department:</b>	<b>Process Owner / Department:</b> Site Manager

### 3. Flow Chart: WKE-E03 Waste Rejection

*No explosive materials*  
*No waste containing animal wastes*  
*No malodourous waste*  
*No liquids*  
*No wastes consisting solely or mainly of dusts, powders or loose fibres*  
Table 1: Visual Checks



Author / Function or Department:	Process Owner / Department: Site Manager



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Environmental Procedure  
Waste Rejection Form



Waste Rejection Form

Delivered On:

Delivered By:

Consignment  
Batch Identity /  
Waste Transfer  
Note Number:

Reason for  
Rejection /  
Quarantine:

Date to be  
Removed from  
Site:

Arranged by:

Contact Details:

Further Action:

Author / Function or Department:

Process Owner / Department:  
Site Manager

## Overview

This procedure provides the necessary information to enable the assessment and off site transfer of non-conforming or untreatable waste streams.

## 1. Off Site Waste Transfers

Typical materials that are likely to be transferred from the WKE processing site on a regular basis include (but are not limited to) the following:

**Table 1: Table of Transferred Wastes**

Waste Type	EWC Code	EWC Description	Site Management	Disposal Route
Mixed General Waste (employee generated) – Non Hazardous	19-12-12	Other wastes (including mixtures of materials)	Stored in segregated waste bins (on concrete hardstanding)	Transferred off site for disposal
Waste oils and greases (workshop and vehicle wastes)	13-02-05	Non Chlorinated Engine /Lubricating Oils	Stored in barrels / drums and stored internally prior to offsite transfer	Transferred off site for disposal
Out of specification fuel pellets	19 12 12	Other wastes (including mixtures of materials)	Stored within segregated area	Transferred offsite for recovery
Reject Materials	Various	various rejected material from the process, e.g. plastics, metals etc.	Stored in drums/bins (on concrete hardstanding)	Transferred offsite for disposal or recovery
Ferrous and Non-ferrous Metals	19 12 02 19 12 03	Ferrous Metal Non-ferrous Metal	Stored in skips (on concrete hardstanding)	Transferred offsite for recovery

All of the above materials are classified as wastes in accordance with The List of Wastes (LOW) Regulations 2005, which transpose the European Waste Catalogue (EWC) into domestic legislation, and provide codes for all hazardous and non-hazardous wastes.

All wastes being transferred on site must be consigned to an appropriately qualified carrier. This is legal under the Environmental Protection Act S34 and of the Environmental Protection (Duty of Care Regulations) 1991.

<b>Author / Function or Department:</b>	<b>Process Owner / Department:</b> Site Manager

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## Environmental Procedure Off Site Waste Transfers



Prior to the offsite transfer of any wastes to a third party a check should be made to ensure that the carrier is appropriately licensed. The link to the national database is provided below:

<https://www.gov.uk/access-the-public-register-for-environmental-information>).

Each consignment should be accompanied with an appropriately completed Waste Transfer Note.

The following details will be recorded for each individual load transferred from on site: -

- Date and time of transfer of the load;
- Details and description of the vehicle accepting the waste, the driver's name, and the operator of the vehicle; and
- A description of the waste including type, EWC code and quantity.

The Site Manager holds the responsibility for the correct description of all consigned wastes from site.

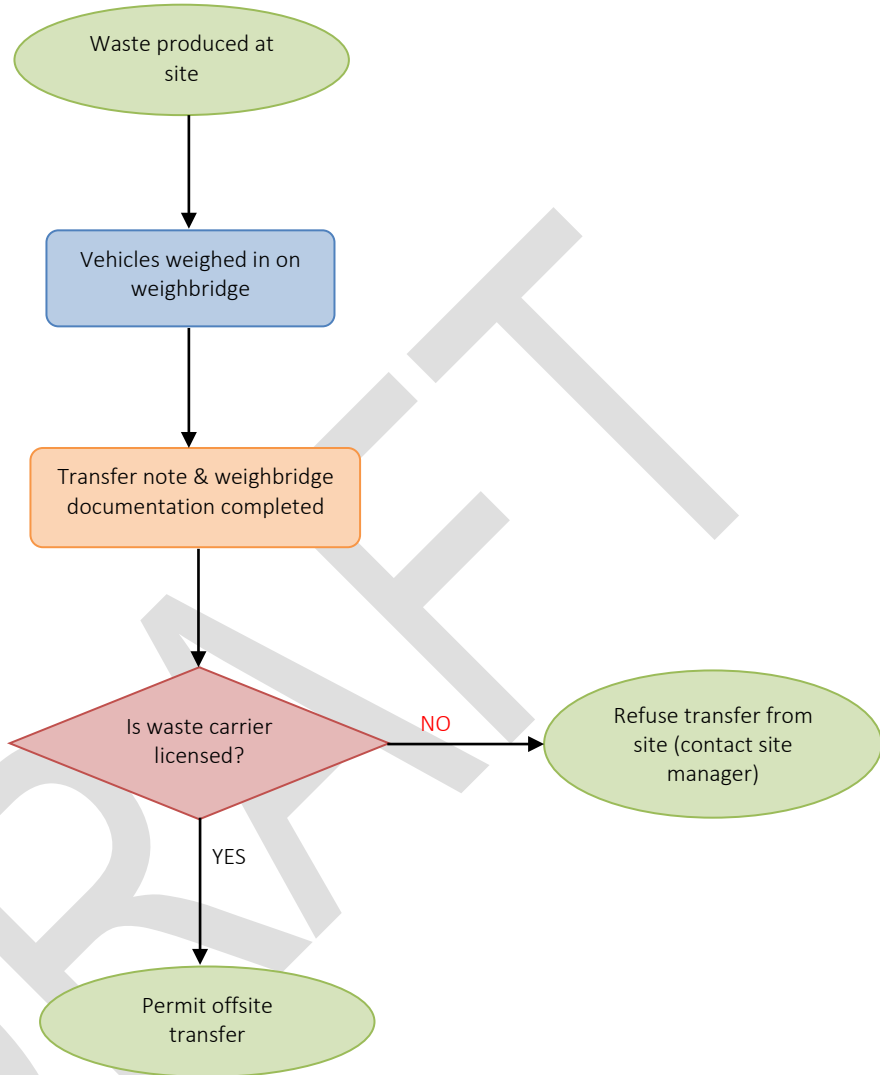
It is the responsibility of the weighbridge personnel to correctly log and record any waste transfers from site, ensure that the Carrier is appropriately licensed and that all relevant information is recorded.

All waste transfers should be recorded in the site diary by the Site Manager.

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<b>Author / Function or Department:</b>	<b>Process Owner / Department:</b> Site Manager

## 2. Flow Chart WKE-E04 Off Site Waste Transfers



Mixed general waste (non-haz)	19 12 12
Waste oils & greases	13 02 05
Ash	10 01 16* / 17
<b><u>Transferred Wastes</u></b>	

<b>Author / Function or Department:</b>	<b>Process Owner / Department:</b> Site Manager





### 3. Training Record

The below signatories have received training and understand all aspects of procedure WKE-E04.

**Table 3.1: Training**

PRINT EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE	MANAGER INITIALS	UN-CONTROLLED COPY ISSUED (✓)

<b>Author / Function or Department:</b>	<b>Process Owner / Department:</b> Site Manager

## Overview

The inspection of wastes when they arrive at site is a key process minimising the potential contamination issues associated with non-conforming waste streams.

## 1. Waste Reception

Once waste is accepted on-site, in accordance with WKE-E02 – Waste Acceptance, all vehicles will be directed from the weighbridge to the Reception Hall. Delivery vehicles will deposit their loads in the appropriate storage bay as directed by site operatives.

The Site Manager will be responsible for the inspection of all waste deliveries to ensure compliance with Waste Acceptance criteria (WKE-E02 – Waste Acceptance).

All waste will be inspected to ensure that any non-conforming material can either be removed or necessitate rejection of the load, prior to loading directly into the infeed hoppers or into the temporary waste storage area.

Rejected loads shall be managed in accordance with procedure WKE-E03 – Waste Rejection.

Any extraneous material shall be segregated and deposited in bins/skips as required.

Loose SRF will be delivered on a 'just in time' basis and undergo verification testing to ensure it meets specification prior to processing.

Table 1.1 below details typical wastes accepted on-site and their characteristics.

Table 1.1: Typical Fuels accepted on site		
Nature	Description	Typical reception route
SRF from commercial and industrial wastes	All waste materials will be pre-accepted according to procedure WKE-E01 and be sourced from local commercial and industrial waste processing plants	Unloaded into appropriate reception pile within the Storage Building.

## 2. Waste Storage

There is to be no long term storage of wastes onsite. SRF is to be delivered to site on a just in time basis and processed immediately following verification testing – typically 12 hours.

There are 18 storage bays within the Storage Area. Under normal operation there will be one vehicle load (22 tonnes) in each bay to undergo verification testing prior to processing (within 12 hours).

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## Environmental Procedure Waste Reception and Storage



In order to ensure that the correct storage areas are used, offloading of wastes will be supervised by site staff.

To account for interruption in supply (e.g. public holidays), waste may be stored within the bays for up to 4 days. Bays 1 – 10 are sized 6.6m (w) x 12.97m (l) x 6m (h) and have a capacity of 51m<sup>3</sup>, Bays 11 – 18 have dimensions of 6.6m (x) x 13.2m (l) x 6m (h) with a capacity of 523m<sup>3</sup>. In the event that all bays are full the Storage Area can hold a maximum of 1,604 tonnes (assuming bulk density of 275kg/m<sup>3</sup>).

All waste is kept in accordance with the sites Fire Prevention Plan which conforms to EA Fire Prevention Guidelines.

A record and updated site waste inventory shall be kept which details the following information for each storage pile.

- Batch code;
- The date of arrival; and
- The unique reference number given at the pre-acceptance stage.

All waste storage areas are internal and on an impermeable concrete surface with a sealed drainage system.

The storage areas will be regularly inspected in accordance with procedure WKE-E08 – Infrastructure Management and Monitoring Programme.

Any uncontrolled spillages or leaks will be recorded in the site diary.

The manufactured fuel pellet is stored within three 35 tonne silos prior to export via ship.

<b>Author / Function or Department:</b>	<b>Process Owner / Department:</b> Site Manager

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Environmental Procedure  
Waste Reception and Storage



### 3. Traceability

Each waste load shall be allocated an individual reference number and recorded in the Site Register. Reference numbers shall adopt the following nomenclature;

**LA - 200119 - A**

*(Supplier; LA) (Date received; ddmmyy) (sequential lettering; batches per day)*

All material received at the facility will be accompanied by details of the date, time, quantity, waste type and the supplier. Records of each delivery will be maintained on-site for a minimum of two years after inspection.

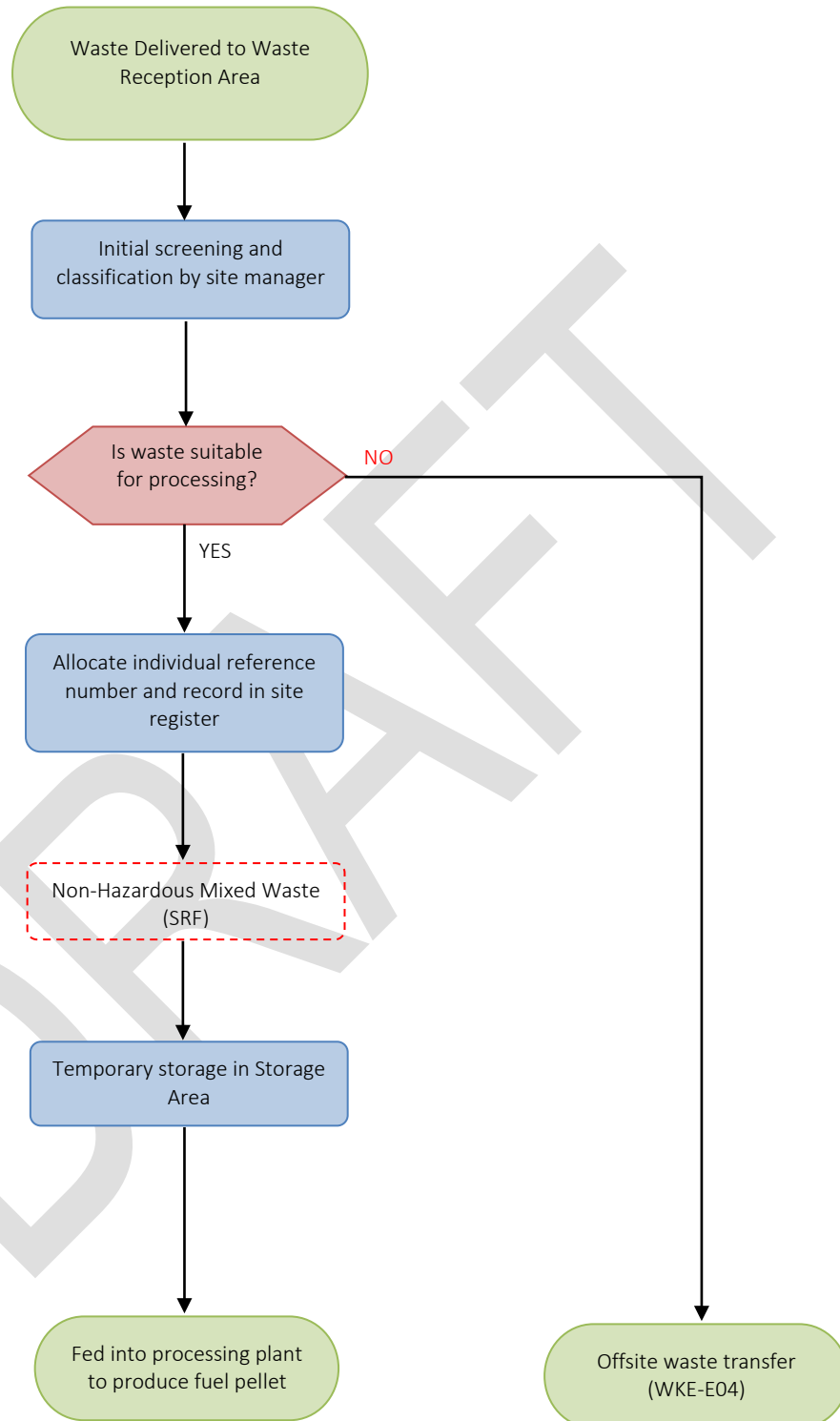
In accordance with this procedure the date, time, quantity and supplier of waste material processed will be recorded.

**ANY WASTE THAT IS CONSIDERED TO POSE A RISK TO THE PROCESS CAN NOT BE SUBMITTED**

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Author / Function or Department:	Process Owner / Department: Site Manager

## 4. Process flow chart: WKE-E05 Waste Reception



Author / Function or Department:	Process Owner / Department: Site Manager



## Overview

In order to demonstrate compliance with Waste Duty of Care Requirements and Environmental Permitting Requirements, WKE is required to record a number of environmental parameters and data.

This procedure defines the necessary Environmental Permit and Waste Records that are required to be managed by the site to ensure compliance.

## 1. Incoming Waste Records

A record of the types, quantities and dates of wastes deposited at the site will be maintained in a format as specified below and be made available to the Environment Agency as required by the permit.

The following information shall be collected for each consignment arriving at the site:

- Date and time of delivery of the load;
- Details and description of the vehicle delivering the waste, the drivers name and the operator of the vehicle;
- Source of the waste (name and address of the originator); and
- A description of the waste including the type and quantity.

A record of all documents including waste transfer notes and weighbridge tickets will be maintained at the site office.

## 2. Outgoing Waste Records

A record of the types, quantities and dates of wastes transferred from the site will be maintained in a format as specified below and provided to the Environment Agency as required by the permit.

The following information shall be collected for each consignment leaving the site:

- Date and time of dispatch of the load;
- Details and description of the vehicle carrying the waste, the drivers name, the operator of the vehicle and Waste carriers License;
- A description of the waste including the type and quantity;
- Destination of the waste with associated waste management license details;
- Copy of the completed Transfer Note relating to the consignment.

A record of all documents including transfer notes will be maintained at the site office.

<b>Author / Function or Department:</b>	<b>Process Owner / Department:</b> Site Manager

### 3. Site Diary and Site Records

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

- The name of the site manager;
- Details of all visitors, including status and times of arrival and departure;
- Damage to vehicles, fences, gates etc. and incidents of trespass;
- Details of maintenance, modification, repair, replacement, delivery and return, and breakdown of any plant and machinery;
- Consignment details of incoming and outgoing wastes;
- Waste inventory and storage log;
- Cleaning regimes;
- Daily weather records; and
- Any complaints received.

The following records will also be maintained by the site manager:

- Correspondence with the Environment Agency;
- Pest Control records; and
- Environmental Monitoring (dust, air, noise etc.)

### 4. Site Permits and Regulatory Liaison

A copy of the Environmental Management Plan and Site Permits will be available at all times within the office.

Copies of all regulatory notifications, letters and correspondence will be kept on file within the office.

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

### 5. Training Record

<b>Author / Function or Department:</b>	<b>Process Owner / Department:</b> Site Manager





## Overview

This procedure provides an overview of all the necessary environmental monitoring procedures and controls to ensure compliance with the Site Environmental Permit.

# 1. Dust, Fibres and Particulates

## 1.1 Environmental Dust Monitoring

Occupational and environmental dust is not considered to be a potential issue at site. This is due to the wastes being processed through the plant not being inherently dusty. However, the site has a number of dust mitigation measures in place to manage dust related impacts.

All loose incoming waste will be stored internally and processed as soon as possible to protect it from the elements and prevent any windblown materials migrating offsite. No external processing or storage will take place on site.

Potential dust emissions from the processing of wastes will be controlled by the following means:

- Minimisation of double handling;
- All materials are delivered in accordance to a specification and have a limited fines content (and hence limited dust potential) in accordance with the waste acceptance criteria;
- Loose waste is delivered directly into the Storage Building;
- No unloading or loading of wastes takes place while the buildings roller shutter doors are open;
- Any transfer of wastes and pellet product between buildings is undertaken via enclosed conveyor; and
- No external processing or storage activities take place onsite.

All potentially dust producing equipment and plant on the pelletising line is fitted with dust abatement including cyclones and dust filters.

Dust monitoring of the exhaust stacks from the drier and the pelletising lines is undertaken every 6 months.

## 1.2 Offsite Impacts and Monitoring

Under normal operation it is considered highly unlikely that there will be any offsite dust impacts, however in the event of any internal or external complaints the site management will carry out a full investigation to understand the validity of the complaint.

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All complaints will be logged in a central file, investigated by the site manager (or their delegate) to establish the nature of the complaint and the operating conditions at the time of the complaint.

If the complaint is substantiated the site will review operating practices on site to establish the root cause of the incident.

Where deemed necessary the site shall carry out third party dust measurements at the site boundary and receptors to further establish impacts, root cause and potential mitigation measures.

## 2. Noise

The site is located in an industrial area, therefore, noise is not considered to be a significant source of potential pollution to the environment.

The design of the Installation has taken into account the potential impacts on the environmental and neighbouring receptors in regard to noise.

The processing plant and associated equipment has been designed in accordance with best practice and to ensure that noise does not present an issue to the employees at the site under the Control of Noise at Work Regulations and to ensure that noise breakout does not lead to noise nuisance at the identified sensitive receptors.

The main source of noise at the site will include:

- Delivery/collection vehicles;
- Processing plant including dryer; and
- Site vehicles.

The following procedures will help minimise noise emissions:

- All machinery on site will be fitted with effective silencers;
- All machinery will be turned off when not in use;
- Operation of plant and machinery will take place during permitted hours only;
- Processing takes place internally within the Processing Building; and
- Deliveries / collections of waste are limited to daytime hours only.

### 2.1 Environmental Noise Monitoring

There are no requirements to monitor noise at the site. Detailed noise monitoring shall be carried out in the event of an internal or external complaint.

<b>Author / Function or Department:</b>	<b>Process Owner / Department:</b> Site Manager

Noise monitoring shall only be carried out by a competent person (as defined by the Institute of Acoustics) to a scope that is determined by the nature of the complaint.

## 2.2 Occupational Noise Monitoring

Occupational noise and vibration presents a significant health and safety risk to all personnel on site.

Occupational monitoring of Significant Exposure Groups (SEGs) will be carried out periodically (at least bi-annually) to monitor and risk assess the exposure levels of the personnel.

## 3. Odour

The site does include activities that may give rise to odour as it is acknowledged that any site involving the processing of any wastes can give rise to odour impacts. The site therefore has a number of odour mitigation measures in place which are detailed within the sites Odour Management Plan.

All loads shall be inspected prior to acceptance. No malodourous wastes will be accepted onto site. All unloading, storage and processing of wastes take place within sealed buildings. There will be no odourous emissions as a result of drying the waste, due to the refined, organic free nature of the waste being processed.

Odour shall be monitored daily at points around the site boundary and observations shall be noted in the site diary and/or on a daily monitoring document.

If any odour is detected and is judged to be moderate (Odour Intensity Rank 3) then the Site Manager will be notified immediately and the olfactory survey will continue to attempt to determine the scope and extent of the odour plume, as follows:

- A suitable location downwind of the site and potentially sensitive receptor at which the odour plume is unlikely to extend will be selected for assessment;
- Survey will continue toward the facility until a site-related odour is perceived; and
- Assessment points perpendicular to the plume axis and equidistant from the site will then be monitored, subject to access requirements.

The main aim of monitoring will be to test if any odours emitted from the site will be causing the nearest receptors nuisance. In scenarios where nuisance is being caused then operations will be suspended until the conditions improve. The Site Manager may deem it necessary to find the precise source of the odour and attempt to eliminate it or neutralise it immediately.

Daily records shall be maintained and include the following details:

<b>Author / Function or Department:</b>	<b>Process Owner / Department:</b> Site Manager

- Results of inspections and olfactory monitoring carried out by site personnel;
- Weather conditions including wind speed and wind direction;
- Operational problems including date, time, duration, prevailing weather conditions and cause of problem;
- Complaints received including address of complainant (if available);
- Details of corrective action taken, and any subsequent changes to operational procedures; and
- An evaluation of the effectiveness of control and abatement techniques used.

## 4. Weather Monitoring

The following meteorological conditions will be recorded daily:

- Temperature;
- Prevailing wind direction; and
- General weather conditions.

All weather conditions shall be recorded within the Site Diary.

## 5. Visual Inspection

All areas of the site shall be visually inspected and monitored for the following:

- Evidence of site security breaches;
- Escape of waste;
- Escape of dust / dust nuisance;
- Presence of elevated fire risk / storage issues;
- Presence of litter;
- Presence of vermin; and
- Control of waste stock piles (height, location etc).

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**Table 4.1: Site Environmental Monitoring Summary**

Parameter	Purpose	Freq	Location	Responsibility	Comment
Dust, fibre and particulates	Only required in cases of specific internal or external dust complaint	As required	Not specified	Site Manager	Any visible emissions will need to be reported within the site diary
Noise	Only required in cases of specific internal or external noise complaint	As required	TBC	Site Manager	The noise monitoring shall only be carried out by a competent person (as defined by the Institute of Acoustics) to a scope that is determined by the nature of the complaint.
Odour	Monitoring required to ensure that there are no odour emissions resulting from the processing activities on site.	Daily	TBC	Site Manager	Recorded in the site diary.
Groundwater	None required	None	N/A	N/A	No physical groundwater monitoring required.
Surface Water	Visual inspection required to ensure that site drainage is not being impacted by processing activities on site.	Daily	Drainage channels	Site Manager	No physical sampling required. Visual inspection only.
Weather	General weather conditions to be recorded on site.	Daily	Not specified	Site Manager	Recorded in the site diary.
Visual	Visual inspection of: <ul style="list-style-type: none"> <li>• Evidence of site security breaches;</li> <li>• Escape of dust / dust nuisance;</li> <li>• Presence of elevated fire risk / storage issues;</li> <li>• Presence of litter;</li> <li>• Presence of vermin; and</li> <li>• Control of waste stock piles.</li> </ul>	Daily	Site wide	Site Manager	Recorded in the site diary.

**Author / Function or Department:**

**Process Owner / Department:**  
 Site Manager



## Overview

This procedure provides an overview of all the necessary infrastructure monitoring and inspection programmes that need to be carried out in order to ensure compliance with the Site Environmental Permit.

## 1. Monitoring

The Site Manager will monitor the key characteristics of the operations and activities that could have a significant impact on the environment.

The Site Manager will visually inspect the site on a daily basis. If spillages or strong odours are detected, then action will be taken accordingly.

Monitoring duties include:

- Checking roadways for any spills of delivered materials;
- Checking all security measures;
- Visual Inspection of waste storage and processing areas;
- Checking the integrity of all concrete hardstanding and bunds.

All details are logged in the site diary along with any comments and actions taken.

## 2. Checks and Tasks

There will be daily checks to ensure that all equipment is working properly. An example of a check sheet used for this is shown in Annex 1 – Daily Check Sheet.

All activities carried out in relation to plant maintenance will be recorded within the plant maintenance records.

Further to the PPM programme there will be series of daily checks by the operators to ensure that all equipment is working properly and that the reception area is cleaned down and free of waste.

There will be regular inspection of site areas including:

- Reception Hall;
- Storage Area;
- Processing Area;
- Quarantine Area;
- Conveyors;

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- Processing Plant;
- External Roadways;
- Hardstanding;
- Containment Systems;
- Drainage System; and
- Site Boundary.

Inspections will pay particular attention to signs of damage, deterioration and leakage. If any damage is noted, it will be recorded in the site dairy and will be repaired as soon as possible. If containment capacity or integrity of bunds is compromised, then waste will be immediately removed until repaired.

If there is any incident or accident that causes or could cause significant pollution the Environment Agency will be contacted straight away.

Monitoring will be carried out in line with the relevant Regulations and Legislations and cover the whole site as detailed on the site plan. If the measures identify a breach of requirements an action plan will be raised and implemented. When relevant, the Environment Agency will be notified in writing.

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<b>Author / Function or Department:</b>	<b>Process Owner / Department:</b> Site Manager



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## Daily Check-Sheet

Week Beginning		
<b>Reception Hall</b>		
Monday	Checked	Signed
Tuesday	Checked	Signed
Wednesday	Checked	Signed
Thursday	Checked	Signed
Friday	Checked	Signed
<b>Processing Area</b>		
Monday	Checked	Signed
Tuesday	Checked	Signed
Wednesday	Checked	Signed
Thursday	Checked	Signed
Friday	Checked	Signed
<b>Storage Area</b>		
Monday	Checked	Signed
Tuesday	Checked	Signed
Wednesday	Checked	Signed
Thursday	Checked	Signed
Friday	Checked	Signed
<b>Quarantine Area</b>		
Monday	Checked	Signed
Tuesday	Checked	Signed
Wednesday	Checked	Signed
Thursday	Checked	Signed
Friday	Checked	Signed
<b>Conveyors</b>		
Monday	Checked	Signed
Tuesday	Checked	Signed
Wednesday	Checked	Signed
Thursday	Checked	Signed
Friday	Checked	Signed
<b>Processing Plant</b>		
Monday	Checked	Signed
Tuesday	Checked	Signed
Wednesday	Checked	Signed
Thursday	Checked	Signed
Friday	Checked	Signed
<b>External Roadways</b>		
Monday	Checked	Signed

<b>Author / Function or Department:</b>	<b>Process Owner / Department:</b> Site Manager

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Tuesday	Checked	Signed
Wednesday	Checked	Signed
Thursday	Checked	Signed
Friday	Checked	Signed
<b>Hardstanding</b>		
Monday	Checked	Signed
Tuesday	Checked	Signed
Wednesday	Checked	Signed
Thursday	Checked	Signed
Friday	Checked	Signed
<b>Containment System</b>		
Monday	Checked	Signed
Tuesday	Checked	Signed
Wednesday	Checked	Signed
Thursday	Checked	Signed
Friday	Checked	Signed
<b>Drainage System</b>		
Monday	Checked	Signed
Tuesday	Checked	Signed
Wednesday	Checked	Signed
Thursday	Checked	Signed
Friday	Checked	Signed
<b>Site Boundary</b>		
Monday	Checked	Signed
Tuesday	Checked	Signed
Wednesday	Checked	Signed
Thursday	Checked	Signed
Friday	Checked	Signed

<b>Author / Function or Department:</b>	<b>Process Owner / Department:</b>
	Site Manager

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Pellet Manufacturing Facility

SITE ENVIRONMENTAL MANAGEMENT PLAN

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Annex 1: Environmental Procedures

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# 1. INTRODUCTION

WKE (Middlesbrough) Ltd (*'The Company'* hereafter) operates a Pellet Manufacturing Facility located at North Sea Supply Base and Dawson's Wharf, Riverside Park Road, Middlesbrough, TS2 1UT (*'The Site'* hereafter).

The facility will produce fuel pellets from SRF sourced from commercial and industrial waste. The pellets will then be exported offsite for utilisation as a fuel source within the cement manufacturing industry.

The Installation principally comprises a single industrial unit housing a Reception Hall, Storage Area and Processing Area. The processing equipment comprises three Nawrocki pelleting lines including:

- Metal Separation (overband magnets and eddy current separators);
- Screening Equipment;
- Air Blade Separators;
- Vibrating Sifters;
- Cyclones;
- 2 x Low Temperature Belt Driers;
- Pellet Mills; and
- Counterflow Coolers.

Gas burners provide direct heat for the sites driers.

The site has been designed to process approximately 302,400 tonnes of waste per annum.

The site is permitted as an Installation as defined by:


Section 5.4 *'Disposal, recovery or a mix of disposal and recovery of non-hazardous waste' Part A(1)(b)(ii) Recovery or a mix of recovery and disposal of non-hazardous waste with a capacity exceeding 75 tonnes per day involving the pre-treatment of waste for incineration or co-incineration'.*

And

Section 5.5 *'The Production of fuel from waste' Part A(1)(a) Making solid fuel (other than charcoal) from waste by any process involving the use of heat.'*

Additionally, the gas burners are permitted under the Medium Combustion Plant Directive as a Directly Associated Activity.

This document forms the working plan and has been prepared in accordance with the following requirements:

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- The Environmental Permitting Regulations 2018 (as amended); and
- Environmental Permit (*Ref TBD*)

This working plan has been prepared to provide an account of the operational practices and environmental considerations for the reception and processing of waste derived fuel feedstocks carried out by WKE.

A sign which provides the necessary site and operations information is positioned at the entrance to the site. The sign provides all the necessary site information, contact details and relevant waste codes as required by the sites Environmental Permit.

A copy of the Environmental Permit and the Management System plan will be kept in the site office at all times.

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## 2. PROCESS DESCRIPTION

### 2.1 Process Schematic

The schematic below (Figure 2.1) provides a broad overview of the process flow through the facility. Further detail of each stage is provided within each of the specific working procedures in use at the site and within the further sections of this working plan.

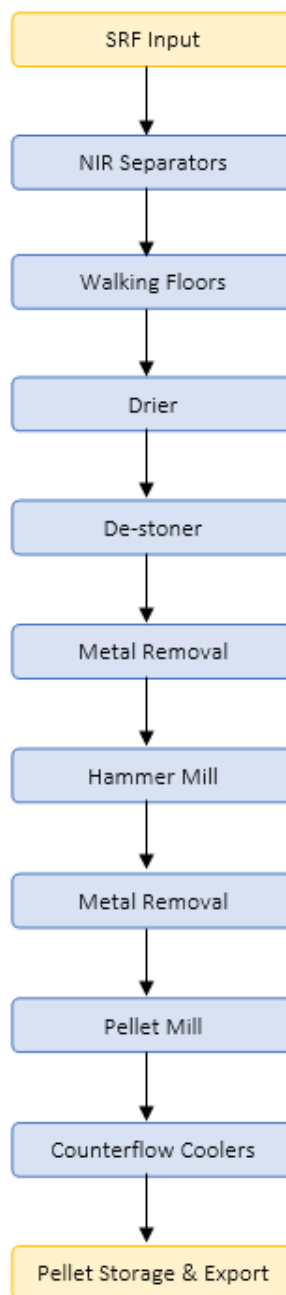
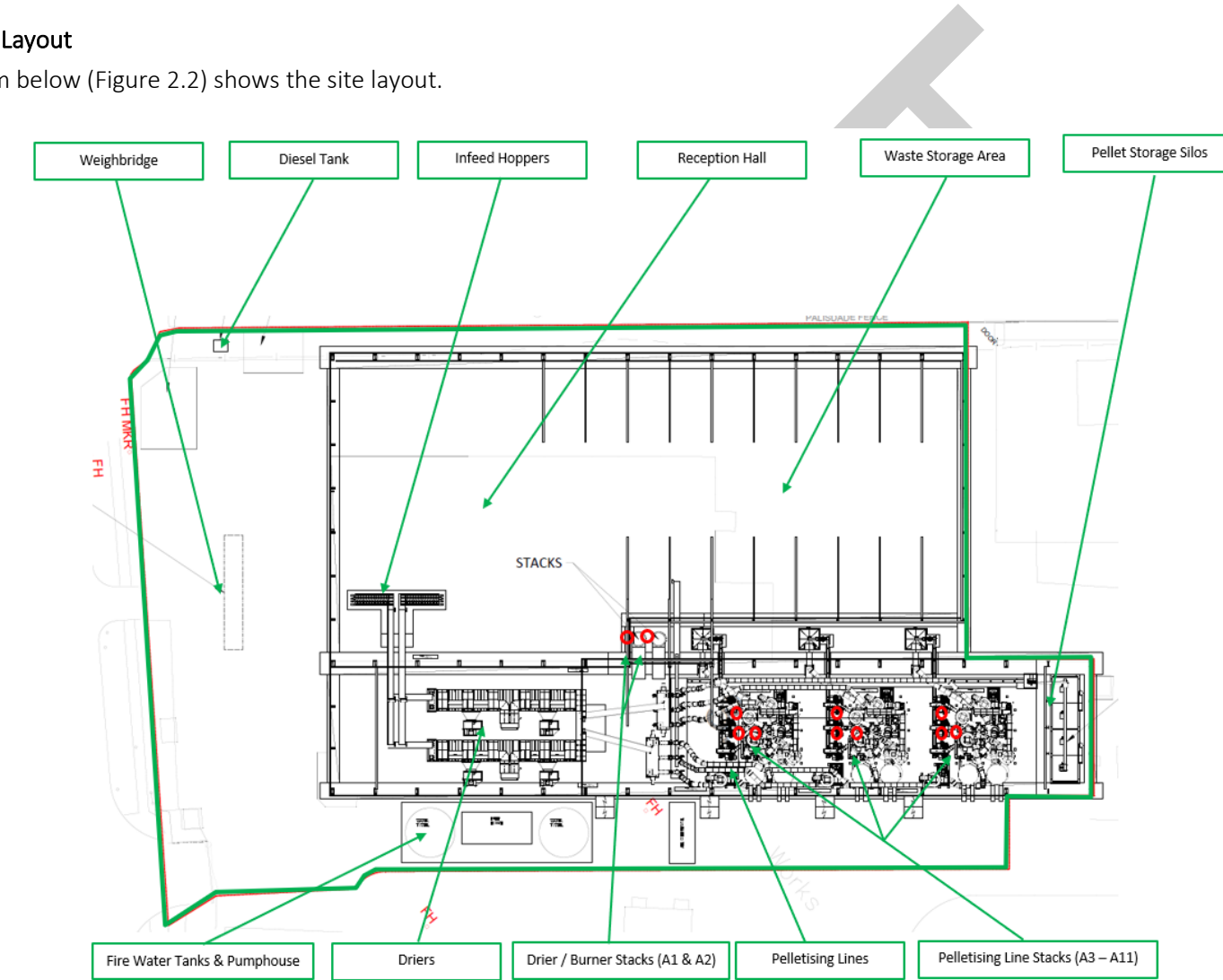



Figure 2.1: Process Schematic

## 2.2 Site Layout

The diagram below (Figure 2.2) shows the site layout.



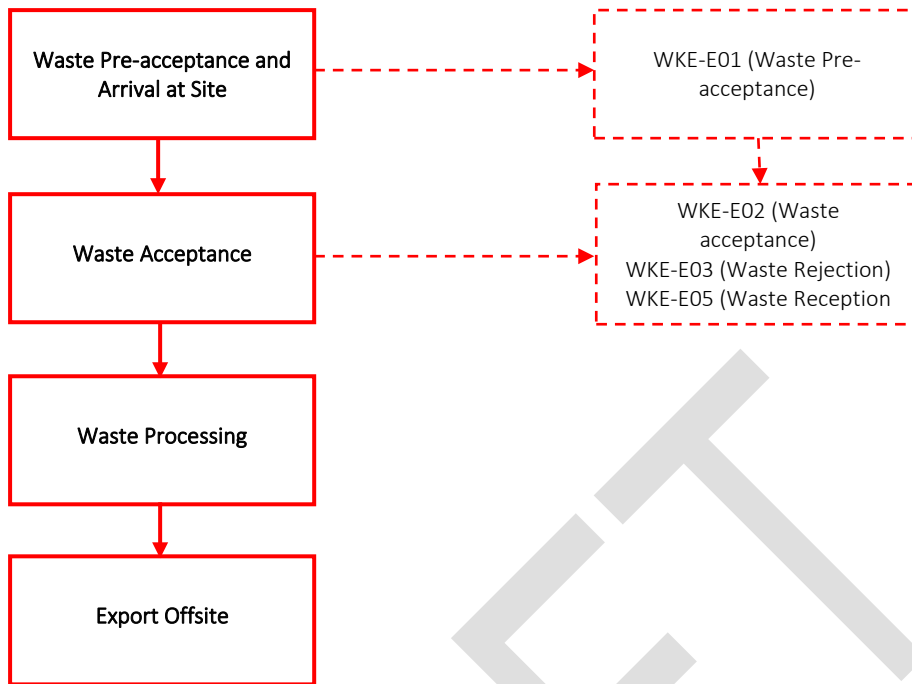
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### 2.3 Specified Waste Management Activities

The wastes accepted onto site for processing will consist of non-hazardous SRF from commercial and industrial sources.

Table 2.1: Specified Activities	
Site Address	North Sea Supply Base and Dawson's Wharf, Riverside Park Road, Middlesbrough, TS2 1UT
National Grid Reference	OS X (Eastings) 4489217 OS Y (Northings) 521718
Site Manager	(Competent Person)
Permit Reference	TBD
Wastes accepted on site	19 12 12 other waste (including mixtures of waste) from mechanical treatment other than those mentioned in 19 12 11*
Specified Waste Management Activities	R3: Recycling/ reclamation of organic substance which are not used as solvents R5: Recycling/reclamation of other inorganic compounds R13: Storage of waste pending and of the operations numbered R1 to R12 R4: Recycling / reclamation of metals and metal compounds D14: Repacking prior to any of the operations numbered D1 to D13 D15: Storage pending any of the operations D1 to D14
Throughput	The facility will process up to 302,400 tonnes per annum
Permitted operation hours for waste acceptance/dispatch	24 / 7
Planning Permission	19/0619/FUL


Waste Management Operations can be represented diagrammatically in Figure 2.3 below according to Table 2.2:



Associated procedures for the above site processes are summarised within Table 2.2 below.

**Table 2.2: SWP Procedure & Guidance Map**

Reference No:	Title	Purpose
WKE-E01	Waste Pre-Acceptance	This procedure defines the upstream screening, checking and pre-acceptance of all incoming waste prior to its arrival on site.
WKE-E02	Waste Acceptance	This procedure outlines the onsite controls and considerations that need to be applied when waste materials arrive on site for processing.
WKE-E03	Waste Rejection	This procedure outlines the waste rejection process for all non-conforming wastes that cannot be processed on site. Acceptance of non-conforming wastes will be a direct breach of the permitted conditions of the sites Environmental Permit.
WKE-E04	Off Site Waste Transfers	This procedure provides the necessary information to enable the assessment and off site transfer of non-conforming or untreatable waste streams.
WKE-E05	Waste Reception and Storage	This procedure outlines the waste reception, storage processes for all incoming waste.
WKE-E06	Environmental Records	This procedure defines the necessary Environmental Permit and Waste Records that are required to be managed by the site to ensure compliance.
WKE-E07	Environmental Management and Monitoring Programme	This procedure provides an overview of all of the necessary environmental monitoring, management procedures and controls to ensure compliance with the Permit.
WKE-E08	Infrastructure Management and	This procedure provides an outline of the inspection and cleaning requirements for the site.

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**Table 2.2: SWP Procedure & Guidance Map**

Reference No:	Title	Purpose
	Monitoring Programme	
WKE-E09	Accident Management Plan	This procedure refers to the sites emergency plans and response requirements.
WKE-E10	Fire Prevention Plan	This procedure refers to the sites fire prevention measures.
WKE-E11	Odour Management Plan	This procedure refers to the sites odour prevention, control and mitigation measures.
WKE-E12	Dust Management Plan	This procedure refers to the sites dust prevention measures.

The following associated procedures are appended to this document:


- WKE-E01 – Waste Pre-Acceptance;
- WKE-E02 – Waste Acceptance;
- WKE-E03 – Waste Rejection;
- WKE-E04 – Off Site Waste Transfers;
- WKE-E05 – Waste Reception and Storage;
- WKE-E06 – Environmental Records;
- WKE-E07 – Environmental Management and Monitoring Programme;
- WKE-E08 – Infrastructure Management and Monitoring Programme;
- WKE-E09 – Accident Management Plan;
- WKE-E10 – Fire Prevention Plan; and
- WKE-E11 – Odour Management Plan.

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## 2.4 Waste Processing

All waste arriving on-site is processed to produce a fuel pellet for export offsite, the key stages of which are summarised below:

- *Waste Acceptance and Reception:* All waste will be accepted into site in accordance with the sites stringent waste acceptance procedures. Pre-treated SRF will have undergone processing at the suppliers Material Processing Facility including shredding, near infrared separation, screening and metals removal to ensure the incoming material adheres to the strict specification required. Loose SRF will be delivered directly into the reception hall and will undergo visual inspection and verification testing prior to transfer into the feed system following visual inspection.
- *NIR Separation:* The SRF is initially conveyed through near infra-red separators to undergo removal of any residual hard plastics including PVC's.
- *Drying:* The SRF is then transported into the walking floor feeder hoppers. From here the waste is transported through one of the two low temperature belt driers. Here the material is dried to 10% moisture through warm air supplied via an air heat exchanger. The heat source will be supplied via gas burners. Once dried the product is transferred to the milling unit.
- *Initial Metal Separation:* Within the milling unit the material is screened through an air separator / destoner prior to undergoing metals removal through use of an over-band magnetic separator (Stage 1) and eddy current separator (Stage 2) to remove any ferrous and non-ferrous materials prior to milling.
- *Hammer Mill:* The material is reduced in size to <15mm via the hammer mill which incorporates a dust filtration system and cyclone prior to transferal to the pelletising system.
- *Further Metal Separation:* Once in the pelletising system the product is sent through an over-band magnetic separator (Stage 3) and eddy current separator (Stage 4) to remove any remaining ferrous and non-ferrous metals.
- *Pelletisation:* Pelletisation occurs within the pellet mill to produce a sub 15mm pellet. The pellets are then cooled via the counterflow coolers and transported via covered conveyor to the product storage area within the Storage Building for removal offsite via ship. The 15 mm sizing is a cement sector specific requirement, enabling the direct blowing / injection of the fuel, without the need for further milling.

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## 3 ENVIRONMENTAL SETTING

### 3.1 Geology and Hydrogeology

According to the BGS Geology of Britain Viewer, the site is directly underlain by Made Ground and superficial Tidal Flat Deposits, comprising sand, silt and clay. The bedrock at the site is of the Mercia Mudstone Group.

The Environment Agency classifies the superficial deposits at the site as a Secondary (undifferentiated) aquifer and the bedrock geology as a Secondary 'B' Aquifer.

The site is not located within a Source Protection Zone (SPZ).

The groundwater vulnerability at the site is not classified.

The site is not located within a Nitrate Vulnerable Zone (NVZ).

The site is considered to be situated in an area of moderate sensitivity with respect to groundwater resources, due to its setting upon two aquifers with the presence of a number of groundwater abstractions (industrial in nature) within 1km.

### 3.2 Surface Water Features

The River Tees, classified by the Environment Agency as a main river, is located adjacent to the north east of the site.

There are two surface water abstraction licences registered within 1 km of the site.

The site is located within Environment Agency Flood Zone 1 – very low risk in regards to fluvial flooding.

The site is considered to be situated in an area of high sensitivity in regard to surface water due to its proximity to the River Tees.

### 3.3 Sensitive Environmental Receptors

Within 10 km of the site there are located a number of nationally and internationally designated sites of ecological importance.


The habitat receptor designations and locations relevant to the assessment are shown in the table below.

Table 3.1: Location of Sensitive Habitat Receptors	
Receptor Name	Approximate Distance from site
Teesmouth and Cleveland Coast SPA	Saltholme Nature Reserve closest part 1.1 km to the north east
Teesmouth and Cleveland Coast Ramsar Site (SPA & Ramsar site boundaries consistent with each other)	
Teesmouth and Cleveland Coast SSSI	Adjacent north east
RSPB Saltholme Nature Reserve	714 m north

The site is not considered likely to have any significant effects on this designated site due to the limited nature of emissions from the site.

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## 4 SITE INFRASTRUCTURE

### 4.1 Building Design and Layout

The facility consists of the following:

- Weighbridge;
- Site Offices;
- Processing Area housing:
  - 2 x low temperature belt driers (including eight gas burners);
  - 3 x Nawrocki Pelletising Lines (metal separation, screening, cyclones, 9 x pellet mills, counterflow coolers);
  - 3 x pellet silos.
- Storage Area housing:
  - Reception Hall;
  - Infeed hoppers & Walking Floor conveyors;
  - SRF storage area;
  - Quarantine Area.
- Water Tanks & Pump House.

### 4.2 Site Drainage System

All waste processing and storage areas will be carried out on sealed impermeable hardstanding.

Uncontaminated surface water run-off drains through the sealed surface water drainage system via silt trap to the River Tees.

Internal drainage systems are limited to a dedicated vehicle wash in the Reception Hall and a sump in the Processing Building. Both discharge via interceptor to foul sewer under consent [pending].


### 4.3 Site Security

A secure fence is erected around the parameter of the site to ensure security.

The site will be manned 24 hours a day.

The site manager will inspect the site security at the start of each working day. Any defects or damage shall be made secure by temporary repair by the end of the working day and a permanent repair effected within seven working days and noted in the site diary.

The site entrance is equipped with lockable gates and an intruder alarm and is secured outside operating hours.

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The entire site is equipped with digital Closed Circuit Television (CCTV) with pan, tilt and zoom capabilities. The CCTV system operates on a 24/7 basis, covers all process areas of the site and is monitored by the Site Manager.

The site is also monitored by A.V.Dawson site security which complies with the International Ship and Port Security Code. This includes 24/7 security personnel and hourly security patrols over night hours.

#### **4.4 Infrastructure Monitoring**

The infrastructure monitoring of the site will take place in accordance with procedure WKE-E08 Infrastructure Monitoring and Cleaning Programme.

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## 5 TECHNICAL COMPETENCE & TRAINING

The Manager is defined as the Technically Competent Person for the site. The site manager holds all necessary qualifications to be defined as ‘Technically Competent’ as defined by the Environment Agency Operator Competence Scheme and WAMITAB Certificate of Technical Competence Schemes.

All personnel on site have been trained in the site operation procedures and Working Plan according to Table 5.1 below.

The site manager is responsible for ensuring that all operators and personnel receive training as required.

	Site Working Plan Manual WKE-SWP	Waste Pre Acceptance WKE-E01	Waste Acceptance WKE-E02	Waste Rejection WKE-E03	Off site Waste Transfers WKE-E04	Waste Reception and Storage WKE-E05	Environmental Records WKE-E06	Environmental Monitoring WKE-E07	Infrastructure Monitoring WKE-E08	Accident Management Plan WKE-E09	Fire Prevention Plan WKE-E10	Odour Management Plan WKE-E11
Site Manager												
Weighbridge Personnel												
Administration Personnel												
Machine Operators												
Site Management												
Visitors												

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## Appendix 1

### Draft Operating Procedures

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