



THE ENVIRONMENTAL PROTECTION ACT 1990
WASTE MANAGEMENT SITE LICENCE

The Manchester Ship Canal Company

Site at Woolston Deposit Grounds
Woolston

SJ 649 882

EAWML 50098

ENVIRONMENT AGENCY

ENVIRONMENTAL PROTECTION ACT 1990.
WASTE MANAGEMENT LICENCE.

Licence Ref No: EAWML 50098 **Facility Type:** Landfill Site A6

The Environment Agency, in pursuance of Part II of the Environmental Protection Act 1990, hereby grants a waste management licence authorising the

Disposing

of controlled waste on the land specified in schedule 1 of this licence to

The Manchester Ship Canal Company ZC000197

Peel Dome, The Trafford Centre, Manchester, M17 8PL

those persons being in occupation of the said land, the said licence being subject to the conditions specified in schedule 2 to this licence.

In this licence the words and expressions contained in schedule 2 shall have the meaning assigned to them therein.

SCHEDULE 1. – SPECIFIED LAND.

The licence relates to the land at:

Site at Woolston Deposit Grounds , Woolston

SJ 649 882

(hereinafter called "the site") shown edged red on Drawing Reference Number

301.17/101 (3/2/2003) + 301.17/102 (3/2/2003)

attached to this licence.

For Environment Agency use only.

Signed Catherine Shaw **Catherine Shaw**

Team Leader Environment Management

Dated: 14th March 2003

YOUR ATTENTION IS DRAWN TO THE RIGHTS OF APPEAL DETAILED IN THE NOTES AT THE END OF THIS LICENCE

Mr George Ager - Area Manager South
'Appleton House', 430 Birchwood Boulevard, Birchwood, Warrington, WA3 7WD. Tel: 01925 840000

Schedule 2 : Conditions Relating to Licence Number EAWML 50098

As attached

ENVIRONMENT AGENCY

Library condition templates Volume 1 (Edition 2)

Waste Management Licences

Authorisation number
50098

EAWML 50098

Date Of Issue: 13th March 2003

1 General considerations

1.1 Specified waste management operations

1.1.1 No waste management operations shall be authorised by this licence unless:

a specified in and undertaken in accordance with the limitations in sections 1, 2.3 and 2.4 of the working plan and in the table 1.1; or

b otherwise required by the conditions of this licence as being an integral part of those operations:

Table 1.1 Specified waste management operations

Specified Waste Management Operation	Permitted Waste Types which may be subject to the Specified Operation	Limits on Specified Waste Management Operations
D4: Surface impoundment of waste	Only permitted waste types as defined in Table 1.2 A	• Waste deposits shall only be permitted in the areas marked in red on 301.17/101 and 301.17/102 of the working plan. • Maximum storage capacity for the site shall not exceed 12.5 million tonnes

Specified Waste Management Operations and Exempt Waste Management Operations

1.1.2 Where wastes are being brought onto the site for waste management operations which are exempt from licensing under the 1994 Regulations, then the wastes which are subject to the specified waste management operations shall be kept clearly segregated and identified from those wastes which are being kept on the site for the exempt waste management operations.

1.2 Permitted wastes

Permitted categories and types of wastes

1.2.1 No wastes other than those which are both categorised below in Table 1.2 A and specified in detail in section 2.3 of the working plan shall be accepted at the site.

Permitted quantities of wastes

1.2.2 The quantities of wastes accepted shall not exceed those listed in Table 1.2 A and specified in detail in section 2.3 of the working plan. Whilst complying with the maximum quantities specified for each type of waste, the total quantity of waste accepted at the site per year shall not exceed 1 million tonnes.

Table 1.2.A Permitted quantities of waste	
Permitted Waste Categories	**Maximum Permitted Quantities (tonnes/year)**
Waste resulting from the dredging of the Canal (EWC Classification: 17 05 06 dredging spoil other than those mentioned in 17 05 05)	Permitted wastes types shall not exceed 1 Million tonnes per year

Exclusion of wastes with other specified characteristics

1.2.3 Notwithstanding the specification of permitted waste types under conditions 1.2.1 and 1.2.2 above, wastes shall not be accepted at the site which have any of the following characteristics specified in Table 1.2 B:

Table 1.2.B Excluded wastes of specified form and type	
Waste Characteristic	**Type**
Properties:	Odour producing Dust producing

1.3 Hours of operation

1.3.1 The following specified waste management operations authorised by this licence shall only be carried out within the times specified in section of the 1 of the working plan.

1.4 Duration of activities - groundwater protection

1.4.2 Subject to the terms of this condition, the activities of disposal, or tipping for the purpose of disposal, of waste which are authorised by this licence shall cease 3 months from date of issue of the licence unless, by that date, the Licence holder has submitted to the Agency a written investigation and risk assessment, carried out in accordance with sub-condition 1.4.3, which shows that, at the specified date, the level of risk to groundwater meets the terms of Regulation 15 of the 1994 Regulations.

1.4.2 In the event that the continuation of activities is authorised in accordance with this condition, they shall cease on every fourth anniversary thereafter, unless by each of those dates the Licence Holder has submitted to the Agency a written review of the investigation and risk assessment which shows that at the specified dates the level of risk to groundwater meets the terms of Regulation 15 of the 1994 Regulations.

Investigation and risk assessment under regulation 15

1.4.3 The licence holder shall undertake an investigation to assess the actual and potential impact of discharges from the site in respect of Regulation 15 of the 1994 Regulations. The investigation shall include the following, or, in the case of a subsequent review, shall include a review of the following:-

a any relevant site investigation and monitoring data already available and interpretation of that data;

b an examination of the hydrogeological conditions of the area in and around the site;

c an examination of the possible purifying powers of the soil and subsoil;

d an assessment of the risk of pollution and alteration of the quality of groundwater including the risk of harm to other aquatic systems and ecosystems and the likelihood of impeding exploitation of groundwater resources from any discharge, whether direct or indirect, of list I or list II substances.

1.4.4 The results of the investigation and of each subsequent review shall be submitted in a written report to the Agency. The report shall include the following, or in the case of subsequent reviews, reviews thereof:

e recommendations of the essential technical precautions which must be taken, paying particular attention to the nature and concentration of the substances present in the matter being disposed of or tipped, the characteristics of the receiving environment and the proximity of the water catchment areas, in particular those for drinking, thermal and mineral water;

f recommendations of the technical precautions necessary:

i In the case where groundwater is considered to be permanently unsuitable for other uses, to ensure that no substance in list I can reach other aquatic ecosystems or harm other ecosystems, to ensure that the presence of any list I substance once discharged into the groundwater will not impede exploitation of ground resources and to prevent pollution of groundwater by list II substances; and

ii in the case where groundwater is <u>not</u> considered to be permanently unsuitable for other uses, to prevent any discharges into groundwater of substances in list I and to prevent any pollution of groundwater by substances in list II.

1.5 Duration of activities – SSSI protection

1.5.1 Management Statement

Within 1 month of the issue of the licence dredging deposits or engineering works shall ceases unless a Nature Conservation Management Statement (Appendix B of the Working Plan) has been submitted to and approved by, the Environment Agency in writing and continues to be assessed and agreed every four years.

1.6 Staffing and understanding of requirements of licence conditions and working plan

Minimum staffing and supervision

1.6.1 Whenever the site is open to receive or despatch waste, or is carrying out any of the specified waste management treatment or disposal operations, it shall be supervised in accordance with section 9.1 of the working plan by at least one member of staff who is suitably trained and fully conversant with the requirements of the licence and the working plan regarding:

a waste acceptance and control procedures;

b operational controls and environmental monitoring;

c maintenance;

d record-keeping;

e emergency action plans;

f notifications to the Agency.

Availability of licence and working plan

1.6.2 A copy of this licence and the working plan shall be kept available on site for reference when required by all site staff carrying out work under the requirements of the licence.

Understanding of licence and working plan

1.6.3 All site staff shall be, or shall work under the direct supervision of a member of staff who is, fully conversant with those aspects of the licence conditions and working plan which are relevant to their specific duties.

Attendance of Technically Competent Persons

Attendance of technically competent person(s) at the site shall be recorded in the site diary on arrival and departure.

1.7 Changes in technically competent persons

1.7.1 Any changes in the technically competent management of the site and the name of any incoming person [together with evidence that such person has the required technical competence] shall be submitted to the Agency in writing within 5 working days of the change in management. Technically competent management and technical competence shall be as defined under section 74 of the Environmental Protection Act 1990 and Regulations 4 and 5 of the 1994 Regulations.

1.8 Relevant convictions

Notification of relevant convictions

1.8.1 In the event of the Licence Holder and/or any relevant person being convicted of any relevant offence and which is in addition to any already notified to the Agency, then full details shall be provided to the Agency within 14 days following sentencing, whether or not the conviction or sentence is subsequently appealed. Such details shall include, in respect of each relevant person (as defined in section 74(7) of the Environmental Protection Act 1990 or any subsequent amendments to that section), the nature of the offence, the place and date of conviction, and any fine or other penalty imposed.

Notifications of appeals against convictions

1.8.2 In the event that the Licence Holder and/or any relevant person lodges an appeal against any such conviction or sentence, the Licence Holder shall notify the Agency of this within 14 days of the lodging. The Licence Holder shall notify the Agency of the results of that appeal, within 14 days of the appeal being decided.

1.9 Maintenance of financial provision

1.9.1 No activities authorised by this Licence shall be continue for longer than 6 weeks after the issue of the licence unless the Licence Holder has secured a bond in favour of the Agency in compliance with the Agreement made between the Licence Holder and the Agency.

1.9.2 The financial provision for meeting the obligations under this Licence set out in the Agreement referred to in the previous paragraph shall be maintained by the Licence Holder from the date that the guarantee was secured over the account and throughout the subsistence of this Licence and the Licence Holder shall produce evidence of such provision whenever required by the Agency.

1.10 Amendments to working plan and supporting information

Amendments to working plan requiring prior consent from the Agency

1.10.1 The Licence Holder shall give the Agency prior notice in writing of any proposed change to those sections of the working plan which are specified in Table 1.10 below, and to any appendices, drawings and figures which are referenced in those sections.

Table 1.10 Sections of working plan requiring prior consent for amendments	
Number and Heading of Working Plan Sections and Appendices	**Sections, Subsections and Appendices requiring Prior Consent for Amendments**
All Sections.	

1.10.2 The notice shall be accompanied by a copy of the proposed changes, and by a written assessment of the effect that implementing the proposed change to the working plan would have on the risk posed by the site to human health and the environment.

1.10.3 The Licence Holder shall provide up to 6 additional copies of the proposed change and supporting risk assessment to the Agency, when required by the Agency in writing.

1.10.4 The proposed change to the working plan shall not be implemented unless the Agency has given its written consent to it. Following consent, the Licence Holder shall give the Agency prior written notification of the implementation date of the change, and from that date the changed section shall be deemed to be incorporated in the working plan in replacement of the previous version of that section.

1.11 Notification of change of operator's or holder's details

1.11.1 The following information shall be notified in writing within 5 working days to the Agency:

a any change in the Licence Holder's trading name, registered name or registered office address;

b any steps taken with a view to the Licence Holder going into administration, entering into a company voluntary arrangement or being wound up;

c the operator at the time of issue of the licence and of any change in the operator or in the operator's trading name, address, registered name or registered office address (if different from the Licence Holder);

1.12 Notification of preparatory works

1.12.1 No preparatory works shall be undertaken until at least 14 days prior notice in writing has been given to the Agency of the intention to do so. The notification shall include details of what work is being done and when.

1.12.2 Prior to the commencement of works on bed 5 a method statement showing the actions proposed for the clearing of vegetation and drainage of the river channel shall be submitted and agreed in writing by the Agency.

1.13 Notification of commencement, cessation and recommencement of waste handling operations

Cessation and recommencement of receiving wastes

1.13.1 In the event that the site ceases receiving wastes for longer than 12 months then within 7 days following the elapse of that time, the Licence Holder shall inform the Agency in writing of the date of cessation and of the planned date of recommencement. In the event that the site recommences receiving wastes sooner than the notified date then the Licence Holder shall give the Agency not less than 7 days, prior notice in writing.

1.14 Notifications and submissions to Agency

1.14.1 Except where otherwise specified, all notifications and submissions to the Agency under the requirements of these licence conditions:

a shall be made in writing to the address specified by the Agency in writing at the time of issue of this licence, or as subsequently specified by written notification to the Licence Holder;

b shall quote the licence reference number and the name of the Licence Holder.

2 Site engineering for pollution prevention and control

2.1 Engineering surveys

2.1.1 A network of stable, permanent survey control stations minimum four shall be established and maintained for the control of all survey work around the site. The stations shall be referenced to Ordnance Survey National Grid co-ordinates, the grid alignment to be within +/-1 metre and Levels referenced to Ordnance Datum. The accuracy of horizontal control shall not be less than 1:20 000. The level values of adjacent stations shall agree to less than or equal to 0.005 metres. No waste shall be accepted at the site until a schedule of descriptions, co-ordinates and level values of all control stations, together with details of Bench Marks used, has been submitted in writing to the Agency.

2.1.1 A topographic survey shall be carried out immediately before the start of filling of each bed, at intervals to be agreed in writing by the Agency, and at the completion of restoration. The scale shall adequately show surveyed features and be at least 1:1250. The surveys shall be sufficient to produce plans that include all roads, structures, boundaries, monitoring points and all other relevant site features. The results of the survey shall be presented as a plan, including the immediate neighbouring landform or an indication of that landform. Plan positions of ground features to be shown to within 1 metre. Spot levels to 0.01m shall be shown at significant landform changes to a density to adequately indicate the true landform, no greater than 50 metre interval in open areas of even gradient, closer when indicating embankments, stockpiles, etc. A calculation of void space in cubic metres, taking account of settlement, shall be carried out at start and at each agreed survey. The results of the survey and the calculation shall be submitted to the Agency within 1 month of the survey being carried out.

2.2 Engineered drainage and pumping systems

Provision and maintenance of drainage and pumping systems

2.2.1 Within 3 months the details to meet the requirements of this condition shall be submitted to the Agency. If details are not agreed in writing by the Agency, no waste or other potentially polluting materials which are to be used in combination with those wastes in the specified waste management operations shall be:

- Pumped;
- transferred or;
- otherwise handled;

in any area of the docking berth/ pumping house and deposit pipeline until the engineered drainage and pumping system for that area has been constructed and completed in accordance with this condition and the following requirements/ documents:

a Layout of drainage and pumping systems, including details of following, where provided:

- **i** discharge points;
- **ii** Pumping station
- **iii** Isolation systems;
- **iv** Location and position of dredging deposit pipes.
- **v** Drainage system for pumping house.

b A CQA report detailing the construction maintenance and inspection of all pipe work used for the transport and movement of drainage material must be submitted to the Agency.

c Prior to the construction and operation of any new pipe work a CQA report detailing the construction maintenance and inspection of the pipe work shall be submitted and agreed in writing with the Agency.

d Prior to any waste deposits and during waste deposits the pipe work shall be visually checked and inspected with the details of the inspection recorded within the site dairy immediately after the pumping operations cease.

e In the event of a failure of the pipe work the Agency shall be notified immediately.

Construction quality assurance of new site containment and drainage systems

2.2.2 No wastes shall be deposited, stored, treated or otherwise handled in any area for which an engineered site containment and drainage system has been newly constructed to meet the requirements of this condition until:

f details of the identities, relevant experience and relevant qualifications of the personnel who will be providing Quality Assurance of the engineered site containment and drainage systems have been submitted in writing to the Agency and acknowledged in writing by the Agency;

g the engineered site containment and drainage system has been constructed in accordance with the other requirements of this condition;

h the Validation Report on the construction of the engineered site containment and drainage system has been submitted in writing to the Agency and has been acknowledged in writing by the Agency.

2.3 Engineered landfill containment and leachate collection and sealing system for solid and liquid wastes (leachate and gas generating)

Provision of engineered landfill containment

2.3.1 No wastes shall be deposited in bed 5 until an engineered landfill containment system which is constructed, completed, documented and recorded in accordance with the requirements of condition 2.3.2 below.

Construction quality assurance of engineered landfill containment

2.3.2 No wastes shall be deposited in any bed without prior agreement in writing from the Agency or unless:

a prior to construction, a Construction Quality Assurance Plan covering all elements of the engineered landfill containment and leachate collection and sealing system for that bed has been submitted in writing to the Agency and the Agency has given its written consent to it;

b prior to construction, details of the identities, relevant experience and relevant qualifications of the personnel who will be providing third party, independent Quality Assurance of the construction have been submitted in writing to the Agency and acknowledged in writing by the Agency

c the engineered containment and leachate collection and sealing system for that bed has been constructed and recorded in accordance with the Construction Quality Assurance Plan;

d all changes to the Construction Quality Assurance Plan, third party or independent quality assurance, and detailed method statements have been notified in writing to the Agency, and the Agency has given its written consent to those changes;

e the Validation Report on the construction of the engineered containment system for that bed has been submitted in writing to the Agency and has been acknowledged in writing by the Agency.

2.4 Leachate management systems

2.4.1 In agreement with the Agency waste shall only be deposited in beds which have an engineered leachate management system constructed, documented and recorded in accordance with the Landfill Regulations 2002 Schedule 2, and Section 8.1, 8.2 and 8.3 of the working plan.

2.5 Landfill gas management systems

Provision of landfill gas management system

2.5.1 In agreement with the Agency each bed in which waste is deposited shall have an engineered landfill gas management system constructed, completed, documented and recorded in accordance with the standards specified in Table 2.5.

2.5.2 The engineered landfill gas management system provided for each bed shall be operated and maintained, and fully documented and recorded, in accordance with the standards specified in Table 2.5 below.

Table 2.5 Landfill gas management system standards

Landfill gas management system	Specified standards
Design of landfill gas management system	• Within 3 months a detailed landfill gas risk assessment and report shall be submitted to the Agency detailing the requirements that will need to be undertaken to monitor and prevent the release of Landfill gas. • This risk assessment and report will need to be approved by the Agency in writing.
Design and Construction	• To meet the standards detailed in the Landfill Regulations 2002 schedule 2.

2.6 Installation, maintenance and protection of final capping and restoration

Provision of final cap

2.6.1 No bed shall be left without a final cap for longer than 6 months after final landform and levels have been attained.

2.6.2 Each final cap shall be designed, constructed, maintained and protected in accordance with the standards specified in Table 2.6 below.

Table 2.6 Final capping standards

Final Capping	Specified standards
• Design of final capping	• It shall be a requirement that details of the final capping be agreed in writing with the Agency prior to any works commencing. • To ensure the site remains compliant with the Landfill Regulations 2002 or any subsequent amendments. • Submission of a risk assessment for capping shall be submitted to the Agency 18 months prior to the final landform and levels being achieved

2.6.3 In the event that the specified waste management operations on the site cease and it is confirmed to the Agency that they will not be resumed, the Licence Holder shall ensure that any uncompleted beds are provided with the leachate and landfill gas collection and extraction systems and final cap and protection required under the other conditions of this licence.

3 Site infrastructure

3.1 Provision of site identification board

3.1.1 No wastes shall be received at the site until an identification board has been provided at or near the site entrance.

3.1.2 The identification board shall be inspected at least once per week. In the event of damage or defect, the board shall be repaired or replaced within 3 working days.

3.1.3 The board shall be easily readable from outside the site entrance in daylight hours, and shall display the following information:

a Site name and address;

b Licence Holder name (company name, not individual name unless justified as necessary);

c Operator name (company name, not individual name unless justified as necessary);

d Licence number;

e Emergency contact name and telephone number (for security reasons, personal names and home phone numbers should not be used except where no alternative is practicable);

f Statement that the site is licensed by the Environment Agency;

g Agency national numbers: 0845 933 3111and 0800 807060;

h Days and hours site is open to receive waste.

The location of the noticeboard should be such that it is clear that it does not designate areas outside the licensed site and does not encourage illegal tipping.

3.2 Site security

3.2.1 Site security systems shall be provided at all times during the subsistence of this licence, the objective of which shall be to prevent access by humans and livestock which is not authorised either by the Licence Holder or under legal powers of entry. These shall be installed, operated and maintained, and shall be fully documented and recorded, in accordance with the following requirements:

Table 3.2 Site security system standards

Site security system	Specified standards
Timetable of provision	Within 3 months of the issue of this licence all areas of the site open to unauthorised access by the public shall be fenced maintained and inspected to a standard to be agreed in writing with the Agency within 6 weeks of the issue of the licence.

4 Site operations

4.1 Control of mud and debris

Prevention of mud and debris on road

4.1.1 Whenever the site is receiving or despatching wastes or landfill engineering works are being carried out, measures shall be provided, operated and maintained, with the objective of preventing the deposit or tracking of mud or debris arising from the site onto public areas outside the site, which shall include public highways and areas of public access outside the site.

4.1.2 All vehicles leaving areas of the site which are operational or upon which engineering works are being carried out shall, before leaving the site, be cleaned as necessary and shall be checked to ensure that they are clear of loose waste and that their loads are secure.

Remediation of mud and debris on road

4.1.3 In the event that mud or debris arising from the site is deposited onto public areas outside the site, remedial measures shall be implemented immediately, in accordance with the following requirements:

a The operation-giving raise to the event shall cease until measures are in place to prevent mud and debris being tracked on to the roads and public areas.

b The area effect shall be cleaned with immediate effect.

4.2 Potentially polluting leaks and spillages of waste

Potentially polluting leaks and spillages from vehicles, plant and equipment

4.2.1 All vehicles used on the site by the operator, and all plant and all equipment used on the site in connection with specified waste management operations, shall be operated and maintained with the objective of preventing potentially polluting leaks and spillages of wastes or other potentially polluting materials which are to be used in combination with those wastes in the specified waste management operations.

4.2.2 *Control and remediation of leaks and spillages.*

In the event of any potentially polluting leak or spillage occurring on site, documented control and remediation procedures shall be implemented immediately and recorded, and shall meet the standards specified in table 4.2 below.

Table 4.2 standards for prevention and control of leaks and spillages

Action	Specified standards
a) Control and remediation of leaks and spillages	Minor spillages shall be cleaned up immediately, using sand or proprietary absorbent to clean up liquids. Major spillages, which are causing or are likely to cause polluting emissions to the environment: Immediate action shall taken to contain the spillage and prevent liquid from entering unsurfaced ground; The spillage shall be cleared immediately and placed in alternative sealed containers; The Agency shall be informed immediately.

4.3 Fires on the site

Prohibition of unauthorised fires on site

4.3.1 No wastes shall be burned on the site.

Fire action plan

4.3.2 In the event of a fire on the site, immediately following taking action to suppress and extinguish the fire, the following actions shall be taken and recorded in the site diary:

a The Agency shall be informed of the fire; and

b So far as practicable contaminated site drainage shall be prevented from entering the site surface water management system, drains, watercourses and unsurfaced ground

4.4 Waste acceptance and control procedures

Waste acceptance procedures

4.4.1 All waste shall be received, inspected, accepted or rejected, and recorded in accordance with the standards specified in table 4.4 below.

Waste control procedures

4.4.2 All wastes accepted at the site shall be handled, kept and recorded in accordance with the standards specified in Table 4.4 below.

Waste despatch procedures

4.4.3 All outgoing wastes shall be inspected, despatched and recorded in accordance with the standards specified in Table 4.4 below.

Incompatible wastes

4.4.4 Incompatible wastes which are likely, in combination with each other or with other material at the facility, to give rise to pollution of the environment or harm to human health outside the site, shall be clearly identified and kept physically separate in designated areas, in accordance with the standards specified in Table 4.4 below.

Table 4.4 Standards for waste acceptance and control procedures

Stage of Waste Handling	Specified standards
Waste reception	Wastes shall only be received at the site through the dredger berth designated on 301.17/101 and 301.17/102.
Waste inspection	All incoming waste shall be inspected on receipt and confirmed suitable for acceptance at the site before pumping of the dredging commences.
Waste acceptance and recording	Incoming wastes from the Manchester Ship Canal shall be accepted and recorded in accordance with section 9.5 of the working plan and form D of the working plan
Quarantine storage and rejection of wastes	Non permitted waste are not permitted to be deposited on the site or unloaded from the dredger. A record shall be kept in the site diary of all rejected wastes.

4.5 Waste sampling and testing

4.5.1 All incoming wastes shall be sampled and tested to confirm their composition and characteristics, in accordance with sections 9.4 and 9.6 of the working plan and the standards specified in Table 4.5 below.

Table 4.5 Waste sampling and testing system standards

Waste Types which are required to be sampled and tested	Specified standards for sampling and testing
17.05.06	The following requirements are to be agreed in writing with the Agency within 3 months : 1. Competence of sampling personnel; 2. Sampling protocols; 3. Quality assurance of sampling; 4. Sampling regimes (frequencies and/or % of incoming waste loads); 5. Competence of on-site analytical personnel and/or, where off-site analyses are carried out by accreditation of analytical laboratories; 6. Analytical parameters and determinands; 7. Methods of analysis and accuracy.

4.6 Waste quantity measurement systems

Means of measurement

4.6.1 All wastes accepted at and despatched from the site shall be measured in accordance with section 9.5 and form D of the working plan.

4.7 Waste discharge and emplacement

Methods and procedures of waste discharge and emplacement

4.7.1 No wastes shall be deposited in any bed of the landfill other than in accordance with sections 9.3, 9.5 and table 2 of the working plan.

4.8 Removal of residual wastes from site

4.8.1 In the event that the specified waste management operations on the site cease and the Agency has reasonable grounds to believe that they will not be resumed within12 months, having regard to specified operations and permitted waste types, and requirements of condition 1.2, then, notwithstanding the operational limits on storage times of wastes specified in the other conditions of this licence, the licence holder shall ensure that all wastes remaining on the site shall be removed by the date specified by the Agency in writing. This shall include, where required by the Agency, decontamination of plant, equipment and engineered containment used in the specified waste management operations, but shall not apply to any wastes which have been disposed of on the site in accordance with the other conditions of this licence or prior to the issue of this licence.

5 Pollution control, monitoring and reporting

5.1 Landfill gas monitoring and reporting within the waste

Landfill gas monitoring and sampling programme

5.1.1 A report detailing the monitoring and sampling of landfill gas within the waste body shall be submitted and agreed in writing by the Agency within 3 months or otherwise agreed time scales for each bed and shall be carried out and recorded in accordance with this condition and the standards specified in Table 5.1.A below.

Table 5.1.A Standards for landfill gas monitoring and sampling programme

Landfill gas monitoring determinands	Monitoring frequencies	Units and accuracies	Trigger levels
Methane	Monthly for all beds	% v/v and 0.1%	>1.0%
Carbon dioxide	Monthly for all beds	% v/v and 0.1%	>1.5%
Oxygen	Monthly for all beds	% v/v and 0.1%	*<18%*
Differential pressure	Monthly for all beds	mbar and to 1mbar	None.
Atmospheric pressure	Monthly for all beds	mbar and to 1mbar	Not applicable.

Baseline monitoring results

5.1.2 No wastes shall be deposited outside of Bed 2 until the results of a internal waste baseline landfill gas monitoring program is obtained covering a period of 3 consecutive months prior to the programmed date for commencing deposit. The internal baseline monitoring program shall have been interpreted and a report compiled and submitted to the Agency and acknowledged and agreed in writing by the Agency.

Landfill gas monitoring and sampling records

5.1.3 A record of the landfill gas monitoring and sampling results shall be made and submitted to the Agency in accordance with the standards specified in Table 5.1.B below.

Table 5.1.B Standards for landfill gas monitoring and sampling records	
Landfill gas monitoring and sampling records	**Specified standards**
Quality assurance of monitoring and sampling.	To be agreed in writing with the Agency.
Making of records	To be agreed in writing with the Agency.
Submission of records	To be agreed in writing with the Agency.

Landfill gas generation action plan

5.1.4 In the event that any results exceed the trigger levels specified in Table 5.1.A above:

a the results shall be notified to the Agency in writing within 7 days.

the landfill gas generation action plan specified in Table 5.1.C shall be implemented within 1 month

Table 5.1.C Standards for landfill gas monitoring and sampling records
Landfill gas generation action plan - Specified standards
In the event that the trigger levels are breached within the waste deposits then a reassessment of the risk assessment and requirements for external landfill gas monitoring shall be undertaken and submitted to the Agency within 1 month from the date of the trigger levels being exceeded or any other such date/requirements agreed with the Agency in writing.

5.2 Landfill gas monitoring and reporting external to the waste.

Provision of engineered external landfill gas monitoring system

5.2.1 A risk assessment based on the results from the internal monitoring of landfill gas and any justification/ conclusions for any proposed action in relation to external monitoring shall be submitted to the Agency 1 month after the acceptance of the internal monitoring reports.

5.3 Groundwater monitoring and reporting systems

Provision of engineered groundwater monitoring system

5.3.1 Engineered groundwater monitoring systems shall be provided to enable monitoring of the groundwater outside the waste body in accordance with this condition.

5.3.2 The engineered external groundwater monitoring system provided for each bed shall be:

a designed, constructed, completed, and shall be fully documented and recorded; and

b inspected and maintained, and fully documented and recorded;

in accordance with the standards specified in Table 5.3.A below.

Table 5.3.A Standards for groundwater monitoring and sampling system

Groundwater monitoring systems	Specified standards
Design of groundwater monitoring systems	The standards to be agreed in writing with the Agency upon the acceptance of the Regulation 15 report that meets the requirements of the Groundwater Regulations 2000.
Construction and installation of groundwater monitoring systems	The minimum standards for construction programmes and method statements to be agreed in writing with the Agency upon the acceptance of the Regulation 15 report that meets the requirements of the Groundwater Regulations 2000
Quality assurance of engineered groundwater monitoring systems	The minimum specifications standards for construction quality assurance programmes to be agreed in writing with the Agency upon the acceptance of the Regulation 15 report that meets the requirements of the Groundwater Regulations 2000.
Inspection and maintenance of groundwater monitoring systems	The minimum frequencies for inspections and maximum timescales for repairs to be agreed in writing with the Agency upon the acceptance of the Regulation 15 report that meets the requirements of the Groundwater Regulations 2000
Records	The quality assurance of records and there location to be agreed in writing with the Agency upon the acceptance of a Regulation 15 report that meets the requirements of the Groundwater Regulations 2000

Construction quality assurance of groundwater management systems

5.3.3 No wastes shall be accepted in bed unless agreed with the Agency until:

c a Construction Quality Assurance Plan covering all elements of the engineered groundwater monitoring system for bed has been submitted in writing to the Agency, and the Agency has given its written consent to it;

d details of the identities, relevant experience and relevant qualifications of the personnel who will be providing Quality Assurance of the construction have been submitted in writing to the Agency and acknowledged in writing by the Agency;

e the engineered external groundwater monitoring system has been constructed and recorded in accordance with the Construction Quality Assurance Plan;

f changes to the Construction Quality Assurance Plan, quality assurance, and detailed method statements have been notified in writing to the Agency, and the Agency has given its written consent to those changes prior to their implementation;

g the Validation Report on the construction of the engineered groundwater monitoring system has been submitted in writing to the Agency and acknowledged in writing by the Agency.

Groundwater monitoring and sampling programme

5.3.4 Monitoring and sampling of groundwater external to the waste body of each bed shall be carried out and recorded in accordance with the standards specified in Table 5.3.B below.

Table 5.3.B Standards for monitoring and sampling programme for Groundwater			
Leachate monitoring determinands	**Monitoring frequencies**	**Units and accuracies**	**Trigger levels**
Toluene, Fuel Oil, Phenols	6 Monthly unless justified and agreed in writing by the Agency	To be agreed in writing with the Agency	To be determined by Regulation 15 report
Water level; pH; Temperature	Monthly unless justified and agreed in writing by the Agency	To be agreed in writing with the Agency	To be determined by Regulation 15 report
Electrical Conductivity	Monthly unless justified and agreed in writing by the Agency but no longer than annually as defined in the LfD Regulations 2002	To be agreed in writing with the Agency	To be determined by Regulation 15 report
Dissolved Oxygen; Biological Oxygen Demand; Chemical Oxygen Demand; Ammoniacal Nitrogen; Cholorides; Sulphates; Total alalinity (as CaCo3 at pH 4.5); Total oxidised nitrogen; Total organic carbon; Na (Sodium); K (potassium); Ca (Calcium); Mg(Magnesium); Fe (Iron); Mn (Manganese) ; Cd (Cadmium); Cr (Chromium); Cu (Copper); Ni (Nickel); Pb (Lead); B (Boron); As (Arsenic); Hg (Mercury); Zn (Zinc)	Monthly unless justified and agreed in writing by the Agency	To be agreed in writing with the Agency	To be determined by Regulation 15 report

Baseline monitoring results

5.3.5 No specified wastes shall deposited in a bed until the results of baseline monitoring, obtained in accordance with Table 5.3.B, and covering a period of 3 consecutive months prior to the programmed date for commencing deposit into the beds, have been collected, interpreted and a report compiled and submitted to the Agency and their receipt has been acknowledged in writing by the Agency.

Groundwater monitoring and sampling records

5.3.6 A record of the groundwater monitoring and sampling results shall be made and submitted to the Agency in accordance the standards specified in Table 5.3.C below.

Table 5.3.C Standards for groundwater monitoring and sampling records

Groundwater Monitoring and Sampling Records	Specified Standards
Quality assurance of monitoring and sampling	a) Groundwater monitoring and sampling quality assurance shall only be carried out by a suitable competent and qualified staff. b) Monitoring and sampling methodologies (including sample chain of custody/audit trail) shall be agreed with the agency within 3 months. c) Monitoring equipment shall be calibrated and serviced in accordance with the manufactures recommendations.
Making of records	i. Determinands monitored/sampled; ii. Specified details of measurements/samples to support analytical and QA requirements; e.g. dates, times, locations, other relevant parameters; iii. Results of measurements/sample analyses, with error limits; iv. Interpretation and review of results against trigger levels; v. Validation of accuracy and validity of results, by designated quality assurer.]
Submission of records	A copy of the quality assured records of each monitoring and sampling result shall be submitted to the Agency within 1 month of its being carried out.

Groundwater monitoring action plan

5.3.7 In the event that any results exceed the trigger level specified in Table 5.3.B above

h the results shall be notified to the Agency immediately and confirmed in writing immediately;

i the groundwater generation action plan specified in Table 5.3.D below shall be implemented immediately.

Table 5.3.D Standards for groundwater monitoring action plan

• Procedures and schedules for checking monitoring/sampling results against background and trigger levels shall be submitted to the Agency for approval within 3 months.
• Actions to be taken in the event that trigger levels are exceeded, or analysis indicates trend against background that is likely to exceed trigger levels. This will include analysis and reporting of efficiency and effectiveness of action plan shall be submitted to the Agency.

Reference elevations for groundwater monitoring points

5.3.8 On installation of each groundwater level monitoring point, a reference elevation mark shall be permanently inscribed on the groundwater level monitoring point and levelled-in to Ordnance Datum.

5.3.9 If the value of the reference elevation mark is changed as a result of damage, alteration, extension or movement to a monitoring point, the mark shall be re-levelled. Re-levelling shall take place before the next monitoring round or within 2 weeks, whichever is the sooner.

6 Amenity management and reporting

6.1 Control, monitoring and reporting of dusts, fibres and particulates

6.1.1 All emissions to air from the specified waste management operations on the site shall be free from visible concentrations of dusts, fibres or particulates as are likely to cause pollution of the environment or harm to human health or serious detriment to the amenity of the locality outside the site boundary, as perceived by an authorised officer of the Agency.

6.1.2 In the event that any dusts, fibres or particulates arising from the site are released or are likely to be released onto public areas outside the site boundary in such quantities or concentrations that they are likely to cause pollution of the environment or harm to human health or serious detriment to the amenity of the locality, then action to prevent these releases shall be implemented immediately. A action plan detailing the measures you will take and any remedial actions required shall be submitted to the agency and agreed and acknowledged by the agency in writing within 3 months.

6.2 Control of odours

6.2.1 All emissions to air from the specified waste management operations on the site shall be free from odours at levels as are likely to cause pollution of the environment or harm to human health or serious detriment to the amenity of the locality outside the site boundary, as perceived by an authorised officer of the Agency.

6.2.1 In the event that any odours arising from the site are released or are likely to be released onto public areas outside the site boundary at such levels that they are likely to cause pollution of the environment or harm to human health or serious detriment to the amenity of the locality, then action to prevent these releases shall be implemented immediately implemented immediately.

6.3 Control of noise

6.3.1 Measures shall be implemented and maintained throughout the operational life of the site, to control and minimise the levels of noise from operations on the site beyond the site boundary.

6.4 Control of pest infestations

6.4.1 Waste shall not be received at the site after a period of 3 months unless measures to control and minimise pests on the site, have been submitted to and agreed in writing by the Agency. Such measures shall prevent pest infestations that are likely to cause pollution of the environment or harm to human health or serious detriment to the amenity of the locality.

6.5 Control of litter

6.6.1 Measures shall be implemented and maintained throughout the operational life of the site to control and monitor the escape of litter from the confines of the site.

6.6.2 In the event that litter does escape from the site, it shall be retrieved as soon as practicable by the end of the working day/ shift.

7 Site records

7.1 Security and availability of records

Security of records

All records which are required to be made under the other conditions of this licence and the working plan shall be maintained and kept secure from loss, damage or deterioration, and shall be kept in accordance with sections 9.5 and 9.7 of the working plan.

Table 7.1 Standards for keeping of site records

	Specified standards
Wastes accepted at the site; Wastes rejected. And/or despatched from the site; Site diaries.	1. All records shall be stored either: a) on paper in a secure cabinet or cupboard; or b) on computer disc with a back up copy. 2. Records shall be kept for a minimum of two years.

Availability of records

7.1.2 All records which are required to be made under the other conditions of this licence and the working plan shall be made available for inspection at the place where they are kept immediately when required by an authorised officer of the Agency.

7.2 Records of waste movements

Recording of wastes accepted and removed

7.2.1 A record shall be kept of each load of waste accepted and each load of waste removed from site. This record shall include the following details:

a Loads in:- Nature (sludge), waste type as specified under condition 1.2, quantity (tonnes), date received, date accepted.

b Loads out:- Nature (sludge), waste type as specified under condition 1.2 , quantity of waste removed (tonnes), date removed.

Summary records of wastes accepted and removed

7.2.2 A summary record of the waste types accepted and removed from the site shall be made for each financial year, and shall be submitted to the Agency within 1 month following the end of the financial year. The summary record shall be in the format specified in Appendix I.

7.3 Site diary

7.3.1 A site diary shall be kept secure and shall be available for inspection at the site when required by an authorised officer of the Agency. This shall include a record of the following events:

a construction work

b maintenance

c breakdowns

d emergencies

e problems with waste received and action taken

f site inspections and consequent actions carried out by the operator

g technically competent management attendance on site: the date and the time onto site and the time left site

h despatch of records to the Agency

i severe weather conditions

j complaints about site operations and actions taken

k environmental problems and remedial actions

l Environmental monitoring

m Dates samples taken

n Dates and location of biological surveys and monitoring.

7.3.2 Each record shall be completed within 24 hours of the relevant event.

7.4 Periodic reporting of environmental performance

7.4.1 The Licence Holder shall provide the Agency on an annual basis following the end of the financial year, or such other time as is agreed in writing with the Agency, a report on the environmental performance of the site, which shall include the following information:

a an analysis and review of the environmental monitoring results recorded for the site under these conditions, with an interpretation of the trend of the results against background and trigger levels;

b a review of the risk assessment for the site, taking account of the findings under (a);

c where changes to the risk assessment are identified under (b), a review of the risk management systems provided for the site.

8 Interpretation

In these conditions and their interpretation, unless the context otherwise requires, the following terms have the specified meanings:

"accepted"
for waste being delivered to the site, shall mean accepted as waste input to the site for storage and/or processing and/or disposal under the specified waste management operations;

"authorised officer of the Agency"
means any person(s) authorised in writing by the Agency pursuant to section 108(1) of the 1995 Act to exercise any of the powers specified in subsection (4) of that section;

"consequences"
for **risk assessments** carried out within these conditions, means the adverse effects of harm as a result of realising a **hazard** which cause the quality of human health (other than health and safety of site staff or visitors to the site covered under the Health and Safety at Work Act 1974) or the environment to be impaired in the short or longer term;

"engineer"
for engineering works specified in these conditions, means a person who works in the relevant branch of engineering, as a qualified professional;

"engineered"
for works specified in these conditions, means carried out and completed using the relevant engineering process specified in these conditions;

"engineered landfill containment system"
means all elements (other than leachate and landfill gas management systems, and intermediate and final caps), relating to engineered liners for final disposal to land, and incorporating liners for individual beds and the site as a whole, and including methods of liner protection and leakage detection;

"engineered site containment and drainage system"
means all elements relating to engineered containment of activities on the site, other than final disposal to land, and incorporating site surfacing, bunding and drainage systems, buildings and fixed tanks;

"engineering"
for engineering works specified in these conditions, means the relevant process of design, construction or installation, quality assurance or validation or commissioning specified in these conditions;

"engineering survey"
means a survey carried out in accordance with recognised or approved standards by a suitably qualified competent person;

8 Interpretation

In these conditions and their interpretation, unless the context otherwise requires, the following terms have the specified meanings:

"accepted"
for waste being delivered to the site, shall mean accepted as waste input to the site for storage and/or processing and/or disposal under the specified waste management operations;

"authorised officer of the Agency"
means any person(s) authorised in writing by the Agency pursuant to section 108(1) of the 1995 Act to exercise any of the powers specified in subsection (4) of that section;

"consequences"
for **risk assessments** carried out within these conditions, means the adverse effects of harm as a result of realising a **hazard** which cause the quality of human health (other than health and safety of site staff or visitors to the site covered under the Health and Safety at Work Act 1974) or the environment to be impaired in the short or longer term;

"engineer"
for engineering works specified in these conditions, means a person who works in the relevant branch of engineering, as a qualified professional;

"engineered"
for works specified in these conditions, means carried out and completed using the relevant engineering process specified in these conditions;

"engineered landfill containment system"
means all elements (other than leachate and landfill gas management systems, and intermediate and final caps), relating to engineered liners for final disposal to land, and incorporating liners for individual beds and the site as a whole, and including methods of liner protection and leakage detection;

"engineered site containment and drainage system"
means all elements relating to engineered containment of activities on the site, other than final disposal to land, and incorporating site surfacing, bunding and drainage systems, buildings and fixed tanks;

"engineering"
for engineering works specified in these conditions, means the relevant process of design, construction or installation, quality assurance or validation or commissioning specified in these conditions;

"engineering survey"
means a survey carried out in accordance with recognised or approved standards by a suitably qualified competent person;

"environmental targets or receptors"

for **risk assessments** carried out within these conditions, shall mean identified human and environmental populations or components, as specified in these conditions or otherwise agreed by the Agency within these conditions;

"groundwater"

means any water contained in underground strata;

"hazard"

means a property or situation that in particular circumstances could lead to harm;

"immediately"

for carrying out of actions under the conditions, shall mean without delay and within a reasonable time, taking into account any more immediate direct action necessary to prevent or minimise risk to human health and the environment. For carrying out notifications to the Agency, shall also mean by the fastest effective means available (for example, telephone) and confirmed in writing within 1 working day (or such other time as may be agreed by the Agency within the conditions);

"inert waste "

means waste which when disposed of in or on land does not undergo any significant physical, chemical or biological transformation;

"landfill gas management system"

means all elements relating to landfill gas extraction from individual landfill beds and the landfill mass as a whole, and incorporating methods of landfill gas drainage, containment and the subsequent disposal system, whether it be a methane oxidation system, landfill gas flare, landfill gas engine(s) or otherwise, either on or off the site;

"leachate management system"

means all elements relating to leachate extraction from individual landfill beds and the landfill mass as a whole, and incorporating methods of leachate drainage, containment and the subsequent treatment and/or disposal system, either on or off the site;

"maintenance"

for engineering maintenance specified in these conditions, means the process of inspection, testing, repair of the relevant engineering works specified in these conditions;

"preparatory works"

means engineering works required prior to the carrying out of the activities authorised by this licence;

"probability"

means the quantified expression of chance, denoted either as:

- the ratio or percentage of the occurrence of a particular event as one among a number of possible events;
- or as the frequency of occurrence of a particular event in a given period of time;

"received"

for waste being delivered to the site, shall mean delivered to the site and undergoing the waste acceptance procedures specified in the working plan, including storage of those wastes during those procedures prior to acceptance of the waste;

"release pathways"

for **risk assessments** carried out within these conditions, shall mean the routes by which defined **hazards** may potentially realise their **consequences**, defined in terms of releases or emissions from the site that go beyond the site containment or boundary via one or more of the following routes, either directly or indirectly: **Land; Groundwater; Surface water; Atmosphere**;

"relevant offences"

are offences within the meaning of regulation 3 of the Waste Management Licensing Regulations 1994 or any statutory provisions or regulations amending or replacing them;

"risk"

means a combination of the **probability** and **consequences** of occurrence of a defined **hazard**;

"risk assessment"

means the systematic identification, analysis, estimation and evaluation within a defined **scope** of the defined **risks** of a particular activity, operation, process or design, carried out and reported by suitably qualified or competent persons, using recognised quantified or semi-quantified methods and techniques.

Unless otherwise agreed by the Agency within these conditions, a risk assessment shall include and record the following:

- definition of the **hazards** associated with an activity, operation, process or design;
- assessment of the **probability** of those **hazards** occurring;
- determination of the potential **consequences** of those hazards for defined **environmental targets or receptors**, taking into account defined **release pathways** and defined protective measures;
- evaluation of the potential **magnitude** of those consequences and the **probability** of their occurrence;

"scope of risk assessment"

means the boundaries of the **risk assessment** and the **risks** to be assessed within those boundaries, as defined in the conditions or otherwise agreed by the Agency within the conditions;

"special waste"

has the meaning as defined by regulation 2 of the Special Waste Regulations 1996 or any statutory provisions or regulations amending or replacing them;

"specified waste management operations"

means the waste management operations authorised by condition 1.1 of this licence;

"surface water management system"

means all elements relating to collection of rain water or surface water from individual landfill phases and the landfill site as a whole, and incorporating methods of water collection, containment and the subsequent treatment and/or disposal system, either on or off the site;

"surface water"

means any lake, pond, river or watercourse whether natural or artificial;

"the 1994 Regulations"

means the Waste Management Licensing Regulations 1994 and any statutory provisions or regulations amending or replacing them.

"the Agency"

means the Environment Agency;

"the Licence Holder"

means the Licence Holder specified in this licence or other person to whom the licence has been transferred in accordance with section 40 of the Environmental Protection Act 1990;

"the operator"

means a person who is in occupation of the site and has responsibility for carrying out day to day activities at the site;

"the site"

means the land, structures, plant and equipment to which this licence relates;

"time periods, e.g. annually, quarterly, monthly, per year, etc. "

Where periods are referred to in conditions, they shall be calculated in the following way:

- annually or per year: 1 April to 31 March;
- quarterly: 1 April to 30 June, 1 July to 30 September, 1 October to 31 December, 1 January to 31 March;
- monthly: calendar month;
- weekly: Monday to Sunday.

Where the issue of the licence does not coincide with the start of any of these periods, then any relevant limits for the first period shall apply pro rata;

"waste"

means controlled waste as defined in section 75(4) of the 1990 Act and the Controlled Waste Regulations 1992 or any statutory provisions or regulations amending or replacing them;

"working plan"

means the working plan identified in writing by the Agency at the time of issue of this licence and any subsequent amendments to it made in accordance with the conditions of this licence.

Appendix I
Site Returns Summary

ENVIRONMENT AGENCY

Waste Return Guidance Notes

Environmental Protection Act 1990
Please read these guidance notes and the whole form carefully before you start to fill it in.

Introduction

We need to know about the types and quantities of controlled waste you have handled at each licensed facility within your site.

Please fill in a copy of the form every
• month
• quarter (i.e. three months) *or*
• year
as agreed with us.

If you are not sure about this, please contact us.

How to use this form

Please read through the whole form and these guidance notes before you start filling anything in. When you fill in the form, you will also need a copy of the

• waste classification scheme
• a list of district/county councils within your region.

You can get copies of these from your local Environment Agency office if you do not have them.

Continuation sheet, form WMS3

We have sent you a continuation sheet in case you need it. If you need more space for answers to sections 3 and 4, please use another continuation sheet. But make sure that you label each sheet clearly with the

- local site licence number (you can find this on the top right of page 1 of your application form) or
- waste management licence number (EA/WML number)
- number of the sheet, *for example 3 of 5.*

You should also tell us how many continuation sheets you are using when you fill in section 5 'Declaration' of the form.

You can photocopy the form or the continuation sheet if you need another copy.

If you need help and advice

We have made the form as straightforward as possible, but please get in touch with us if you

- need any advice on how to set out the information we need
- have any other questions about the waste returns scheme.

Please get in touch with the officer handling your site returns. You will find their name and telephone number at the bottom of the letter that came with these notes and form.

How to fill in the form

Section 2 Operator and site details

Q 2.1 Site operator and details
If the site details have been pre-printed please check that they are correct. If they are not correct or not printed please copy the details from your waste management licence.

Q 2.2 Type of facility
If the type of facility has been pre-printed please check that it is correct. If it is not correct or not printed please copy the details from your waste management licence.

Q 2.3 Was a weighbridge used?
Please say whether you used a weighbridge (either at your facility or a public weighbridge) before deposit. Enter the weighed proportion of waste accepted as a percentage.

Landfill sites only
This section applies to landfill facilities only.
Landfill operators should complete this section as at 31 March in the current year. Please complete question 2.5 even if you are making a 'nil return' which means no waste has been received or removed from the site during the return period.

Q 2.5 Remaining void space covered by the licence
Please enter the remaining landfill void space covered by your licence in cubic metres as at 31 March in the current year. 'Void space' is the licensed capacity remaining at your site and this should only include areas that are covered by a waste management licence and a planning consent.

Section 3 Waste received on site

Before you fill in this section make sure you have a copy of the

• waste classification scheme and
• a list of district/county councils within your region.

Please use the continuation sheet WMS3 provided, or a copy of it, if you need to.

Description of waste and waste classification code
Please enter the waste or material description as agreed with your local area office.

Origin
Please enter the district where the waste originated. *See separate sheet for list of district/county councils in your region.*
If the district is not known, enter the county where the waste originated. If this is not known enter 'other'.
You may not need to give us this information. The requirements are set out in your waste management licence.

Waste return

State
Please enter the physical state of the waste (whether it is solid, powder, sludge, liquid or gas). Please do not use other terms to describe the waste.

Weight
Please give the amount in tonnes of each specific waste type received from each district of origin.

Additional information
For landfill sites

- tick 'D' if this is the final disposal site for the waste or
- tick 'U' if the waste was used on site *(for example bunding, capping or levelling purposes).*

For any site

- tick 'S' for waste that is 'special waste' as defined by the Special Waste Regulations 1996. *This waste type should have a consignment note with it when it enters the facility.*
- tick 'F' for waste that has come from another facility *forexample, a transfer station.*
- tick 'M' for biodegradable municipal waste.
- tick 'O' for other biodegradable waste.

Section 4 Waste material removed from site

Before you fill in this section make sure you have a copy of the

- waste classification scheme to be used and
- a list of district/county councils within your region.

We need to know about each type of waste received at your site.
Please use the continuation sheet WMS3 provided, or a copy of it, if you need to.

Description of waste and classification code
Please enter the waste or material description as agreed with your local area office.

Destination
Please enter the district that the waste is going to.
See the list of district/county councils within your region.
If the district is not known then enter the county of destination. If this is not known enter 'other'.
You may not need to give us this information. The requirements are set out in your waste management licence.

State
Please enter the physical state of the waste (whether it is solid, powder, sludge, liquid or gas).

Weight
Please give the amount of each specific waste type removed to each district in tonnes.

Special waste
Tick this box for waste defined as 'special' by the Special Waste Regulations 1996. A consignment note should be raised for this type of waste if it is being transferred to another facility.

You can find more information about special waste at www.environment-agency.gov.uk /business/wasteman/swens/

Destination facility type
Please enter the type of facility where the waste will be sent *(for example incinerator, transfer station, landfill, treatment, reprocessing, recycling).*

Sending the form back to us

Send your waste return back in a window envelope to display the address printed at the top of page 1 of the form.

We need it no later than shown in the table, depending on the returns period.

month	quarter	year
2 weeks after period	*1 January – 31 March* *1 April – 30 June* *1 July – 30 September* *1 October – 31 December* 1 month after period	1 month after period

Further information

For general enquiries please contact your local Environment Agency office or call our general enquiry number 0845 9333111 between 9.00am and 5.00pm.

Data protection notice

The Environment Agency is responsible for regulating environmental protection, flood defence, water resources and fisheries. It has a duty to discharge its functions to protect and enhance the environment and to promote conservation and recreation.

The information provided will be processed by the Environment Agency to enable it to fulfil its enforcement and planning responsibilities.

Some of the information requested is required to fulfil the Conditions of your licence. This information will be processed to monitor compliance with licence conditions, to process renewals and to maintain the public register.

We may also use and/or disclose it in connection with

- offering/providing you with our literature/services relating to environmental matters
- consulting with the public, public bodies and other organisations (for example Heath and Safety Executive, local authorities, emergency services on environmental issues)
- carrying out statistical analysis, research and development on environmental issues
- providing public register information to enquirers
- investigating possible breaches of environmental law and taking any resultant action
- preventing breaches of environmental law
- assessing customer service satisfaction and improving our service.

We may pass the information on to our agents/ representatives to do these things on our behalf.

Some of the information requested may be voluntary and will be used to provide us with more detailed information for planning purposes. Information supplied will not be put onto the public register if we agree it is commercially confidential. It may however be used in an aggregated format.

You should ensure that any persons named on the waste return are informed of the contents of this data protection notice.

Waste return

ENVIRONMENT AGENCY

Environmental Protection Act 1990

For Environment Agency use only

Date received	Date processed	Local site licence number	WML No	Original reference

Environment Agency
Appleton House
430 birchwood Boulevard
Birchwood
Warrington WA3 7WD

- **Use this form to tell us the type and quantity of controlled waste you have processed at each licensed facility within your site**
- **Please read through the whole form and guidance notes before you start filling anything in.**
- **Please send the completed form back to us at the address on the left by the return date specified on page 2 of the notes.**

1 The period the return covers

1.1 The return period is *tick one only*

☐ Month

☐ Quarter

☐ Year *From* *to*

2 Operator and site details

2.1 Site Operator

Site name

Site address

Phone

E-mail

2.2 Type of facility *see your waste management licence*

2.3 Was a weighbridge used?

No ☐

Yes ☐ *Please tell us the proportion weighed*

Percentage

2.4 Are you operating a landfill site?

No ☐ *go to section '3' Waste received on site' on page 2*

Yes ☐ *go to section 'Landfill sites only', question 2.5*

Landfill Sites only *(as at 31 March in the current year)*

cubic metres

2.6 Was the site fully surveyed before 31 March in the current year

2 Landfill sites only *continued*

2.7 How have you estimated the remaining void space?

No ☐ *Now go to question 2.7*

Yes ☐ *Please tell us how the void space was calculated*

2.8 Remaining life of site

Now go to question 2.8

For example visually or other method

Years

Now go to sections 3 and 4 on page 2

5 Declaration

Please make sure you have filled in all the sections that apply to you before signing this declaration.

I certify that the information in this return is correct to the best of my knowledge and belief.

I enclose ☐ continuation sheets

Signature

Name

Position

Phone

The information you provide will be used by the Environment Agency to enable it to fulfil its regulatory and waste management planning responsibilities.

For full information on how the data in this form will be used please see the waste return guidance notes that come with the form.

3 Waste material received on site

*Please read the guidance notes **'How to fill in the form'**, and use the continuation sheet **WMS3** provided, or a copy of it, if you need to.*

In the last column D = final disposal U = used on site S = special waste (a consignment note is needed for special waste). F = from another facility, for example a transfer station M = municipal biodegradable waste O = other biodegradable waste

Description of waste	Waste classification code	Origin*	State *solid, powder, sludge, liquid ,gas*	Weight *in tonnes*	Additional information D	U	S	F	M	O
Total weight of material received on site:				*tonnes*						

4 Waste material removed from site

*Please read the guidance notes **'How to fill in the form'**, and use the continuation sheet **WMS3** provided, or a copy of it, if you need to. In the last column, facility types could include 'incinerator, transfer station, landfill, treatment, reprocessing, recycling'.*

Description of waste	Waste classification code	Destination*	State *solid, powder, sludge, liquid ,gas*	Weight *in tonnes*	Special Waste	Destination facility type
Total weight of material removed from site:				*Tonnes*		

**You may not need to give us this information. The requirements are set out in your waste management licence.*

Now go to section '5 Declaration' on page 1

3 Waste material received on site *continued*

WMS3: continuation sheet

Local site licence number | EA/WML number | Sheet | of

Please read the guidance notes ***'How to fill in the form'****. You can photocopy this sheet if you need to.*

In the last column D = final disposal U = used on site S = special waste (a consignment note is needed for special waste). F = from another facility, for example a transfer station M = municipal biodegradable waste O = other biodegradable waste

Description of waste	**Waste classification code**	**Origin***	**State** *solid, powder, sludge, liquid, gas*	**Weight** *in tonnes*	Additional information D	U	S	F	M	O
Total weight of material received on site:										*tonnes*

**You may not need to give us this information. The requirements are set out in your waste management licence*

4 Waste material removed from site *continued*

WMS3: continuation sheet | Local site licence number | EA/WML number | Sheet | of

Please read the guidance notes ***'How to fill in the form'****. You can photocopy this sheet if you need to.*

Description of waste	**Waste classification code**	**Destination***	**State** *solid, powder, sludge, liquid, gas*	**Weight** *in tonnes*	**Special Waste**	**Destination facility type**
Total weight of material removed from site:						***Tonnes***

**You may not need to give us this information. The requirements are set out in your waste management licence*