

La Collette Asbestos Reception & Disposal
Facility

Working Plan

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Appendices

- Appendix A Risk Assessment
- Appendix B Waste Acceptance Criteria
- Appendix C Cell 30 Site Plan
- Appendix D Overall Site Plan & drainage layout

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
January 2016	Dfl	Re-drafted
May 2016	Dfl	Re-drafted

WP 0 Site incident plan and contacts

0.1 Key site information

Key Information	Response
Name of Site	La Collette Reclamation Site (phase 2)
Type of Site	Asbestos Reception Cell 30
Address	La Collette Recycling Park St Helier JE2 3NX
Directions	The site is accessible via La Route du Veule.
Water	Mains water is supplied.
Date of Working Plan v2	May 2016
Review	*Annually
* 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 Department for Infrastructure contacts

Contact	Telephone Contact Details
Office Hours (Monday - Thursday 8.45am - 5.15pm Friday 8.45am - 4.45pm)	Department for Infrastructure Tel: 01534 445509
Out of Hours	Emergency Contact: Tel: 01534 445509

0.4 Incident Procedures

Hazard	Consequence	Mitigation
<p>Unexpected release of Lubricating or Hydraulic Oil.</p> <p>Spillage of liquid wastes (oils, lead acid, chemicals etc.)</p>	<p>Contamination of the Facility Surface.</p> <p>Contamination of the normal run off.</p> <p>Contamination of Waste</p>	<ul style="list-style-type: none"> ▪ Prevent ingress to drainage system by using appropriate spillage containment and absorbent materials which will be located in the appropriate spill kit. ▪ If spill is large consider containing the spill first by creating a bund to stop the spill spreading. ▪ Once spillage is absorbed remove granules, matting etc. to an appropriate container. ▪ Where other waste has been contaminated by the spill this shall be isolated and removed to a sealed container then dispose of in an appropriate manner. ▪ Record incident in Site Diary.
<p>Damage to Engineered Containment.</p>	<p>Reduction in Pollution Control Effectiveness.</p>	<ul style="list-style-type: none"> ▪ Implement the requirements of Management System Section 3.4 ▪ Where the strike has led to a breach of the containment that allows release of materials or run-off beyond the facility boundary the temporary measures outlined in Section 3.4 should be constructed to prevent or minimise that release until full repairs can be undertaken. ▪ Record incident in Site Diary.
<p>Fire</p>	<p>Atmospheric Pollution. Engineering Damage. Polluted Fire Water Run-off from Facility.</p>	<ul style="list-style-type: none"> ▪ If the fire warrants attendance by the Fire Service call them immediately. Use the address data in this section. ▪ If there is a risk of asbestos release then contact the Department of the Environment. ▪ If safe to do so isolate the fire. ▪ If safe to do so fight fire using on-site firefighting equipment. ▪ The facility concrete slab and drainage system will be used to manage firefighting water.

WP 1 Introduction

1.1 Site background

- 1.1.1 The Asbestos Reception & Disposal Facility is located within the main La Collette Phase Two Reclamation Site. The facility is principally designed to provide a location at which waste producers and carriers can dispose of asbestos waste. The asbestos reception is set within an inert land fill site and arranged to receive and dispose of asbestos waste.
- 1.1.2 The main elements of the asbestos reception operations are located at:
- > Asbestos Reception Site
La Collette Recycling Park
St Helier
JE2 3NX
- 1.1.3 Clear directions to the site will be provided to asbestos carriers.
- 1.1.4 The asbestos reception is managed by Department for Infrastructure (Dfi), a department of the States of Jersey.
- 1.1.5 The asbestos reception and disposal operations are licensed by a WML024 issued by the Department of the Environment and held by Dfi.

1.2 Purpose of the Working Plan

- 1.2.1 This Working Plan (WP) sets out how the Operator operates the site in relation to the Asbestos Reception and Disposal Facility in Cell 30.
- This Working Plan outlines how the operations are undertaken including the control measures being employed. The combination of the WML and the WP are designed to sufficiently control the receipt, storage and disposal of waste in a manner so as not to cause pollution of the environment and/or cause harm to human health.
- 1.2.2 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.
- 1.2.3 The operation practices and mitigation measures described in this Working Plan are based on a risk assessment.

WP 2 Control of licensed operations

2.1 Hours of operation

- 2.1.1 The Asbestos Reception is currently open to users by appointment.
- 2.1.2 Operational hours of the site are 06.00 to 18.00 Monday to Friday.
- 2.1.3 Dfl may need to operate outside of the hours above on specific occasions to meet particular operational requirements and material transfer. The hours of operation will be recorded.

2.2 Notice board

- 2.2.1 A notice board easily readable from outside the site entrance (on the Phase Two La Collette Site) will display the following information:
 - > Site name and address;
 - > Waste Management Licence Number and holders name;
 - > Emergency contact telephone number of licence holder;
 - > A statement that the site is Licensed by the Department of the Environment; and
 - > The days and hours when the site is open to accept and receive asbestos waste and when that waste can be disposed of (by appointment).

2.3 Facility staffing

- 2.3.1 The facility will be managed and operated using sufficient competent persons and resources.
- 2.3.2 Dfl are responsible for the operation and administration of the Asbestos Reception Disposal Facility including Cell 30 (ARDF).
- 2.3.3 The Dfl Solid Waste - Operations and Contracts Manager is responsible for the general management of the ARDF.
- 2.3.4 Day to day running of the facility and the various contracts will be delegated to various competent persons.

2.4 Waste operations

- 2.4.1 The operations permitted to be undertaken are those listed in the current Waste Management Licence.
- 2.4.2 Licenced and non-licensed waste asbestos waste received wrapped in accordance with the ACoP 8 revised 2015 will be received for permanent disposal within Cell 30. Cell 30 has been designed and constructed in accordance with Cell 30 Construction Quality Assurance Report November 2013.
- 2.4.3 Table 2.1 below sets out the specific details of those permitted operations and limits of operations.

Table 2.1 – Authorised Activities

Description of activities		
Activity described in Article 23 (2) of the Waste Management (Jersey) Law	Description of specified activity.	Extent of Specified activity
(a) The deposit of controlled waste on any land: (b) The keeping of controlled waste on any land: (c) The treatment of controlled waste on any land or by means of any mobile plant; and: (d) The disposal or recovery of controlled waste on any land, or by means of any mobile plant	Receipt, tipping and unloading of asbestos waste. Repackaging if necessary prior to deposit and disposal.	The reception and deposit of asbestos wastes at the site. Disposal of asbestos wastes in Cell 30.

Disposal Codes as defined in the EU Waste Framework Directive 2008/98

- D1 Deposit into or onto land (e.g., landfill, etc.)
- D5 Specially engineered landfill, (e.g., placement into lined discrete cells which are capped and isolated from one another and the environment, etc.)
- D14 Repackaging prior to submission to any of the operations in this list
- D15 Storage pending any of the operations numbered in this list.

2.5 Waste types and quantities

- 2.5.1 The primary activities which will take place at the facility are the acceptance, receipt, handling and burial for the permanent disposal of wrapped and/or bagged licensed asbestos and of wrapped and/or bagged non-licensed asbestos and/or any other method that is approved by the relevant authorities. The WML specifies the range of waste permitted; Table 2.2 below specifies the detail.

Table 2.2 – Permitted Waste types and quantities

Maximum quantity/other limitations	
	<p>Maximum Quantities WML 024 The total quantity of waste accepted at the site shall be in accordance with quantities generated by industry.</p>
	<p>Exclusions Wastes having any of the following characteristics shall not be accepted:</p> <ul style="list-style-type: none"> • Consisting solely or mainly of dry dusts, powders or loose fibres <p>Wastes that are in a form which is either sludge or liquid.</p>
Waste Code	Description
16	Wastes not otherwise specified in the list
16 01	End-of-life vehicles and their components
16 01 11	Brake pads containing asbestos
16 02	Wastes from electrical and electronic equipment
16 02 12*	Discarded equipment containing free asbestos
17	CONSTRUCTION AND DEMOLITION WASTES (INCLUDING EXCAVATED SOIL FROM CONTAMINATED SITES)
17 05	Soil and dredging spoil
17 05 03	Soil and stones containing dangerous substances
17 06	Insulation materials and asbestos containing construction materials
17 06 01	Insulation materials containing asbestos
17 06 05	Construction materials containing asbestos

2.6 Hazardous waste

- 2.6.1 The hazardous wastes which will be accepted at the facility are those listed in Table 2.2 within this management system.
- 2.6.2 No hazardous or non-hazardous waste will be treated at the Asbestos Reception and Disposal facility.

2.7 Excluded wastes

- 2.7.1 The following waste types will not be accepted at the site:
- > Wastes that are in a form which is either sludge or liquid, or Waste consisting solely or mainly of dusts, powders or loose fibres.

WP 3 Waste containment

3.1 General

3.1.1 The primary mitigation measure to prevent pollution of the environment is one of containment. The principal containment measure is receipt of asbestos waste wrapped/bagged in accordance with ACoP 8 revised 2015. This will be deposited in a cell lined with an impermeable geotextile membrane. When deposition of asbestos is complete, the asbestos will be covered with a layer of (1000) gauge terram and 250mm of inert material.

3.2 Site surfacing

3.2.1 All areas of the site where asbestos will be deposited, unloaded or tipped are engineered in accordance with the above containment measures. Drainage for the reception site is described in WP 3.3 below.

3.2.2 The site layout is provided in Drawings contained in Appendix C and D.

3.3 Drainage

3.3.1 Principles

3.3.1.1 The principal requirements of the drainage for the La Collette Asbestos Reception are:

- To control and collect surface water runoff (from rainfall and wash-down operations) from the concrete hardstanding, which may contain asbestos containing material
- Separate potential asbestos containing material and retain it safely for disposal
- Discharge clean run-off to the environment without risk to human health or the environment
- Be maintainable without undue risk to maintenance operatives, the public and environment

3.3.2 The general arrangements of the site drainage system are shown in drawing contained in Appendix D.

3.3.3 Surface water from the Asbestos Reception areas will pass through a silt trap & Separator before discharge through a sealed drainage system into the soak away.

3.3.4 Leachate collected from the cell will be disposed of via the islands foul drainage system.

3.4 Waste containment maintenance schedule

3.4.1 Maintenance of plant and equipment will be undertaken in accordance with the manufacturers' requirements.

3.4.2 The specific details of the containment systems and their maintenance is described in the Table 3.1 below.

Table 3.1 – Waste containment maintenance schedule

Action	Frequency
Routine visual inspection of engineered containment (surfacing, drainage gullies etc.)	As required
Visual inspection of suspected damage	As soon practicable after suspicion is raised.

- 3.4.3 Where damage or degradation is discovered by means of visual inspection, repairs will be carried out in accordance with the timescales outlined in Table 3.2 below.

Table 3.2 – Waste containment maintenance schedule

Level of damage or degradation	Repair within
Damage or degradation identified but not considered to effect the protection afforded by the engineered containment system.	As soon as practicably possible
Damage or degradation identified considered likely to effect the protection afforded by the engineered containment system.	As soon as practicably possible

3.5 Site layout

- 3.5.1 The reception site is provided with a centrally drained concrete slab with a 300 mm high upstand around the slab edge. The Asbestos Reception Facility layout including cell 30 is shown on the drawings contained in Appendix C and D.
- 3.5.2 The engineered landfill cell (Cell 30) is shown on a drawing contained in Appendix C.

3.6 Materials Handling

- 3.6.1 Disposal of asbestos waste on-site shall only take place in accordance with the Waste Acceptance Criteria for the ARDF.
- 3.6.2 The procedures for receiving asbestos waste are as follows:
- Loads are weighed at the La Collette weighbridge and directed to the ARDF.
 - Appropriate documentation will be verified for conformity.
 - Loads will be deposited in Cell 30 within the designed tipping zone.
 - Asbestos waste will only be accepted in UN approved packaging or double wrapped in heavy (1000) gauge polythene and appropriately labelled in accordance with the latest Management of Exposure to Asbestos in Workplace Buildings and Structures Health and Safety at Work (Jersey) Law, 1989 ACoP 8 Revised 2015 unless authorised by the relevant authorities.
 - Prior to any waste being tipped the packaged asbestos waste will be misted with a water spray to reduce the likelihood of any asbestos fibre release.
 - Any pushing or placing of asbestos will be done with minimum disturbance.

- Post unloading the vehicles will be inspected and any visible traces of asbestos waste will be removed before being rinsed out with water.
- PPE/RPE worn at the site will be placed into an asbestos bag for disposal.
- Following deposition of the asbestos waste it is covered with a layer of (1000) gauge terram, and covered with 250mm of inert material.

WP 4 Environmental management

4.1 General

- 4.1.1 Operational environmental controls which will be in place on site are described in the subsections below.
- 4.1.2 All waste handling and processing will take place within the licensed areas.
- 4.1.3 All vehicles used to remove waste with the potential to generate litter from the site will be caged, sheeted or covered to avoid litter nuisance where appropriate.
- 4.1.4 When the site is receiving waste, visual inspections will be made as required of the water supply (above ground), full retention separator alarm, spill kits, tight tank alarm, electrical outlets and isolators.
- 4.1.5 The site spillages will be cleaned up and litter picked regularly or as required as part of general housekeeping.
- 4.1.6 An environmental risk assessment is included in Appendix A

4.2 Drainage system

- 4.2.1 Refer to Section 3.3.
- 4.2.2 Refer to discharge permit application.

4.3 Accident Prevention and Emergency Response

- 4.3.1 Dfl shall, ensure that procedures are in place, which will address the hazards on-site, particularly in relation to the prevention of accidents with a possible impact on the environment and precautions necessary to prevent accidental spillage or release of asbestos fibres or waste. The procedures shall be reviewed and updated as necessary.
- 4.3.2 Dfl shall ensure that a documented Emergency Response Procedure, which shall address any emergency situation, which may originate on-site taking into account, planned developments at the facility. This Procedure shall include provision for minimising the effects of any emergency on the environment. This procedure shall be reviewed annually and updated as necessary.

4.4 Site inspection and maintenance

- 4.4.1 The frequency of inspection will be commensurate with the level of activity. All details of any defects, problems and remedial actions taken will be recorded within the site diary.
- 4.4.2 Independent Air Monitoring will take place regularly. This will include regular static atmospheric fibre monitoring by an independent analyst. All air monitoring will be carried out by a UKAS accredited analytical company confirming to ISO 17025. The frequency and number of samples shall be determined during site operations. Results will be reviewed in order to determine the frequency with the intention to reduce or alter on a diminishing risk assessment basis.

4.5 Control of security

- 4.5.1 The Asbestos Reception & Disposal site is within a larger Dfl facility (recycling park) which includes the Organic recycling and Aggregate processing. Commercial access to the Asbestos Reception is managed during opening times by use of a marked route (signage/road markings) to guide users to the Asbestos Reception and keep visitors away from other site operations. Out of hours access is prevented to the Asbestos Reception site by an external perimeter security fencing and gates. The perimeter security is maintained and managed by Dfl.
- 4.5.2 Mobile plant, stores and site buildings will be locked and secured when not in use to prevent unauthorised access out of hours.
- 4.5.3 Entrances to the facility are protected by steel gates that complement the security provided by the fencing. It is considered that the perimeter security systems will provide a security standard that will reasonably prevent unauthorised access to the facility.

4.6 Security Maintenance

- 4.6.1 The perimeter fencing will be visually inspected for damage or degradation in accordance with Table 4.1.

Table 4.1 – Security System Inspection Frequency

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

- 4.6.2 Where damage or degradation is discovered by means of visual inspection repairs will be carried out in accordance with the timescale outlined in Table 4.2.

Table 4.2 – 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.	As soon as practically possible
Damage or degradation identified considered likely to effect the protection afforded by the security system.	A temporary repair as soon as practically possible

WP 5 Amenity management and monitoring

5.1 Litter control

- 5.1.1 The site will be cleaned as and when required.
- 5.1.2 The site will be inspected for litter
- 5.1.3 The tipping area will be subject to a formal session of housekeeping (cleaning, litter picking).

5.2 Control of pests, birds and other scavengers

- 5.2.1 The site will be inspected for the presence of vermin and the findings of the inspection noted.

5.3 Control and monitoring of noise and vibration

- 5.3.1 The following mitigation measures will be put in place to minimize noise:
 - > Best Practicable Means will 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 would meet applicable legislation;
 - > Plant and equipment will be located within the facility and shall therefore generally be screened by the local topography;
 - > No speed humps will be provided on access roads;
 - > The hard standing will be maintained to a good standard to avoid excessive rattling noises;
 - > Exposure of operatives to noise is unlikely. Operatives will be required to wear suitable noise-reducing ear defenders when deemed necessary.

5.4 Control of fire

- 5.4.1 Smoking is not allowed on site. (Dfl operates a no smoking policy)
- 5.4.2 No material will be burned on site.
- 5.4.3 Fires extinguishers will be located in appropriate locations throughout the site. These will be used to control fires on site and will be checked and serviced at an interval determined by the department's safety section and or statutory requirements.
- 5.4.4 A record will be kept of any fire on site.
- 5.4.5 In the event of fire, if it deemed appropriate the Fire service to be called.