La Collette Organic Waste

Working Plan

States of Jersey

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Appendices

Plan Revisions
Any revisions made must be recorded on the form below.

Issue Date / Date of Change		Changes Author	Section or item in the plan revised/added	Update briefed to site staff?
16.6.14		D Rive	All	No
7.7.14		D Rive	All	No

WP 0 Site incident plan and contacts

0.1 Key site information

Key Information	Response
Name of Site	La Collette Reclamation Site – Recycling Park and Organic Waste Facility
Type of Site	Aerobic Windrow Organic Waste Composting Facility
Address	La Collette Reclamation Site St Helier JE2 3NX
Telephone	01534 448557
Site	Reference to 'site' or 'Composting site' in this working plan means the site defined by the current version of drawing no OR-WWP-001.
La Collette Reclamation Site	Reference to 'La Collette Reclamation site' in this working plan means the site defined by the current version of drawing no 10463/100/003.
Directions	The site is only accessible by road from La Route du Veule. La Route du Veule is accessible via South Hill from the A16 or A4. Access to the La Collette Reclamation site is from La Route du Veule via private road. The private road also leads to the EfW facility.
Water	Mains water available. 1x hydrant out main La Collette Reclamation Gate. 1x mains take-off in organic waste office compound.
Date of Working Plan	February 2014
Working Plan Review Date*	February 2015
Approved by	TERRY SAUSSEY
Date	JULY 2014
* Working Plan should be reviewed where operations change, where the surrounding environment changes and in any case annually to keep the Working Plan relevant.	

0.2 Emergency contact details

Contact	Telephone Contact Details
Emergency Services	999 or 112
Local Police (Non-Emergency)	Jersey Police - 01534 612612
Department of the Environment	01534 441600
Pollution Hotline	01534 709535

0.3 Site operator contact details – Transport and Technical Services La Collette

Contact	Telephone Contact Details
Office Hours Monday – Friday 7.30am – 4.30pm Saturday 7.30am – 12.30pm	TTS Switchboard - Tel 01534 445509 Weighbridge – Tel 01534 448351
Out of Hours	Emergency Contact: Tel: 01534 445509

0.4 Incident Procedures

Incident Type	Likely Consequences	Action Required
Fuel Spillage During Refuelling (Mobile plant)	Contamination of the Facility Surface Contamination of surface water run off Contamination of Waste	Cease refuelling and return pump nozzle to drip tray. Using a spill kit carried with mobile fuel bowser, use granules, matting and socks to soak up the spillage. Work from the outside of the spillage inwards. **DO NOT** wash away spill kit materials with water or detergent. Once spillage is absorbed remove spent granules, matting or socks to a sealed container/skip. Where waste (organic waste) or compost has been contaminated this shall be isolated and removed to a sealed container (such as a blue clamp top plastic drum). Where spillage has taken place on an unsealed surface (dirt, hard core etc.) any contaminated surfacing material should also be removed. Any spent spill kit contents and any contaminated site surfacing/materials shall be removed to a suitable sealed container. Make arrangements for the correct disposal of the spent absorbent materials and/or the contaminated waste. Make arrangements to restock spill kit and absorbent materials. If surfacing has been removed, repair surfacing. Record incident in Site Diary.

Incident Type	Likely Consequences	Action Required
Release of Lubricating or Hydraulic Oil during Plant Maintenance or Plant Breakdown (skip loader, mobile plant). Spillage of Wastes (oils, lead acid, chemicals etc)	Contamination of the Facility Surface. Contamination of the normal runoff. Contamination of Waste	Block off drainage system. Using the on-site spill kit, use granules and matting from the appropriate spill kit to soak up the spillage. Work from the outside of the spillage inwards. **DO NOT** wash away with water or detergent. Once spillage is absorbed remove granules, matting, etc. to a sealed container. For lead acid spills use lead acid battery spill kit. For chemical spills use chemical spill kit. Where other waste (organic waste) or compost has been contaminated by the spill this shall be isolated and removed to a sealed container. Where spillage has taken place on an unsealed surface (dirt, hard core etc.) any contaminated surfacing material should also be removed. Make arrangements for the correct disposal of the spent absorbent materials and/or the contaminated wastes. Make arrangements to restock absorbent materials. If surfacing has been removed, repair surfacing. Record incident in Site Diary.
Fire	Atmospheric Pollution. Engineering Damage. Polluted Fire Water run-off from Facility.	If the scale of fire warrants attendance by the Fire Brigade, call them immediately. Use the address data in this section. Contact the Department of the Environment Refer to Section 0 If safe to do so, isolate fire. If safe to do so, fight fire using on-site firefighting equipment. Where possible trap firefighting water on pad and within drainage system and lagoon and allow for recirculation of water from lagoon to minimise contaminated run-off.

WP 1 Introduction

1.1 Site background

La Collette Recycling Park and Organic Waste Facility (Facility) is located within the main La Collette Reclamation facility. The facility is principally designed to provide a location at which to compost organic wastes.

The operation address is:
La Collette Reclamation Site
St Helier
JE2 3NX

The facility is provided and operated by Transport and Technical Services ("TTS"), a department of the States of Jersey.

1.1.1 The feedstock for the operation is principally generated by the activities of commercial gardeners, landscapers and tree surgeons, and similar inputs from States activities (grounds maintenance, sludge cake from the sewage treatment works, plasterboard, road sweepings, seaweed etc) but inputs also come from householders via collection of organic wastes from the household waste section. Householders are only permitted to use the dedicated domestic organic waste facility.

1.1.2 There are to be several Waste Management Licenses authorising the waste management operations at La Collette, including this one for the Recycling Park and Organic Waste facility.

1.1.3 Waste Management Licenses for La Collette Reclamation site operations will be held by TTS.

1.2 Purpose of Working Plan

This Working Plan ("WP") sets out how the Operator, TTS, will meet the conditions of the WML issued by the Department of the Environment that permits specific waste operations to be undertaken.

1.2.1 This Working Plan describes how those operations are undertaken including the control measures to be employed. The combination of the WML and the WP are designed to sufficiently control the receipt, storage and treatment of waste in a manner so as not to:

Cause pollution of the environment;
Cause harm to human health; or
Cause serious detriment to the amenity of the locality.

1.2.2 The operational practices and mitigation measures described in this WP are based on a risk assessment for the licensed operations. The risk assessment is contained within Appendix A.

1.2.3 The WP does not include details on the management of Health & Safety for members of staff nor users, as this is outside of the remit of the WML system.

1.2.4 This WP states the waste operations that are relevant and also lists the wastes types to be accepted and submitted to those operations. The relevant waste operations and waste types are detailed in Appendix F.

WP 2 Control of licensed operations

2.1 Hours of operation

2.1.1 The facility is open to users to deposit wastes at the following times:

> Monday to Saturday 07:30 – 16:15hrs
> Sunday 08:00 – 12:45hrs

2.1.2 The site operator is permitted to receive their own wastes (input from other sites etc), process received wastes and dispatch materials between the following times:

> Monday to Sunday 06:00 – 22:00hrs

Exceptional circumstances may require work to be permitted outside the above operational hours. However, these occurrences must be limited to activities which do not generate high noise and/or dust emissions.

2.1.3 The site is not open to the public on public or bank holidays.

2.2 Notice board

2.2.1 TTS will provide and maintain a notice board, easily readable, from outside the facility entrance gate which will display the following information:

Site name and address;

Waste Management Licence Number and holder name;

Emergency contact name and telephone number of licence holder;

A statement that the site is licensed by the Department of the Environment; and

The days and hours during which the site is open to receive waste.

2.2.2 TTS will erect a supplementary notice board at the entrance to the organic waste facility reception that will contain specific supplementary information relating to the operation of the organic waste facility.

2.3 Facility Staffing

2.3.1 The WML requires that the Operator shall manage and operate the site using sufficient competent persons and resources. Table 2.1 lists the site personnel and details their respective roles and responsibilities.

Table 2.1 – Competent Persons

Position	Role and Responsibility
Site Manager	• Overall responsibility to manage the site in compliance with the WML and WP. • To ensure that the reporting information required by the WML is correctly completed and for it to be submitted to the Department of the Environment as required by the WML. • To manage a response for any incoming loads that upon tipping have been identified as containing physical or chemical contaminants that could adversely affect the composting process and/or the quality of the compost

Table 2.1 – Competent Persons	
Position	**Role and Responsibility**
	produced or adversely affect other site operations • To ensure that all site staff are fully conversant with the content of and rationale for the WML and this WP • To check the facility Site Diary is maintained
Site Chargehand	• To manage the site 'on the ground' • To manage a response for any incoming loads that upon tipping have been identified as containing physical or chemical contaminants that could adversely affect the composting process and/or the quality of the compost produced or adversely affect other site operations • To monitor process information both visually, olfactory and data from monitoring probes • To ensure that all site staff are fully conversant with the content of and rationale for the WML and this WP • To undertake facility inspections • To maintain facility Site Diary
Site Operatives	• To monitor incoming loads for compliance with the WML and WP • To monitor incoming loads upon tipping for the presence of potential physical or chemical contaminants that could adversely affect the composting process and/or the compost produced. The inspection is to involve visual and olfactory (smelling) checks only • To operate composting process machinery • To manage windrow monitoring probes • To sort and segregate waste and undertake site cleaning / housekeeping • To report to the Site Chargehand or Site Manager any issues that could lead to pollution, harm to human health or nuisance to the site • To control traffic movements on site and advise customers on correct procedures

2.3.2 Commercial customers accessing the facility will be required to pass though the main La Collette Reclamation site weighbridge complex. The weighbridge complex will record the weight of all incoming organic waste and exported materials along with specific information relating to those delivering waste and removing organic material.

2.3.3 Assessment of technical competence and the ongoing maintenance of technical competence are to be managed through the employment specification for each role and the selection of employees against that specification. Formal training during employment is designed to maintain competence during employment and to correct any deficiencies or gaps in competence.

2.3.4 Technical competence in relation to the undertaking of waste management operations is specifically designed to enable those undertaking those operations to do so without:

Causing pollution of the environment;
Causing harm to human health; or
Causing serious detriment to the amenity of the locality.

TTS will maintain records of training undertaken by its site personnel and the details of that training.

2.4 Waste operations

2.4.1 The WML permits specific waste operations to be undertaken. See Table of Appendices for specific Standard Operating Procedures (SOPs).

2.4.2 La Collette Organic Waste facility is principally designed to compost organic wastes, however co-composting or blending with other biodegradable/ non-biodegradable wastes is often beneficial to produce different grades or specifications of composts which are beneficial to agriculture. In order to establish the correct process La Collette facility undertakes small scale trials to prove the viability or otherwise of a particular blend or co-composting technique.

2.4.3 Such trials will be controlled generally through the controls listed in this WP under specific SOPs. Additionally, for audit purposes. each new trial will be supported with a short risk assessment which will be submitted to the Waste Regulator for consideration. The method statement will include details of the trial to be undertaken and describe any risks and controls that are required in addition to the standard controls described in this WP. Each method statement will be prepared in advance of the trial commencing and will be briefed to all facility staff. A copy of each method statement will be stored with this WP. Should a trial be deemed successful and becomes a normal operation then this WP will be updated to incorporate the new SOP.

2.5 Waste Acceptance Criteria (WAC)

2.5.1 The WML for the organic waste facility permits a range of materials to be accepted. This WP and its SOPs set out specific lists of materials to be accepted and their sources. In addition other materials which can be composted and therefore could become eligible for future trials are listed in Table 2.2 below.

2.5.2 No waste will be burned on site.

Table 2.2 – Waste types and quantities

Maximum Quantities

The total quantity of waste accepted at the site shall be less than 22,000 tonnes a year.

- Exclusions
- Wastes having any of the following characteristics shall not be accepted:
- Catering waste and other wastes containing animal by-products covered by the UK Animal By-Products Regulations 2005 (except waste codes 02 01 06 and 02 02 09 below) in lieu of specific Jersey by-products law ;and
- Hazardous wastes.

Waste Code	Description of Acceptable Materials
02	WASTES FROM AGRICULTURE, HORTICULTURE, AQUACULTURE, FORESTRY, HUNTING AND FISHING, FOOD PREPARATION AND PROCESSING
02 01	wastes from agriculture, horticulture, aquaculture, forestry, hunting and fishing
02 01 03	plant-tissue waste
02 01 06	animal faeces, urine and manure (including spoiled straw)
02 01 07	wastes from forestry (comprising wood and plant tissue)
02 02	wastes from the preparation and processing of meat, fish and other foods of animal origin
02 02 09	horse manure, farmyard manure and bedding
02 03	wastes from fruit, vegetables, cereals, edible oils, cocoa, coffee, tea and tobacco preparation and processing; conserve production; yeast and yeast extract production, molasses preparation and fermentation
02 03 04	biodegradable materials unsuitable for consumption or processing (other than those containing dangerous substances)
02 07	wastes from the production of alcoholic and non-alcoholic beverages (except coffee, tea and cocoa)
02 07 01	spent grains or hops
02 07 02	whisky filter sheets of cloths
02 07 04	material unsuitable for consumption of processing
03	WASTES FROM WOOD PROCESSING AND THE PRODUCTION OF PANELS AND FURNITURE, PULP, PAPER AND CARDBOARD
03 01	wastes from un-treated wood processing and the production of panels and furniture
03 01 01	waste bark and cork
03 01 05	Sawdust, shavings, wood, particle board other than those containing dangerous substances other than 03 01 04 NO VENEERS OR PRESERVATIVES
03 03	wastes from pulp, paper and cardboard production and processing
03 03 01	waste bark and wood
03 03 10	fibre rejects (not containing hazardous substances)
04	WASTES FROM THE LEATHER, FUR AND TEXTILE INDUSTRIES
04 02	Waste from the textile industry
04 02 10	organic and natural products (un-dyed and untreated)
15	WASTE PACKAGING; ABSORBENTS, WIPING CLOTHS, FILTER MATERIALS AND PROTECTIVE CLOTHING NOT OTHERWISE SPECIFIED
15 01	packaging (including separately collected municipal packaging waste)
15 01 01	paper and cardboard packaging
15 01 03	wooden packaging (untreated)
15 01 05	composite packaging (only biodegradable packaging)
15 01 09	textile packaging (only entirely natural fibres)
17	**CONSTRUCTION AND DEMOLITION WASTES (EXCLUDING EXCAVATED SOIL FROM BUILDING OR CONTAMINATED SITES)**
17 02	Wood remnants, glass and plastics for stockpiling before shipping to a recycling facility

17 02 01	wood (untreated)
17 05	Top soils (excluding excavated soils from contaminated sites, stones and dredging spoil).
17 05 06	dewatered dredging spoils and plant tissue waste from inland waters rich in organics, not containing Japanese Knotweed and not containing dangerous substances
17 08 01	17 08 gypsum-based construction materials for inclusion in to composted materials
17 08 02	Gypsum-based construction materials other than those mentioned in 17 08 01 (for shipping to a recycling facility).
19	**WASTES FROM WASTE MANAGEMENT FACILITIES, OFF-SITE WASTE WATER TREATMENT PLANTS AND PREPARATION OF WATER INTENDED FOR HUMAN CONSUMPTION/INDUSTRIAL USE**
19 05	wastes from aerobic treatment of solid
19 05 03	off-specification compost (only from a process operated according to PAS 100 and QP requirements or another approved standard)
19 08	waste from waste water treatment plants which may form a beneficial addition to soil quality
19 08 05	sludges from treatment of urban waste water
19 12	wastes from the mechanical treatment of waste (for example Centrifuge, sorting, crushing, compacting, pelletising) not otherwise specified
19 12 01	paper and cardboard
19 12 07	wood other than wood containing dangerous substances
20	**MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPARATELY COLLECTED FRACTIONS**
20 01	separately collected fractions (except 15 01)
20 01 01	paper and cardboard (where no non-biodegradable coating or preserving substance present)
20 01 38	wood other than wood containing dangerous substances from separately collected fractions of municipal wastes (household waste and similar commercial, industrial and institutional wastes)
20 02	garden and park wastes (including cemetery waste)
20 02 01	biodegradable waste (comprising wood and plant tissue)
20 03	other municipal wastes
20 03 02	biodegradable waste from markets
20 03 03	street-cleaning residue (bannelais)

2.6 Fully recovered

2.6.1 The principle aim of the operation is to receive and recover organic wastes so that they can be used instead of virgin materials such as peat based composts. A formal system is used to demonstrate that organic waste has been fully recovered and produced to an established quality standard.

2.7 Hazardous waste

2.7.1 No hazardous waste will be knowingly accepted at the organic waste facility.

2.7.2 Notwithstanding the condition at 2.7.1, should hazardous waste be discovered in incoming loads the quarantine procedures set out in Section WP0 will be implemented.

2.8 Excluded wastes

2.8.1 The following waste types will not be accepted at the site:

See Table 2.2

WP 3 Waste containment

3.1 General

3.1.1 The primarily mitigation measure to prevent pollution of the environment has been to create a suitable working area for the operations proportionate to the risks posed by the wastes accepted. This is to minimise the possibility that received wastes will pollute the environment by creating a barrier.

3.1.2 For the organic waste facility this has been achieved by creating a sealed surface on which to receive, pre-treat and compost organic wastes. This sealed surface provides a suitable working area for ease of operation but more importantly in combination with an underlying layer or asphalt or synthetic liner (depending on the location) it separates the underlying ground and groundwater from the waste and facility operations. The sealed surfaces are supplemented by an integral drainage system that collects rainwater and leachate from the sites various areas. Liquid collected by the system is directed to an impermeably lined lagoon.

3.1.3 The secondary mitigation measure to prevent pollution of the environment are those that are operational-based such as the rejection of unacceptable waste streams, non-conforming waste measures and incident response measures.

3.2 Site surfacing

3.2.1 All operational areas of the facility are formed from sealed asphalt or concrete surfacing.

3.2.2 The general layout of the facility is provided in Appendix D.

3.3 Drainage

3.3.1 The surfacing is supplemented with a drainage system that is connected to a sealed lagoon. There is no overflow connected to the lagoon – should the lagoon be overfilled then excess will then back up into the facility drainage system which provides extra storage capacity rather than escape the facility. Normally excess leachate is pumped out by a road tanker for transport to the Bellozanne WWTW for processing.

3.3.2 The general arrangements and features of the site drainage facility are shown in Appendix E.

3.4 Lagoon

3.4.1 The drainage system for the facility is designed so that rainwater and leachate from the site surfacing is collected via a series of drains and gullies and directed to a lined lagoon. The drainage system and lagoon is used for two reasons. The first reason is to prevent run-off from the facilities operations contaminating the underlying land and ground water, second it acts as a moisture store.

3.4.2 The liquid collected in the lagoon can be re-circulated back to the facility and used to maintain the correct moisture balance within the windrows. Maintaining the correct moisture balance in the windrows by irrigation is essential for an effective composting process. Use of collected run-off lessens the need for the use of potable water for windrow irrigation.

3.4.3 The drainage system and lagoon also provide a system in which to trap fire-fighting water should a fire break out at the organic waste facility. This water can then be disposed of appropriately via the WWTW at Bellozanne.

3.4.4 The lagoon is a lined system (using a synthetic liner) to provide containment and to prevent the loss of leachate to the underlying ground.

3.4.5 There is no overflow from the lagoon offsite that could cause pollution. Excess leachate is pumped into a road tanker for transport to the Bellozanne WWTW for treatment, or bled off through a pipe to the foul drainage network under a Trade Effluent Discharge Permit.

3.5 Bunded containment - general

3.5.1 Liquid wastes, such as waste oils, are not permitted to be accepted at the facility. However the operations require the use and the storage of non-waste liquids such as fuel oils and hydraulic oils.

3.5.2 All tanks (excluding the lagoon) used to store liquids that are potentially polluting will be integrally or separately bunded and that bund will enclose a volume that is equal to, or greater than, 110% of the tank volume.

3.5.3 Dispensing units attached to tanks will also be managed so that drips and spills are contained within the bund or in a separate catch tank.

3.5.4 All hoses will be isolated and drained when not in use.

3.5.5 All tank valves and pump handles will be securely locked when not in use to prevent unauthorised access.

3.5.6 Jersey guidance information will be used in relation to the storage of potentially polluting liquids in tanks. (http://www.gov.je/SiteCollectionDocuments/Planning%20and%20building/ID%20OilPollution%20091204%20SH.pdf

3.5.7 Potentially polluting fluids stored in drums and IBCs will be stored in enclosed lockable units, such as a shipping container, fitted with internal leak proof sumps or absorbent matting and/or drip trays. In lieu of specific Jersey guidance for the safe storage of fluids in drums and IBCs, the guidance provided in Environment Agency Pollution Prevention Guide PPG23 will be followed (http://publications.environment-agency.gov.uk/PDF/PMHO0511BTPG-E-E.pdf).

3.5.8 Non-bulk potentially polluting liquids, such as those required for plant servicing and maintenance will be stored in an enclosed lockable container (i.e. a shipping container).

3.5.9 All potentially polluting liquids will be stored in the site's maintenance area and, where practically possible, dispensing of these fluids will only take place in this area. Where fluids are required to be dispensed in other areas of the site, these fluids will be transported in appropriate containers and accompanied by a suitable spillage kit.

3.5.10 All bunds, drip trays and containment bunds will be inspected at the intervals specified in Table 3.1

Table 3.1 – Liquid/fluids containment inspection regime

Action	Frequency
Routine visual inspection of bunds and other liquid containment systems	Daily
Visual inspection of suspected damage or spillage incident	As soon as practicable after suspicion is raised.

3.5.11 Where damage is identified or liquid is identified in bunds the action to be taken is specified in Table 3.2.

Table 3.2 – Liquid/fluids containment inspection regime

Level of damage or degradation	Repair or action
Bund contains liquid – from rainwater	Arrange for liquid to be pumped out and disposed of at an appropriate facility within 1 week of identification
Bund contains liquid – same substance as tank contents	Compare filling and dispensing records to see if any tank liquid is unaccounted for. Check level in bund, is this level increasing in height? Is the tank level decreasing? If it appears that the tank is leaking into the bund, lock tank and arrange for the contents

Table 3.2 – Liquid/fluids containment inspection regime	
Level of damage or degradation	**Repair or action**
	to be transferred to another tank by the end of the working day, or, where necessary (given the time of day the discovery of the leak took place), as soon as possible and before the end of the following working day. Examine tank and then repair or replace as required. If the tank is not leaking into the bund check dispensing equipment for leaks and/or misuse. Where dispensing equipment is found to be leaking, lock tank and take dispensing unit out of service and repair within 1 week.
Valve of pump handle does not shut off	Lock tank to isolate dispensing system. Arrange for dispensing equipment to be repaired or replaced as necessary within 1 week.
Damaged hose	Where hose is partially damaged but not leaking, the hose should be taken out of service and then a temporary repair should be made using a hose repair kit by the end of the working day. A permanent repair should be completed within 1 week. Where hose is leaking, the tank should be locked to isolate contents from the hose. The hose should be placed in a container sufficient to capture the contents of the hose. The hose should be repaired or replaced as appropriate within 1 week.

3.6 Waste containment maintenance schedule

3.6.1 Maintenance is required to continue the performance of the primary containment system.

3.6.2 The waste containment maintenance schedule is described in the Table 3.3

Table 3.3 - Waste containment maintenance schedule	
Action	**Frequency**
Routine visual inspection of engineered containment (surfacing etc)	Daily
Visual inspection of suspected damage	As soon as practicable after suspicion is raised.

3.6.3 Where damage or degradation is discovered by means of visual inspection, repairs will be carried out in accordance with the time scale outlined in Table 3.4

Table 3.4 - Waste containment maintenance time scale	
Level of damage or degradation	**Repair within**

Table 3.4 - Waste containment maintenance time scale	
Damage or degradation identified but not considered likely to affect the protection afforded by engineered containment system.	One month
Damage or degradation identified considered likely to affect the protection afforded by the engineered containment system.	A temporary repair and area to be cordoned off by the end of the working day following identification. Permanent repair within 7 working days.

3.7 Site layout

3.7.1 The site layout is shown in Appendix D.

3.7.2 The site is split into six core zones:

Household organic waste reception and inspection
Commercial organic waste reception and inspection
Waste pre-treatment (shredding)
Composting via windrows
Maturation and screening
Plasterboard pre-treatment and storage

3.8 La Collette Weighbridge

3.8.1 All commercial wastes entering the organic waste facility are required first to pass through the main La Collette reclamation site weighbridge facility operated by TTS. All household organic waste will be received at its own dedicated reception area and all weights for this material will be recorded by payloader weight cells and passed to the site administrator for inclusion into the records system.

3.8.2 Each load is booked in at the 'IN' weighbridge by the TTS weighbridge operator. Once the details (vehicle, weight, type of waste) of the incoming load have been booked into the weighbridge system the driver will be directed to the organic waste facility reception area.

3.8.3 Once the driver has deposited their load, they will exit the organic waste facility and La Collette Reclamation site via the OUT weighbridge. The TTS weighbridge operator will record the exit details and take any tipping fee that may be due.

3.9 Waste reception and inspection zones

3.9.1 The household and commercial organic waste facilities have separate and clearly defined reception and inspection zones. It is into these areas that those wishing to tip their organic and other wastes will be directed. Organic waste is unloaded directly by the deliverer and placed onto the facility sealed surface. Other wastes will be directed to each appropriate reception or storage areas as defined in the attached SOPs..

3.10 Waste pre-treatment zone

3.10.1 Deposited wastes will be moved by mobile plant from the reception and inspection zones to the appropriate pre-treatment areas as defined in the attached SOPs.

3.11 Processing, Sanitization, Maturation and Screening

See Appendix F, Standard Operating Procedures for Composting Systems

See Appendix G, Standard Operating Procedures for Introduction of Plasterboard into a composting system

WP 4 Site operations

4.1 Staffing and management

4.1.1 For daily operation the following staffing levels will pertain:

Table 4.1 - Competent Persons

Position	Role and Responsibility
Site Manager	• Overall responsibility to manage the site in compliance with the WML and WP. • To ensure that the reporting information required by the WML is correctly completed and for it to submitted to the Department of the Environment as required by the WML. • To manage a response for any incoming loads that upon tipping have been identified as containing physical or chemical contaminants that could adversely affect the composting process and/or quality of the compost produced or other site operations • To ensure that all site staff are fully conversant with the content of and rationale for the WML and this WP • To check the facility Site Diary is maintained
Site Chargehand	• To manage the site 'on the ground' • To manage a response for any incoming loads that upon tipping have been identified as containing physical or chemical contaminants that could adversely affect the composting process and/or quality of the compost produced or other site operations • To monitor process information both visually, olfactory and data from monitoring probes • To manage turning of windrows to maintain process • To ensure that all site staff are fully conversant with the content of and rationale for the WML and this WP • To undertake facility inspections • To maintain the facility site diary
Site Operatives	• To inspect incoming loads before and upon tipping for compliance with the WML and WP • To inspect incoming loads upon tipping for the presence of potential physical or chemical contaminants that could adversely affect the composting process and/or the compost

Table 4.1 - Competent Persons	
Position	**Role and Responsibility**
	produced. The inspection is to involve visual and olfactory (smelling) checks only • To operate composting process machinery • To position windrow monitoring probes • To sort and segregate waste and undertake site cleaning/housekeeping • To assist with trials of various processes and materials • To report to the Site Chargehand or Site Manager any issues that could lead to pollution, harm to human health or nuisance to the site

4.1.2 There will be a minimum staffing level on site during facility operation, which will consist of:

One technically competent person; and
One reception operative

4.2 Incident management and health & safety

4.2.1 This WP does not contain or discharge full information that relates to the correct management of health & safety for the operation. TTS will carry out the operations at the organic waste facility in accordance with the provisions of its own health & safety policy.

4.2.2 Visitors to the site that are not involved in the delivery or removal of wastes and/or materials, an authorised officer of either TTS or the Department of the Environment, will be required to undertake and successfully complete a site induction. The site safety rules of this WP will be made available to site visitors as part of the site induction process.

4.2.3 An Incident Plan containing basic information and procedures relating to the site is contained within Section WP 0.

4.2.4 All visitors (not those making deposits) to the organic waste facility will first be directed to the La Collette administration office to sign into the site. Then they will be directed to the Organic Waste facility site office. Any necessary site inductions will be undertaken by the site manager or the site chargehand and the necessary PPE issued before a visitor is authorised to proceed to other areas of the site.

4.3 Waste acceptance procedures

4.3.1 In accordance with the procedures detailed at 3.8 above, each commercial load is booked in via the IN weighbridge by the TTS weighbridge operator.

4.3.2 Each load is categorised based on information from the consignee, and must conform to the Waste Acceptance Criteria for the Organic Waste Site. A visual inspected using the CCTV camera system will also be undertaken.

4.3.3 Where the load is identified as suitable material for inclusion into organic waste, the load will be re-directed to the organic waste facility reception and inspection zone for deposit.

4.3.4 Household organic waste will be delivered to a separate area of the site via a separate roadway and received at the Household Organic Waste Reception. Non-conforming wastes will be advised to the customer and then diverted or rejected accordingly.

4.3.5 Consignees will deposit their own waste directly onto the designated reception and inspection zone either by tipping using their vehicle or manual unloading.

4.3.6 TTS site operatives will visually monitor the deposited waste for non-conforming waste materials prior to the material being moved to the processing area.

4.4 Non-conforming wastes – reception facility and inspection zones

4.4.1 In the event that waste materials are identified as not conforming to the acceptable criteria for processing, the following action will be taken:

The consignee will be informed that the load is not acceptable and the consignee will be asked to leave the site before the load is tipped. The chargehand/manager will decide upon the correct course of action and will enter these details into the site diary.

Details will be logged of the occurrence.

4.4.2 If waste materials that do not conform to the acceptable criteria for processing are discovered after they have been tipped, either commercial or household waste, the site chargehand and/or site manager will inspect and assess the non-conforming waste before taking the following action:

Where the waste can be moved but no receiving facility has been identified, the waste will be moved to a designated quarantine area; and

The site manager will be informed that an unacceptable load has been tipped.

4.4.3 All instances of non-conforming waste will be recorded in the Site Diary.

Quarantine procedures

4.4.4 Although strict acceptance criteria are in place for feedstock (see Appendixes F and G) when required a suitable area for quarantine purposes will be established.

4.4.5 The quarantine zone will be clearly marked (using movable barriers, cones etc) and access limited to only those operatives authorised to enter and/or undertake work within this area. This area, including the receiving of materials to be quarantined, is to be managed by TTS.

4.4.6 Where contaminated materials cannot safely be moved, they will be isolated in-situ using moveable plastic barriers or another suitable cordon system. The TTS site chargehand and/or site manager will oversee this procedure. A course of action will then be determined by TTS in order to safely manage the quarantined waste.

4.4.7 In the very unlikely event that asbestos and asbestos-containing wastes is deposited they will be left in-situ. They will be damped down by spraying with a hose and covered over with heavy-duty polythene sheeting and clearly marked. Arrangements will then be made with the Asbestos Contractor immediately.

4.4.8 All instances of non-conforming waste that has been quarantined will be recorded in the Site Diary and details of actions taken will be included in the record.

4.5 General

4.5.1 The site will be inspected daily by the site chargehand.

4.5.2 Daily checks will be made in line with instructions listed in Table 3.1.

4.5.3 Bad odours when/if they occur, will be suppressed with the use of neutralising agents, via misting, or other appropriate means. Please refer to section 5.6 below for more details regarding the control of odours.

4.5.4 Spill kits containing absorbent granules, socks and matting, suitable for the containment of fuel/oil spills will be held on site and will be readily available when required.

4.6 Materials dispatch

4.6.1 All materials (including wastes) consigned from the processing facility will pass over the main La Collette Reclamation site OUT weighbridge.

4.6.2 All materials leaving the site out of hours must be manually recorded and passed to the site administrator for inclusion in the record system. The following minimum information will be expected - weight, type, vehicle registration and carrier.

WP 5 Amenity management and monitoring

5.1 Control of mud and debris

5.1.1 All operational areas of the site are covered with impermeable surface. All the waste handling and processing operations will take place within the site and on the sealed pads.

5.1.2 Due to the rearranged access arrangements for the organic waste facility and the high quality surface, vehicles that have only accessed the organic waste facility for deliveries will not generally be required to pass over the wheel wash that is part of the TTS weighbridge complex at La Collette prior to their arrival at the OUT weighbridge station.

5.1.3 Organic waste facility operatives will inform and direct all vehicles leaving the facility that they are required if deemed necessary to pass over the wheel wash prior to exiting the La Collette Reclamation site.

5.1.4 TTS are responsible for the correct maintenance and operation of the wheel wash and the cleaning of the road leading to and from the main La Collette Reclamation site gate to the Island road network and will make arrangements to regularly sweep the access road.

5.2 Control and monitoring of dust

5.2.1 The main potential sources of fugitive dust will be shredding, turning of windrows, general materials movement and screening of compost. Mitigation of dust will be controlled as described in the Composting SOP.

5.3 Litter control

5.3.1 Due to the types of waste being processed at the organic waste facility, the generation of litter is not considered to be a major potential hazard. This notwithstanding, the measures below will be undertaken.

5.3.2 The site will be inspected for litter as part of the daily site inspection carried out by the site operatives and the site chargehand. A litter pick will be used to control any windblown litter.

5.3.3 A litter pick will take place within the site as required.

5.4 Control of pests, birds and other scavengers (PBS)

5.4.1 The site will be inspected quarterly for the presence of vermin and the findings of the inspection noted in the Site Diary.

5.4.2 It is considered unlikely that PBS will present a problem because of the nature of waste types handled at the site. However due to the other La Collette waste operations rodent boxes are deployed at the organic waste facility as a general control measure. Should a specific PBS problem be highlighted such as an infestation, however, it will be managed through use of an appropriate pest control contractor.

5.5 Control and monitoring of noise and vibration

5.5.1 The following mitigation measures will be put in place to minimise noise:

Where appropriate, Best Practicable Means are to be applied in the selection of plant and equipment to ensure the quietest equipment for any given operation is always used and any new equipment acquired should be the quietest available;

Mobile plant will be maintained in accordance with the manufacturers' recommended service intervals;

No speed humps will be provided on access roads to minimise banging;

The surfaced roadways and working surfaces will be maintained to a good standard to avoid excessive rattle noise;

Exposure of operatives to noise and vibration will be monitored and any necessary remedial action will be taken. Operatives will be required to wear suitable noise-reducing ear defenders where necessary; and

A maximum speed limit of 15mph will be established within the organic waste facility and enforced by facility staff through the use of clear signage and direct instruction to drivers.

5.6 Odour Control

The waste types accepted by the organic waste facility are of the type that could give rise to potential odour nuisance. The site has an odour management plan (see appendix C).

5.7 Control of fire

5.7.1 Smoking is not allowed on site.

5.7.2 No waste material will be burned on site.

5.7.3 Fire extinguishers will be located in appropriate locations throughout the site, including within the reception facility/welfare buildings and adjacent to the areas used for the storage of fuels and oils. Extinguishers will be selected to suit the potential fire hazards identified at each location. They will be used to control fires on site and will be checked on a regular basis in line with the department's policy.

5.7.4 A record will be kept, in the Site Diary, of fire drills carried out on site.

5.7.5 Compost parameters will be monitored so that a temperature of 75°C is not generally exceeded nor more importantly for moisture to drop below 40% weight for weight.

5.7.8 In the event of fire, the Fire Brigade will be called. Site operatives will, when directed by the Brigade, assist the Fire Brigade by moving materials and/or plant to isolate the fire. Site operatives must ensure that surface water drains remain clear so that fire-fighting water can be contained.

5.7.9 All outbreaks of fire will be notified to the Department of the Environment.

5.8 Control of security

5.8.1 The organic waste site is within a larger waste facility where public access is prevented by security fencing and CCTV. The perimeter security is maintained and managed by TTS.

5.8.2 Mobile plant, stores and site building will be locked and secured when not in use to prevent unauthorised access out of hours.

5.8.3 Entrances to the facility are protected by steel gates that complement the security provided by the banks. It is considered that the banks, fencing and steel gates will provide a security standard that will reasonably prevent unauthorised access to the facility.

5.9 Security Maintenance

5.9.1 The perimeter security system will be visually inspected for damage or degradation in accordance with Table 5.1.

Table 5.1 - Security System Inspection Frequency

Action	Frequency
Routine Visual Inspection of Perimeter Security System	Daily
Visual Inspection of suspected damage	As soon practicable after suspicion is raised.

5.9.2 Where damage or degradation is discovered by means of visual inspection repairs will be carried out in accordance with the timescale outlined in Table 5.2.

Table 5.2 - Timescale for Security System Repair

Level of Damage or Degradation	Repair Within
Damage or degradation identified but not considered to effect the protection afforded by the security system.	Three months
Damage or degradation identified considered likely to effect the protection afforded by the security system.	A temporary repair by the end of the working day following identification. Permanent repair within 28 working days.