ENVIRONMENT AGENCY

ENVIRONMENTAL PROTECTION ACT 1990
WASTE MANAGEMENT LICENCE

LICENCE REF No :- WML 86302 **FACILITY TYPE :- COMPOSTING**

The Environment Agency, in pursuance of Part II of the Environmental Protection Act 1990, hereby grant a waste management licence authorising the keeping and treatment of controlled waste on the land specified in schedule 1 to this licence to **Buckinghamshire County Council, County Hall, Walton Street, Aylesbury, Buckinghamshire HP20 1UY** those persons being in occupation of the said land, the said licence being subject to the conditions specified in schedule 2 to this licence.

SCHEDULE 1 - SPECIFIED LAND.

The licence relates to the land **at High Heavens Waste Complex, Booker, High Wycombe, Buckinghamshire** (hereinafter called "the site") shown edged red on Drawing Reference Number **GPP/2**, dated **30 September 2002**, and attached to this licence.

Signed: E Fitzgerald Name: Elaine Fitzgerald
Team Leader Environment Management

Dated: 9 January 2004

FOR ENVIRONMENT AGENCY OFFICIAL USE ONLY.

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

RIGHTS OF APPEAL

Section 43(1) of the Environmental Protection Act 1990 provides that:

Where, except in pursuance of a direction given by the Secretary of State, a licence is granted subject to conditions, the applicant may appeal from the decision to the Secretary of State.

Therefore, if you feel aggrieved by the decision detailed on the attached notice, you may obtain the appropriate form on which to give written notice of an appeal from:-

Environmental Appeals Administration
Planning Inspectorate
Room 4/19
Eagle Wing, Temple Quay House
2 The Square
Temple Quay
Bristol
BS1 6PN

Tel: 0117 372 8812
Fax: 0117 372 6093

This notice of appeal should be accompanied by the following information:

a statement of the grounds of appeal;

a copy of the licence;

a copy of any correspondence relevant to the appeal;

a copy of any other document relevant to the appeal including, in particular, any relevant consent, determination, notice, planning permission, established use certificate or certificate of lawful use or development and

a statement indicating whether you wish the appeal to be in the form of a hearing or on the basis of written representations.

You are also required to serve a copy of your notice of appeal, together with copies of any the above documents that have accompanied your notice of appeal, on the Environment Agency (at the address overleaf). You should appeal within 6 months of the date that this notice takes effect but the Secretary of State may allow notice of appeal to be given after the expiry of this time period.

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 the following table; 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
R2: Recycling or reclamation of organic substances which are not used as solvents (by the biological treatment process of composting with associated physical treatment by way of shredding and screening).	All	i) The maximum quantity of waste being: • stored prior to composting, • composted, and • stored for maturation, shall not exceed a total of 1,800 tonnes at any one time. ii) All shredding, composting and screening operations shall be carried out on areas of impermeable pavement provided in accordance with condition 2.1.
R13: Storage of waste consisting of materials intended for submission, on this site to any of the category "R" operations authorised under this column, or elsewhere than on this site, to any of the operations listed in Part IV of Schedule 4 of the 1994 Regulations, (excluding temporary storage, pending collection, on the site where it is produced).	All	i) The storage of waste prior to shredding, post-shredding and prior to composting shall take place on areas of impermeable pavement provided in accordance with condition 2.1. ii) No waste shall be stored on site prior to composting for longer than 5 days.

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 categorised below in Table 1.2A shall be accepted at the site.

Table 1.2A. Permitted types and quantities of waste

Permitted Waste Categories	European Waste Catalogue Chapter	Maximum Permitted Quantities for each waste category (subject to maximum permitted total quantity in condition 1.2.2) (tonnes/year)
Green wastes	**02 Wastes from agriculture, horticulture, aquaculture, forestry, hunting and fishing, food preparation and processing (non-hazardous)**	
	02 01 03 plant tissue waste 02 01 07 wastes from forestry (comprising wood and plant tissue)	No limit subject to maximum storage capacities detailed in Table 1.1.
	20 Municipal wastes (household waste and similar commercial, industrial and institutional wastes) (non-hazardous)	
	20 02 01 biodegradable waste (comprising wood and plant tissue)	
	15 Waste packaging; absorbents, wiping cloths, filter materials and protective clothing not otherwise specified	
	15 01 01 paper and cardboard packaging	Maximum 10% of total waste volume

Permitted quantities of wastes

1.2.2 The total quantity of waste accepted at the site per year shall not exceed 14,500 tonnes.

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:

Table 1.2B. Excluded wastes of specified form and type	
Waste Characteristic	**Type**
Form and type:	Consisting solely or mainly of dusts or powders Wastes that are in a form which is either sludge or liquid Odour producing or likely to be odour producing

1.3 Staffing and understanding of requirements of licence conditions

Minimum staffing and supervision

1.3.1 Whenever the site is open to receive or dispatch wastes, or is carrying out any of the specified waste management operations, it shall be supervised by at least one member of staff who is suitably trained and fully conversant with the requirements of the licence regarding:

a waste acceptance and control procedures;

b operational controls;

c maintenance;

d record-keeping;

e emergency action plans;

f notifications to the Agency.

Availability of licence

1.3.2 A copy of this licence 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

1.3.3 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 which are relevant to their specific duties.

Attendance of Technically Competent Persons

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

1.4 **Changes in technically competent persons**

1.4.1 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.

1.5 **Relevant convictions**

Notification of relevant convictions

1.5.1 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

1.5.2 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.

1.6 **Notification of change of operator's or holder's details**

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

i any change in the Licence Holder's name or address;

ii any steps taken with a view to the dissolution of the Licence Holder;

iii 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)]

1.7 **Notification of preparatory works**

1.7.1 No preparatory works shall be undertaken until at least 7 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.

1.8 **Notification of commencement, cessation and recommencement of waste storage operations**

Specified waste management operations

1.8.1 No specified waste management operation shall be carried out until at least 7 days prior notice in writing has been given to the Agency of the intention to commence carrying out the specified waste management operation.

Cessation and recommencement of specified waste management operations

1.8.2 In the event that the site ceases receiving wastes for longer than 21 days 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 it is intended that the site shall recommence receiving wastes sooner than the notified date then the Licence Holder shall give the Agency not less than 7 days prior notice in writing.

1.9 **Notifications and submissions to Agency**

1.9.1 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 site containment and drainage systems

Provision and maintenance of site containment and drainage systems

2.1.1 No waste shall be deposited, stored, treated or otherwise handled in any area of the site until the engineered site containment and drainage system for that area has been constructed and completed in accordance with this condition and condition 2.1.2.

2.1.2 The engineered site containment and drainage systems shall be designed, constructed, inspected, validated and maintained, and shall be fully documented and recorded, to be fit for purpose, and meet the standards specified in Table 2.1 below.

Table 2.1 Site containment and drainage standards

Type of Site Surface and Drainage		Minimum Specified Standards of Design, Construction and Maintenance
a)	Impermeable pavement, bunding and sills	Areas of impermeable pavement, bunding and sills shall be constructed and maintained so as to prevent fluids running off the pavement and the transmission of fluids through the pavement or joints.
b)	Sealed drainage systems	Drainage to areas of impermeable pavement shall be provided by a sealed drainage system, that is comprised of a drainage system with impermeable components which does not leak and which will ensure that:- • no liquid will run off the pavement other than via the system; and • except where they may be lawfully discharged, all liquids entering the system are collected in a sealed sump or lagoon. i) The minimum capacity of the sealed sump or lagoon shall be calculated using the 48 hour M5 Rule. The sump or lagoon shall be inspected no less frequently than daily and after rain, emptied when the collected liquids reach 90% of its capacity as measured using a dipstick or equivalent gauge or in the case of a lagoon some other readily identifiable marker, and constructed and maintained so as to collect and contain all liquids which run off the pavement; ii) Inspections and emptying of sealed sumps or lagoons shall be recorded in the site diary. iii) Uncontaminated drainage from clean yard areas shall be:- • kept separate and discharged to either surface water or sewer or watercourse or soakaway agreed with the Agency in writing location and/or • discharged to a sealed sump or lagoon for use in the compost process.
b)	Fixed bays and other fixed containers	All fixed bays and other fixed containers used for the storage and treatment of wastes must be constructed and maintained to a standard which is fit for purpose.
c)	Storage areas for skips, drums and other mobile tanks and containers	All skips, drums and other mobile tanks and containers having individual capacities of greater than 10 litres which are used for the storage of wastes shall be constructed and maintained so that they do not leak any liquids contained in them.
d)	Inspection and maintenance of engineered containment	All areas of impermeable pavement, sealed drainage systems, covered buildings, roofed areas, fixed bays and other containers, and storage areas for skips, drums and other mobile tanks and containers: i) shall be inspected no less frequently than monthly, to ensure the continuing integrity and fitness for purpose of their construction, and the inspection and any necessary maintenance shall be recorded in the site diary; and ii) in the event of any damage occurring which breaches the integrity of the engineered containment so that it no longer meets the specified standards, the Licence Holder shall cease importing waste into or treating waste in the affected area, shall notify the Agency immediately, and shall not recommence importing waste into or treating waste in the affected area until it has been repaired to a standard at least as good as the original specification.

Construction quality assurance of new site containment and drainage systems

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

a 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;

b the engineered site containment and drainage system has been constructed in accordance with the other requirements of condition 2.1;

c the Validation Report on the construction of the engineered site containment and drainage system has been submitted in writing to the Agency, and the Agency has confirmed in writing that it has no objection to the placement of wastes on that containment area.

Construction quality assurance of existing site containment and drainage systems

2.1.4 No wastes shall be deposited, stored, treated or otherwise handled in any area for which a previously constructed and existing engineered site containment and drainage system is being used to meet the requirements of this condition unless:

a details of the identities, relevant experience and relevant qualifications of the suitably qualified Engineer who will be providing inspection and validation of the existing engineered site containment and drainage systems have been submitted in writing to the Agency and acknowledged in writing by the Agency;

b the engineered site containment and drainage system for that area has been inspected by the designated Engineer and has been maintained or improved, in accordance with their recorded advice, to be fit for purpose in that:

i areas of impermeable pavement are laid to take weight of relevant vehicles, plant and equipment without cracking or breaking; and

ii areas of impermeable pavement are free from cracks which could increase permeability; and

iii areas of impermeable pavement are resistant to mechanical, physical and chemical stresses to which they may be subjected; and

iv areas of impermeable pavement fall towards the drainage system to prevent ponding; and

v no liquid will run off areas of impermeable pavement other than via the drainage system; and

vi the drainage system is sealed so that it does not leak and is capable of collecting and containing liquids draining from the impermeable pavement ; and

vii liquid from the drainage system is disposed of to an approved discharge.

2.1.5 The existing engineered site containment and drainage system shall be maintained in accordance with the recommendations of the designated Engineer and the requirements of Table 2.1.

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 (or any other number subsequently notified in writing by the Agency);

h Days and hours site is open to receive waste.

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 requirements specified in Table 3.2:

Table 3.2 Site security system standards	
Site security system	**Specified standards**
Timetable of provision	Site security shall be provided prior to commencement of the specified operations.
Design standards	Unless otherwise agreed in writing by the Agency, this shall consist of a chainlink security fence at least 1.8 metres high around the perimeter of the site, which shall meet the standards specified in British Standard BS1722 or an agreed alternative, and shall have a lockable gate to at least the same height and standard at the site access.
Operational standards	The site shall be kept closed and secure at all times when unattended.
Maintenance standards	The site security shall be fully inspected at the commencement of each working day. Any defects or damage shall be made secure by temporary repair by the end of the working day, and shall be repaired within 7 working days of the damage being detected. All inspections, defects, damage and repairs shall be recorded in the site diary.

Table 4.2 Standards for prevention and control of leaks and spillages	
Action	**Specified standards**
a) Control and remediation of leaks and spillages	i) Minor spillages shall be cleaned up immediately, using sand or proprietary absorbent to clean up liquids and placed in alternative containers. ii) 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 surface water drains, water courses and unsurfaced ground; • the spillage shall be cleared immediately and placed in alternative containers; • the Agency shall be informed immediately.

4.3 Fires on the site

Prohibition of fires on site

4.3.1 No wastes shall be burned on the site.

Actions to be taken in the event of a fire

4.3.2 In the event of a fire on the site, notwithstanding the implementation of actions to suppress and extinguish the fire, the following actions shall be implemented immediately and recorded in the site diary:

a the Agency shall be informed immediately of the fire; and

b so far as practicable, contaminated site drainage shall be prevented from entering any surface water drain or water course or unsurfaced ground.

4.4 Waste acceptance and control procedures

Waste acceptance procedures

4.4.1 All wastes 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.

4 Site operations

4.1 Control of mud and debris and loose waste

Prevention of mud and debris on road

4.1.1 Whenever the site is receiving or despatching wastes, 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.

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 any waste is secure.

Remediation of mud and debris on road

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

a) the affected public areas outside the site shall be cleaned

b) traffic shall be isolated from sources of mud and debris within the site to prevent further tracking of mud and debris, and measures shall be taken to clear any such sources as soon as practicable.

4.2 Leaks and spillages

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].

Control and remediation of leaks and spillages

4.2.2 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 4.4 Standards for waste acceptance and control procedures	
Stage of Waste Handling	**Specified standards**
a) Waste inspection	All wastes received at the site: i) shall be inspected on receipt to confirm their description and composition against the relevant waste transfer note and other accompanying documentation. ii) shall be kept separate from and shall not be mixed with other wastes until they have been confirmed and recorded for acceptance at the site.
b) Waste control procedures: quarantine storage and rejection of wastes	i) Any items of non-permitted waste which are detected after acceptance at the site, shall be placed immediately in a designated quarantine container, and, where these are or appear to be special wastes, the Agency shall be informed immediately; ii) In the quarantine area, wastes shall be kept segregated from other wastes which are or are likely to be incompatible; iii) Quarantined wastes shall be removed from site within 7 days; iv) The maximum quantity of wastes kept in the quarantine storage area shall be 4.6m^3 at any one time. v) A record shall be kept in the site diary of all rejected wastes and all wastes kept in quarantine storage.
c) Waste despatch procedures	All wastes despatched from the site shall be inspected prior to despatch to confirm their description and composition.

4.5 Waste quantity measurement systems

Means of measurement

4.5.1 All waste accepted at and despatched from the site shall be measured in accordance with either of the following requirements:

a The weight of all wastes accepted at and despatched from the site shall be determined by means of a public weighbridge, or a weighbridge or scales located within the site. The weighbridge or scales used shall record quantities of wastes in tonnes to an accuracy of 0.01 tonnes; or

b The following conversion factors shall be used:

0.3 tonnes per cubic metre

4.6 Composting process, plant and equipment and procedures

Composting

4.6.1 The composting of wastes shall only be carried out on the site in accordance with section 4.7 of the working plan and the standards specified in Table 4.6 below.

Table 4.6 Standards for waste composting procedures	
Process requirement	**Specified standards**
In-vessel internal temperature monitoring	Composting waste shall be maintained at a minimum temperature of 60 ^{o}C for at least 2 consecutive days as specified in Section 4.7.2 of the working plan. The internal temperature of the composting waste shall be measured in accordance with section 4.7.2.3 of the working plan. Records shall be made in the site diary of the date and results of internal temperature monitoring.
In-vessel moisture content	Moisture content shall be maintained between 40% (w/w) and 65%(w/w) during composting. The moisture content of the composting waste shall be measured in accordance with section 4.7.1.4 of the working plan. Records shall be made in the site diary of the date and results of moisture content monitoring.

4.7 Removal of residual wastes from site

4.7.1 In the event that no wastes are received on the site for 6 months and the Agency has reasonable grounds to believe that the importation of wastes will not be resumed, then, notwithstanding any 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, cleaning of plant, equipment and engineered containment used in the specified waste management operations, and emptying of any sealed sumps or interceptors.

5 Amenity management and reporting

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

5.1.1 Measures shall be implemented and maintained throughout the operational life of the site to control and monitor emissions of dusts, fibres and particulates from the site in accordance with the standards specified in Table 5.1 below

Table 5.1 Standards for monitoring and control of aerial emissions of dusts, fibres and particulates

a)	Monitoring of aerial emissions	Site staff supervising individual waste handling operations shall, during the carrying out of those operations, undertake visual monitoring of aerial emissions.
b)	Remedial action	i) On detection or notification of visible aerial emissions that are likely to be transported beyond the site boundary, immediate action shall be taken to stop the waste handling operations giving rise to the emission and to suppress the aerial emission from the waste. ii) The incident and the remedial action shall be recorded in the site diary.

5.1.2 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.

5.2 Control of odours

5.2.1 Measures shall be implemented and maintained throughout the operational life of the site to prevent, control and monitor emissions of odours from the site, in accordance with the standards specified in Table 5.2.

Table 5.2 Standards for monitoring and control of emissions of odours		
a)	Monitoring of odorous emissions	Olfactory monitoring of aerial emissions from the site shall be carried out: • by the site manager or supervisor, at least twice a day, at the site boundary situated downwind of the waste operations, and shall be recorded in the site diary; and • by site staff supervising individual waste handling operations, during the carrying out of those operations.
b)	Odorous emissions action plan	i) On detection or notification of aerial emissions of odour that are or are likely to be transported beyond 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, immediate action shall be taken to stop the waste handling operations giving rise to the emission and to suppress the aerial emission from the waste. ii) The incident and the remedial action shall be recorded in the site diary.

5.2.2 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.

5.3 Monitoring and control of pest infestations

5.3.1 Measures shall be implemented and maintained throughout the operational life of the site to control and monitor the presence of pests on the site, in accordance with the standards specified in Table 5.3. The objective of these measures shall be to 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 Site records

6.1 Security and availability of records

Security of records

6.1.1 All records which are required to be made under the conditions of this licence shall be maintained and kept secure from loss, damage or deterioration, and shall be kept in accordance with the requirements specified in Table 6.1 below.

Availability of records

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

Table 6.1 Standards for keeping of site records

Site records	Specified standards
Wastes accepted at the site; Wastes rejected. Wastes 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.

6.2 Records of waste movements

Recording of wastes accepted and removed

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

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

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

Summary records of wastes accepted and removed

6.2.2 A summary record of the waste types and quantities accepted and removed from the site shall be made for each quarter of the financial year and shall be submitted to the Agency within 1 month following the end of that quarter. The summary record shall be in the format specified by the Agency in writing.

Table 5.3 Standards for monitoring and control of pest infestations	
	Specified standards
a) Monitoring of pest infestations	An inspection of stored or composting wastes for pest infestations shall be carried out at least at weekly intervals by the site supervisor, and shall be recorded in the site diary.
b) Pest infestations action plan	i) On detection or notification of pest infestations, immediate action shall be taken to secure the attendance of a professional pest control contractor, to eliminate the pest infestation. ii) The incident and the remedial action shall be recorded in the site diary.

5.4 Control of scavenging birds and other scavengers

5.4.1 Measures shall be implemented and maintained throughout the operational life of the site to control and monitor the presence of scavenging birds and other scavengers on the site, in accordance with the standards specified in Table 5.4. The objective of these measures shall be to prevent scavenging birds and other scavengers from gathering on operational areas or scavenging wastes in such numbers that are likely to cause harm to human health or serious detriment to the amenity of the locality.

Table 5.4 Standards for monitoring and control of scavenging birds and other scavengers	
a) Monitoring of scavengers	Stored wastes shall be routinely monitored for the presence of scavenging animals or flocks of scavenging birds, throughout the working day by the site supervisor.
b) Scavengers action plan	i) On detection or notification of scavenging animals or flocks of scavenging birds, immediate action shall be taken to: • remove or deter them from the site, and • isolate and secure the wastes attracting the scavengers against further scavenging. ii) The incident and the remedial action shall be recorded in the site diary.

5.5 Control of litter

5.5.1 Measures shall be implemented and maintained throughout the operational life of the site to prevent the escape of litter from the confines of the site.

5.5.2 In the event that litter does escape from the site, it shall be retrieved as soon as practicable and no later than 1 hour after the end of the working day.

6.3 **Site diary**

6.3.1 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, in accordance with the other conditions of this licence:

a construction work

b start and finish of daily waste management activities on site

c maintenance

d breakdowns

e emergencies

f problems with waste received and action taken

g site inspections and consequent actions carried out by the operator

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

i despatch of records to the Agency

j severe weather conditions

k complaints about site operations and actions taken

l environmental problems and remedial actions

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

7 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;

"aerobic"
means in the presence of oxygen;

"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;

"48 hour M5 Rule"
a rule which uses the worst rainfall event in any 48 hour period, which is taken to occur every 5 years, to calculate the volume of any potential run-off from an area of impermeable pavement. The volume of run-off = rainfall* in metres multiplied by the area of the impermeable pavement in square metres.
*Uses the 48 hour rainfall data in the Centre for Ecology and Hydrology's "Flood Estimation Handbook";

"composting"
means the biological decomposition and stabilisation of organic substrates, under conditions that are predominantly aerobic and that allow the development of thermophilic temperatures as a result of biologically produced heat. It results in a final product that has been sanitised and stabilised, is high in humic substances and can be beneficially applied to land;

"container"
means a container which does not permit either the ingress or egress of liquids, or the escape of dusts or wastes contained within it;

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

"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;

"groundwater"
means any water contained in underground strata;

"hazardous"
means a property 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);

"maintenance"

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

"moisture touch test"

means taking a sample of composting material and gently compressing it. If the material adheres together without liquid seeping out, then the moisture content is between 40 and 60% (w/w). If liquid seeps out, then the moisture content is above 60% (w/w). If the material fails to adhere together, then the moisture content is below 40% (w/w).

"received"

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

"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;

"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"

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. "

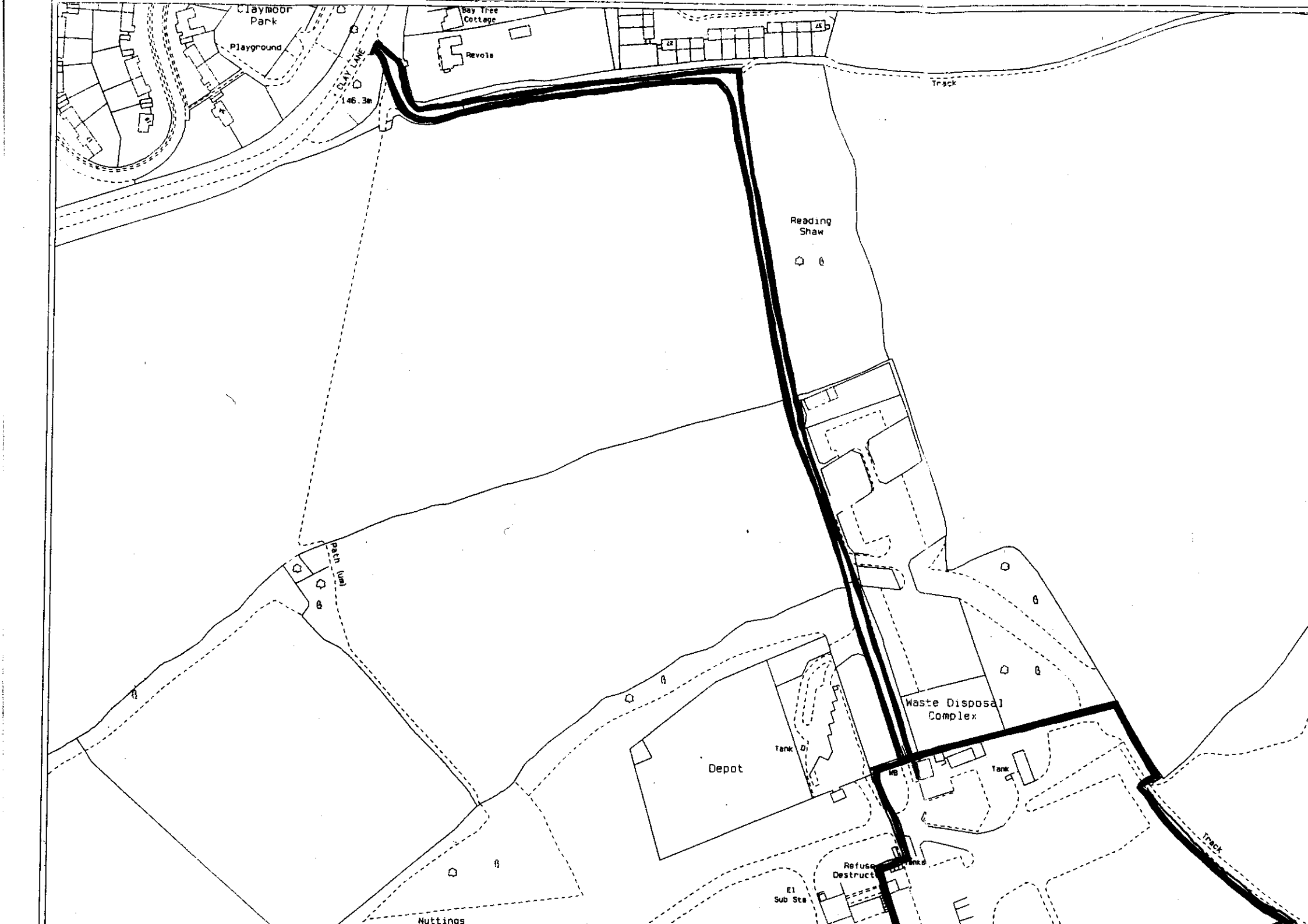
Where periods are referred to in conditions, they shall be calculated in the following way:

- 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;


Claymoor Park
Playground
PLAY LANE
146.3m
Bay Tree Cottage
Revola
Track
Reading Shaw
Path (um)
Waste Disposal Complex
Depot
Tank
Tank
Refuse Destruct
Tanks
El Sub Sta
Nuttings
Track