La Collette Headland

Working Plan

States of Jersey

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0.1 Key site information

Key Information	Response
Name of Site	La Collette Reclamation Site
Type of Site	Multifunctional waste management facility including recycling of wastes and landfilling of wastes
Address	La Collette Reclamation Site St Helier JE2 3NX
Telephone	01534 448351
La Collette Reclamation Site	Reference to 'site' or 'La Collette Reclamation site' in this working plan means the site defined by the current version of drawing in Appendix F
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 outside of La Collette Reclamation main Gate. 1x mains take off point in office compound.
Date of Plan	September 2013
Review Date	September 2014
Approved by	[insert when approved]
Date	[insert when approved]

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 445508
Pollution Hotline	01534 709535

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

Contact	Telephone Contact Details
Office Hours (Monday - Thursday 7:30am - 4.15pm Friday 7.30am – 12.00pm)	01534 448557 or 01534 448351
Out of Hours	Emergency Contact: Tel: 01534 725351

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 the spill kit with mobile fuel bowser or spill kit adjacent to refuelling station, use granules and matting 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 and matting to a sealed container. ▪ Where waste has been contaminated by the spill this shall be isolated and removed to a sealed container with any used granules and/or matting. ▪ Where the spillage has occurred on an unsealed surface, once the surface spillage has been collected, a portion of the contaminated surface should be removed to a sealed container along with any used granules and/or matting. ▪ Make arrangements for the correct disposal of the spent absorbent materials / contaminated waste / contaminated surfacing. ▪ Make arrangements to restock absorbent materials. ▪ Repair any unsealed 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 run off. 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 use lead acid battery spill kit. ▪ For chemicals use chemical spill kit. ▪ Where other waste has been contaminated by the spill this shall be isolated and removed to a sealed container. ▪ Make arrangements for the correct disposal of the spent absorbent materials / contaminated wastes. ▪ Where the spillage has occurred on an unsealed surface, once the surface spillage has been collected, a portion of the contaminated surface should be removed to a sealed container with any used granules and/or matting. ▪ Make arrangements to restock absorbent materials. ▪ Repair any unsealed surfacing. ▪ Record incident in Site Diary
Damage to Engineered Containment (Surfacing, drainage, lagoons or containers, waste disposal cells) due to vehicle strike, land settlement, waste intrusion etc.	Reduction in Pollution Control Effectiveness.	▪ Implement the requirements of Management System Section 3.5 ▪ Where the strike has led to a breach of the containment that allows release of materials or run-off beyond the facility boundary/engineered cell the temporary measures outlined in 3.5 should be constructed to prevent or minimise that release until full repairs can be undertaken. ▪ Record incident in Site Diary.

Incident Type	Likely Consequences	Action Required
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 6.7. ▪ If safe to do so isolate the fire. ▪ If safe to do so fight fire using on-site fire fighting equipment. ▪ Where possible the facility engineered containment system should be used to trap fire fighting water and allow for recirculation of water (any lagoons etc).
APC dumpy bag split or dropped within La Collette Reclamation Site but not in APC cell.		▪ Area should be cordoned off. ▪ If the bag is still intact but damaged (split etc), bag should be repaired using shrink wrap film. Shrink wrap film should wound tightly around the bag to constrain the damaged bag. Once wrapped sufficiently, the damaged bag should be carefully transported to the currently active APC cell. ▪ Consideration should be given the type of plant used to transport the repaired bag so as to support it. ▪ DO NOT damp APC down due to potential exothermic reaction. ▪ Loose APC should be carefully collected with a shovel and spade
APC dumpy bag split or dropped within APC cell.		▪ If a bag is dropped in the location of final placement and damaged (split etc) it should be left as is. Other intact dumpy bags should be placed tightly around the damaged bag. ▪ If a bag is dropped and becomes damaged but is not in its final resting place the procedure above for bags dropped outside of the APC cell should be followed.

WP 1 Introduction

1.1 Site background

1.1.1 The La Collette Headland is located within the main La Collette Reclamation Site which also includes an inert waste processing facility, an inert waste landfilling operation and a green waste composting facility. The Headland is principally designed to provide a final disposal facility for the deposit of residues produced by the incineration of waste at the new Energy from Waste (EfW) plant at La Collette. The Headland will be built up over time through an arrangement of newly constructed engineered containment cells designed to accommodate these EfW residues. The Headland will also provide disposal space for a number of other wastes in smaller quantities including asbestos wastes and asbestos contaminated wastes and temporary storage of wastes awaiting treatment at La Collette EfW. The Headland address is:

> La Collette Reclamation Site
> St Helier
> JE2 3NX

1.1.2 The Site is provided and operated by Transport and Technical Services (TTS), a department of the States of Jersey, for internal States use to manage key Island waste streams. The Site is not a publicly accessible facility.

1.1.3 The Site is being formed through the creation of discrete engineered containment cells. The cells are designed to contain wastes to be deposited within them in order to prevent pollution of the environment beyond the cells.

1.1.4 Wastes may be deposited by commercial users at the discretion of TTS.

1.1.5 The Site also includes the operation of La Collette Reclamation Site weighbridge station. The weighbridge station is used for all waste operations taking place at La Collette reclamation site.

1.1.6 A defined list of wastes is permitted to be received for disposal at the Reclamation facility by the Waste Management Licence (WML), including wastes with hazardous properties.

1.2 Purpose of Working Plan

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

1.2.2 This Working Plan will describe 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, treatment and disposal 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.

1.2.3 The operation 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.

1.2.4 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. Site rules are however included in Appendix C for reference.

1.2.5 This WP will also include a section that relates to the operation of La Collette weighbridge station as the station provides control and service for other La Collette waste operations (green waste composting, inert recycling) as well as the Headland filling operations.

WP 2 Control of licensed operations

2.1 Hours of operation

2.1.1 The Headland is open for the reception and deposit of waste at the following times:

> Internal States use and Commercial:

Monday to Thursday	07:30 – 16:15hrs
Friday	07:30 – 16:15hrs
Saturday	07:30 – 12:00hrs

2.1.2 The site is not open on public or bank holidays.

2.2 Notice board

2.2.1 A notice board easily readable in daylight and night time hours from outside the site entrance (near weighbridge) and 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 Environment;
> The days and hours when the site is open to receive waste and when that waste can be treated, handled and disposed;
> A statement that access is to authorized persons only including a notice in respect; and
> A statement that La Collette Reclamation site is protected by CCTV.

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 personal and details their role and responsibility.

Table 2.1 - Competent Persons

Position	Role and Responsibility
Site Manager	• Overall responsibility to manage the site in compliance with the WML • To ensure that the reporting required by the WML is correctly completed and submitted to the Department of Environment • To ensure that all site staff are fully conversant with the content and reasons for the WML and this WP • To maintain the facility Site Diary
Site Chargehand	• To manage site 'on the ground' • To ensure that all site staff are fully conversant with the content and reasons for the WML and this WP

Position	Role and Responsibility
	• To undertake facility inspections
Site Weighbridge Operative	• To operate the site weighbridge • To ensure weighbridge records are accurate in terms of the required data required by the WML
Site Operatives	• To direct placement of wastes in cells. • Directing commercial deposits • To operate mobile plant to assist with the placement of wastes • To undertake general housekeeping including litter picking • To report any issues that could lead to pollution, harm to human health or nuisance to the site foreman or Site Manager

2.3.2 Assessment of technical competence and the on-going 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.

2.3.3 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.

2.3.4 TTS will maintain records of training undertaken by its site personnel and the details of that training. TTS will make these records available for inspection by authorised officers of Department of Environment.

2.4 Waste operations

2.4.1 The operations permitted to be undertaken are those specified in the current Waste Management Licence.

Table 2.2 – Waste Operations

Description of activities	Limits of activities
Landfill for the disposal of hazardous waste	Receipt, handling, storage and disposal of wastes, consisting of the types and quantities specified in current Waste Management Licence, as an integral part of land filling.
Landfill for the disposal of non-hazardous waste	Receipt, handling, storage and disposal of Inert wastes, consisting of the types and quantities specified in current Waste Management Licence, as an integral part of land filling.
Temporary Storage of Waste	Receipt, handling and storage of wastes, consisting of the types and quantities specified in current waste Licence, pending final treatment at La Collette EFW.
Soil remediation	Receipt, handling, storage and disposal of wastes, consisting of the types and quantities specified in current Waste Management Licence, as an integral part of soil remediation.

Associated activities - Description of activities	Limits of activities
D15: Storage pending any of the operations numbered D1 to D14 **D14:** Repackaging prior to submission to any of the operations numbered D1 to 13 **D9**: Physio-chemical treatment not specified elsewhere in Annex II A which results in final compounds or mixtures which are discarded by means of any of the operations numbered D1 to D8 and D10 to D12	There shall be no treatment of EfW residues waste apart from baling and wrapping. Waste stored on a temporary basis pending consignment to the EfW shall only be stored in an engineered lined EfW residue cell. Waste stored on a temporary basis shall not be stored in cells already being used for the disposal of EfW residues unless it is baled and wrapped. Loose shredded waste can only be placed in a lined cell that has been protected by a 300mm layer of suitable material. Shredded waste from the EfW that contains a putrescible waste fraction can only be stored in or on an uncapped ash/IBA cell. Shredded waste from the EfW that contains a putrescible waste fraction must be baled and wrapped in plastic if it is to be stored off site. Baling must be undertaken on a completed but uncapped ash/IBA cell. Not more than 150 tonnes of unbaled waste shall be stored at the baler location. Baling must be undertaken within 24hrs of receipt of the waste.
R13: Storage of wastes pending any of the operations numbered R1 to R12 (excluding temporary storage, pending collection, on the site where it is produced) **R3:** Recycling / reclamation of organic substances which are not used as solvents **R5:** Recycling / reclamation of other inorganic materials	Soil remediation must be undertaken on top of an engineered lined cell.
Water discharges to controlled waters	Discharge of uncontaminated landfill site drainage to lagoons via land drains or soakaway.
Storage of leachate	Temporary storage of leachate only collected from leachate wells prior to tankering offsite.

2.5 Waste types and quantities

2.5.1 The primary activities which will take place at the lined cell facilities are the reception and placement of EfW residues. Other wastes are managed by the

Headland operations. The permitted wastes, annual quantities and site quantities for the facility are those currently permitted and listed within Appendix G.

2.6 Hazardous waste

2.6.1 The hazardous wastes which will be accepted at the facility are those listed within Appendix G.

2.6.2 No hazardous waste will be treated at the facility without notification to the Department of Environment.

2.7 Excluded wastes

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

- Wastes that are solely in a form which is either sludge or liquid.

2.8 Prior Notification given to the Department of Environment

2.8.1 The following waste types will not be accepted at the site unless TTS has agreed a disposal plan with the waste producer and has notified the Waste Regulator at the Department of Environment:

- Contaminated soils (hydrocarbons, heavy metals) for bio-remediation
- Fire damaged demolition wastes;
- Other inert wastes that exceed the CLEA limits

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 the use of appropriately engineered cells which incorporate impermeable liner systems which act a barrier between wastes and the ground under the site and principally to break any hydraulic connectivity between the deposited waste mass and the environment beyond.

3.1.2 The engineered cells have a drainage structure within them including wells to allow liquids that have collected in the cell to be removed if required for separate disposal.

3.1.3 Site surface drainage from outside of waste containment cells and therefore uncontaminated by waste is managed through a series of drainage channels to the lagoons or to soakways.

3.1.4 Secondary mitigation consists of further containment though the use of specialist waste containers and bins where appropriate including the bagging of APC residues, each designed to contain a specific waste type.

3.2 Site surfacing

3.2.1 All operational areas not used for the placement of wastes within the site will be engineered with hardstanding for ease of plant movement. Drainage for the site is described in WP 3.3 below.

3.2.2 Non inert Wastes will only be stored or placed on impermeable hard standing.

3.2.3 The site layout is provided in Drawing 003 contained in Appendix F.

3.3 Drainage

3.3.1 Drainage is managed in a co-ordinated manner across the entire La Collette reclamation site.

3.3.2 The general arrangements of the overall site drainage system/flows are shown in Drawing numbers 10448/02 Surface water Drainage & 100448/04 Site Offices and Facilities.

3.3.3 Surface water principally from site roads (including run-off from site outside of waste cells) will pass into a perimeter drainage trench which will also provide silt filtration before discharge at the lagoons or via soakways.

3.4 Bunded containment

3.4.1 All sealed lagoons for the temporary storage of leachate extracted from engineered cells will be appropriately constructed including appropriate CQA procedures to demonstrate correct construction. Lagoons will have appropriate freeboard for the designed capacity. Lagoons are regulatory monitored (records of monitoring kept). Monitoring is intensified following periods of heavy rain.

3.4.2 All permanent facilities located above ground for the bulk storage of oils, fuels or chemicals will be sited on impervious bases and bunded (including integral bunds) to contain 110% by volume of the stored substance. They will be constructed and operated in accordance with the guidelines set down in the Environment Agencies' Pollution Prevention Guidelines for Above Ground Storage Tanks (PPG 2) in lieu of specific Jersey guidance.

3.4.3 Storage of potential polluting materials required for plant maintenance such as antifreezes, greases, oils etc will be kept in a locked and sealed container such as a Chemsafe and will be placed on drip trays. These materials will generally also be stored in a lockable shipping container (or similar) of good condition.

3.5 Waste containment maintenance schedule

3.5.1 The specific detail of the containment systems and their maintenance is described in Table 3.1.

Table 3.1 – Waste containment maintenance schedule

Action	Frequency
Routine visual inspection of engineered containment	Each day the facility is in use.
Visual inspection of suspected damage	As soon practicable after suspicion is raised.
Examples of possible damage evidence: • Damage of the cell structure may be caused by a large hard object being pushed into the cell wall. • Settlement or other movement visible in the cell walls. • Mobile plant or other vehicles running into the cell walls, especially mobile plant equipped with forks.	

3.5.2 Where damage or degradation is discovered by means of visual inspection, repairs will be carried out in accordance with the timescale outlined in Table 3.2

Table 3.2 – Waste containment remedial action 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.	One Week
Damage or degradation identified considered likely to effect the protection afforded by the engineered containment system.	Temporary repair / cordoned off by the end of the working day following identification. Permanent repair within 7 working days (subject to materials being available).

3.6 Site layout

3.6.1 The site layout is shown on Drawing 003 and is contained in Appendix F.

3.6.2 The site layout will change over time due to the build-up of the headland. The general layout arrangement drawing will be kept up to date.

3.6.3 The Reclamation facility requires prior notification to be given to the Department of Environment for any new cell design to be used or where a new cell is

proposed that uses an existing cell design, prior notification of the proposed location to be recorded.

WP 4 Site operations

4.1 Staffing and management

4.1.1 For daily operation the following staffing levels will pertain:

Position	Role and Responsibility
Site Manager	• Overall responsibility to manage the site in compliance with the WML • To ensure that the reporting required by the WML is correctly completed and submitted to the Department of the Environment • To ensure that all site staff are fully conversant with the content and reasons for the WML and this WP • To maintain the facility Site Diary
Site Chargehand or senior Operative	• To manage site 'on the ground' • To ensure that all site staff are fully conversant with the content and reasons for the WML and this WP • To undertake facility inspections
Site Weighbridge Operative	• To operate the site weighbridge • To ensure weighbridge records are accurate in terms of the required data required by the WML
Site Operatives (Nominated contractor as appropriate)	• To direct placement of wastes in cells. • Directing commercial deposits to the appropriate unloading points • To operate mobile plant to assist with the placement of wastes • To undertake general housekeeping including litter picking • To report any issues that could lead to pollution, harm to human health or nuisance to the site Chargehand or Site Manager

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

> One technically competent person (at least contactable by telephone and on Island); and
> Two operatives.

4.2 Incident management and health & safety

4.2.1 All operations on site will be carried out in accordance with the relevant legislative requirements. Site safety rules are attached to this working plan within Appendix C which will be available to site visitors.

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

4.3 Waste acceptance criteria and procedures – Weighbridge Office General

4.3.1 La Collette weighbridge station controls all waste related traffic into and out of the Reclamation site. The key responsibility of the weighbridge is to record the details of incoming wastes and direct the consignee to the appropriate part of the Reclamation site.

4.3.2 The waste acceptance criteria (WAC) used at La Collette Reclamation site is currently based on the previous Environment Agency Food and Rural Affairs (DEFRA) soil guideline Values, which were introduced in the UK in 2002 called the Contaminated Land Exposure Assessment (CLEA) guidance limits. The soil guidance lists potential pollutants to the environment, such as metals, hydro-carbons and organics. It is the intention of the site management to work closely with the Environment Department's Waste Regulators, various contractors and TTS customers to carry out trials in order to introduce a more relevant set of "Jersey" specific leachable standards (based on current European best practice) that will continue to protect the marine environment. The site management will continue to give guidance to all employees, contractors and to relevant third parties regarding waste materials that are acceptable to the site. TTS will also be carrying out spot checks and sampling some of the incoming loads of inert waste to ensure compliance with the Waste Acceptance Criteria.

Inputs from suspected or contaminated sites

4.3.2 As part of the Island Planning consent system, sites where contamination is suspected or confirmed as a relevant issue for a particular development, in relation to excavated materials and where consent has been granted, the following will take place before acceptance of any material to the disposal sites:

- Conditions will be placed on a developer to inform the receiver of the waste as to the nature of the contamination the developer is intending to consign, and the estimated quantities of the material to be transferred. The developer must receive prior written approval to consign the waste before transportation to any site;
- Where the receiving site is La Collette Reclamation site and approval to receive the waste has been agreed by the site manager, the developer will be required to alert the Weighbridge Office when each load arrives at site

4.3.3 It is understood that generally the main source of contamination likely in soils / excavations will be asbestos and/or hydrocarbon contamination.

Asbestos contaminated waste

4.3.4 Asbestos contaminated waste will be directed to the appropriate dedicated asbestos disposal facility. Asbestos containing wastes are controlled through a separate Working Plan. Sections 4.14 & 4.15 refers.

Hydrocarbon contaminated waste

4.3.5 If hydro carbon contaminated wastes are accepted on to the Reclamation Site, either with prior approval or where materials have been quarantined from other operations, the contaminated excavation wastes will be placed on top of a lined cell within the Reclamation site until remediation has been completed.

4.3.6 A 3rd party material testing specialist will be procured to take representative samples of the material, even where previous testing information accompanies the load. The results of the testing will be used to determine the appropriate management disposal options.

CDEW recycling site

4.3.7 This section is included to provide an overview of the interactions within La Collette operations. All materials delivered the CDEW operation must comply with the Reclamation sites waste acceptance criteria. The site is covered by a separate Working Plan. The CDEW operation also includes the infilling of La Collette Reclamation site with inert wastes.

4.3.8 Unless loads are obviously destined for the:

- EfW residue cells;
- Green Waste Composting facility;
- Bannelais or other organic containing[1] processing areas;
- known contaminated excavation materials; or
- one-off oddities such as fire damaged building materials.

then generally it is assumed that the input is destined for the CDEW recycling operation managed by TTS's Contractor.

4.3.9 Each load destined for the CDEW Recycling site will be categorised by the TTS weighbridge operator, based on information provided by the consignee and also from a visual inspection using the weighbridge CCTV system.

4.3.10 Each load will be categorised as follows based on the approximate percentage of recyclable materials in each load:

- '**Green load**' Category 1 = 80% or greater of recyclable waste
- '**Amber load**' Category 2 = Between 80% and 20% recyclable waste
- '**Red load**' Category 3 = Less than 20% recyclable waste

Category 1 (80/20 Recyclable): Segregated loads containing greater than 80% of recyclable aggregates. Mainly comprising rock and CDEW, to include concrete, clay bricks, weathered asphalt, mortar and plaster.

Category 2 (20/80 Recyclable): Partially segregated loads containing less than 80% but greater than 20% of recyclable aggregates. Comprising rock and CDEW as described in Category 1 with permissible contamination to include clays, soils and aggregate fines.

Category 3 (0/20 Recyclable): Non-segregated loads containing inert materials with less than 20% of recyclable aggregates.

4.3.11 Where a non-segregated load is designated as Category 3 **'Red Load'** and is deemed to be less than 20% recyclable by virtue of its physical contamination with non-recyclable waste materials (such as wood or metal), consideration will be given by the inspection zone operative in the CDEW Recycling reception zone as to whether the load carrier can segregate the load by hand in order to render it suitable for re-categorisation and processing.

4.3.12 If this hand-sorting option is offered and the load carrier agrees to undertake the exercise, the load will be directed to the designated sorting area within the inspection zone. Once the load has been cleansed of its physical contaminants and the inspection zone operative has confirmed it is suitable for further processing, it will then be directed to the relevant reception zone.

4.3.13 The inspection zone operative will inform both the weighbridge operator and the reception zone operative of the re-categorisation before the load is tipped.

[1] Jersey Legal French Agricultural term for road sweepings – organic in nature and used for fertiliser

Unusual loads

4.3.14 CDEW Recycling operatives will also undertake basic visual and olfactory (sniff) tests on all loads and in particular for Category 3 'Red Loads'. CDEW operators will look for anything that looks odd or unusual or has an odd odour such as a strong diesel or chemical smell. Any loads that appear to be unusual will be isolated for further investigation. In the case of Category 3 'Red Loads' these will be isolated away from the tipping zone. For other category loads or Category 3 that have been taken to the tipping head that are indentified as being suspicious, then they will be isolated in-situ following the quarantine procedures. Isolated loads will not be processed or pushed over the tipping head until they have been fully investigated and cleared.

CDEW working plan

4.3.15 CDEW operations are subject to a separate Working Plan maintained by TTS's CDEW operations contractor. The CDEW Working Plan also manages the control of wastes to be tipped into the infilling operations.

4.4 Waste acceptance procedures – States of Jersey inputs

4.4.1 The site management will give guidance to all employees and to all relevant third parties regarding waste types and the WAC standards that are acceptable on the site.

4.4.2 The weighbridge station is used for all waste operations at La Collette and manages all wastes entering the facility, including those wastes that are destined to be disposed of within the engineered and lined containment cells.

4.4.3 The majority of wastes that are deposited in the engineered containment cells will be associated with the La Collette EfW ash or from smaller inputs from other TTS waste management operations. In the main these inputs will be consistent both in nature and texture with other materials within the cell, it will also be ensured that any deposited material will be of a composition that is suitable for the safe containment within the facility and that the haulier is a licenced haulier.

4.4.4 When a load arrives at the site the site manager or nominated employee (or contractor as appropriate), will inspect the load for conformity in relation to both the stated description of the material, (or on the consignment note where appropriate) and to ensure that the waste is permissible under the Licence.

4.4.5 All vehicles using the facility will stop on the incoming weighbridge, where a visual inspection will be carried out (using CCTV). If the load is covered, the site weighbridge operator will enquire as to the waste type via the intercom system before directing the vehicle into the site facility, the site operatives will direct the vehicle to the appropriate unloading point or in to an appropriate cell.

4.4.6 All vehicles where tare weight details are not held by the weighbridge system will be weighed upon entering and leaving the site.

4.4.7 For Incinerator Bottom Ash (IBA) and Air Pollution Control (APC) residues, from the La Collette EfW only, a transfer note per load will not be required. At the start of each year an annual transfer note will be generated by TTS one for the IBA and one for the APC, each of which contains all the pertinent descriptive information. It must include an approximate quantity to be delivered by the end of the year. A copy of each note is to be kept:

- At The EfW
- At the La Collette weighbridge office

The weighbridge will then establish and maintain an annual record of each delivery consigned from the EfW to La Collette Reclamation facility recording:

- The delivery vehicle details;
- The gross delivery weight on arrival;
- The net weight of the waste (via the out weighbridge); and
- A running total of waste accepted in kg.

4.4.8 For other TTS inputs such as street cleaning residues (Bannelais and gully waste), bottom ash and APC from the Clinical Waste Incinerator, or bottom ash from the animal waste incinerator and shredded bulky waste, then separate records will be made.

4.4.9 Traffic management of the site is by a one way system through the weighbridge complex then via a haul road to the active reclamation facilities or cells.

4.5 Non-conforming wastes – States of Jersey input

4.5.1 If it is found through visual inspection that the incoming load has items of contamination which do not meet the Licence conditions or does not meet the description given by the deliverer, the vehicle or load will be quarantined pending further investigation or rejection.

4.5.2 Where possible the waste delivery or consignment note/record will be amended detailing a more specific description. In either case only waste that is permitted by the Licence will be accepted at the site. Section 4.6 provides further information.

4.6 Non-conforming wastes

4.6.1 Due to the nature of the majority of the non-confirming waste to be deposited at the Reclamation facility coming from a single source (EfW), and being under the control of TTS and being consistent in nature (residues), or having been subject to prior assessment and checking (shredded bulky waste), it is not considered that non-conforming waste will present a common issue as it may at a more general commercial waste facility. However, should non-conforming wastes be identified upon deposit of a load, the site manager will follow the process below in this instance:

- If it is safe to do so, the waste will be removed to a quarantine area within the site or where it is not safe to move the non-conforming waste an exclusion area will be set up in-situ;
- Asbestos and asbestos-containing wastes will be left in-situ. They will be damped down by spray with a hose and covered over with suitably heavy-duty polythene sheeting before being clearly marked. Arrangements will be made with the La Collette Asbestos Facility operated by TTS to remove the waste as soon as possible.
- The Licence holder and or waste producer (for commercial inputs) will decide upon the course of action and details will be entered in the site diary; and
- The Department for Environment will be notified where appropriate.

4.6.2 All instances of non-conforming waste will be recorded in the Site Diary and, where possible, these records will include information relating to the haulier that deposited the non-conforming wastes.

4.7 Quarantine procedures

4.7.1 Within all reclamation facility operation configurations, a clearly defined quarantine area will be established. The quarantine area should, where possible, be located on a TTS-managed and contained surface.

4.7.2 The quarantine zone will be clearly marked 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.

4.7.3 Where contaminated materials cannot safely be moved, they will be isolated in-situ using moveable plastic barriers or another other suitable cordon system. TTS foreman and/or site manager will be informed. A course of action will then be determined with TTS in order to safely manage the quarantined waste.

4.7.4 As detailed above, asbestos and asbestos-containing wastes 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 La Collette Asbestos facility operated by TTS to remove the waste to the appropriate facility as soon as possible

4.7.5 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.

4.8 Placement of EfW & animal incinerator bottom ash

4.8.1 A clear and up to date plan of the facility will be maintained by TTS with copies being placed in the Weighbridge Station and submitted to the Department of Environment on request.

4.8.2 Incinerator bottom ash (IBA) is collected from the EfW plant and the animal incinerator, and transported by tipper bodied vehicles.

4.8.3 The EfW IBA can be moist following quenching in order to cool the IBA on exit from the EfW plant.

4.8.4 Each transporting tipper once navigating the La Collette weighbridge complex will be directed via the designated road route to the current active IBA disposal cell. The tipper will enter the cell via the access ramp and then move to the current tipping area within the cell.

4.8.5 For new cells where there first layer of waste is being placed tippers will access the tipping zone by using an internal cell roadway. The internal road way will be formed from 300mm of consolidated granular material or from reusable aluminium trackway. This internal haul road is required to protect the basal cell engineering from traversing vehicles. The full specification for the internal haul road along with the cell access ramp is contained within the construction drawings and specification for each cell. Refer to Appendix E for cell construction detail.

4.8.6 The driver will empty the tipper, depositing the IBA within the cell. It is expected that they will be approximately ten, 5 tonnes loads of EfW IBA per day. IBA from the animal incinerator will arrive in much smaller quantities and sporadically.

4.8.7 By the end of each working day mobile plant (360º with a bucket or equivalent) will be used to spread and compact the IBA into consolidated fill areas. This will be undertaken to create a consolidated area to minimise the incidence of IBA being scoured from the cell and generating a potential dust nuisance and to maximise the space within the particular cell in use. The options for daily cover will be kept under review. The two options available are:

- OPTION A – As a further measure and in addition to the IBA being consolidated into fill areas after each day of tipping, a continuous layer of sand will be spread and compacted onto the IBA at the end of each day as further protection from IBA being scoured by the wind.

> OPTION B – As an alternative measure and in addition to the IBA being consolidated into fill areas after each day of tipping, an acrylic polymer modified water spray will be applied to each consolidated IBA area at the end of each day as further protection from the IBA be scoured by the wind.

4.9 Placement of EfW air pollution control residue (inc clinical incinerator APC and IBA)

4.9.1 APC is discharged from the EfW into flexible intermediate bulk containers (dumpy bags) of a capacity of approximately 2m^3. The bags have sift resistant seams and additionally have a lace closure lid. After filling the bag at the EfW the lid is laced closed.

4.9.2 Each bag has integral lifting straps. This enables the bags to be lifted by a range of plant from farm style loadalls to LGV equipped with a hydraulic lifting arm.

4.9.3 Filled bags are brought to the Reclamation facility by LGV. After leaving the weighbridge complex it will be directed to the current active APC disposal cell. As with the IBA cell a protective haul road will be used during initial filling of the cell in order to protect the basal lining of the cell from vehicles traversing and also from any lifting operations.

4.9.4 Once the delivering vehicle is at the correct deposit point within the cell, the bags will be lifted one by one into their final resting place. The operator will ensure that each bag is placed as close as possible to other placed bags in order to minimise loss of disposal space. An item of mobile plant may additionally be used to push bags into the correct arrangement.

4.9.5 A placement plan that shows the general planned arrangement of the bags within the cell is included within Appendix E.

4.9.6 If a bag is dropped in location of final placement and is damaged (split etc) it should tapped over but left as is. Other intact dumpy bags should be placed tightly around the damaged bag to contain the APC.

4.9.7 If a bag is dropped and becomes damaged but is not in its final resting place the procedure for bags dropped outside of the APC cell contained in section 0.4 should be followed.

4.9.8 APC bags are used as a means to contain the APC during transit and to omit double handling at the EfW or the reclamation site. Consideration will be given to the use of baffled APC bags if these can increase the packing density.

4.9.9 The system above for the EfW APC residue will also be followed both the IBA and APC generated by the operations of the Bellozanne Clinical Waste incinerator bother of which are bagged at source)

4.10 Disposal of street sweepings (Bannelais and Gully Waste)

4.10.1 Due to the unknown nature of the solid organic residue (bannelais) from street sweeping, the dry fraction of this waste is disposed of directly into the EFW bunker for incineration.

4.10.2 The material that is removed from the street gullies is tipped in to a de-watering facility at La Collette Reclamation site and left to dry out before being reloaded and taken to the EFW for incineration. The leachate from the material is filtered of the larger particulates and discharged to the foul sewers at an agreed discharge rate of 0.5 litres per second.

4.10.3 In order to prevent odours from this facility the area must be regularly drained and the de-watered material removed to the EFW frequently. The material delivered

to this area may be anaerobic when it is delivered and if left will begin to release offensive odours.

4.10.4 These inputs may include wastes such as grit/water cleared from road drains, ponds or gullies. Care must be taken to ensure that they do not contain oils.

4.10.5 Wastes cleared from road drains and gullies that have oils present must be notified to the department before any discharging of the load can commence, as alternative routes or treatment measures will be required to be put in to place to deal with oily wastes.

4.11 Storage of shredded bulky wastes

4.11.1 Shredded bulky waste is produced by the shredder located at the La Collette EfW plant. On occasions the volume of shredded waste arises in excess to that which can be stored and fed into the EfW plant. In these circumstances the excess shredded waste will be transported the short distance to the Reclamation site for temporary storage until such time as it can be combusted at the EfW.

4.11.2 Normally shredded waste will be placed into an existing engineered otherwise unused EfW ash residue cell.

4.11.3 Shredded bulky waste will be stored loose within an existing but otherwise unused engineered EfW residue cell. The waste will not be stored higher than one metre below the upper rim of the cell unless suitable debris netting is erected around the cell. After the waste is tipped it will be tracked over using mobile plant to consolidate it.

4.12 Storage of shredded bulky wastes (including a putrescible fraction)

4.12.1 On occasions excess waste from the EfW is required to be stored at location other than the EfW. This waste is mixed with shredded bulky waste and transported the short distance to the Reclamation facility.

4.12.2 The waste could contain putrescible waste and to eases its handling and storage it is mixed with shredded bulky waste. To further aid the handling and storage of this waste before it can be returned to the EfW it is baled and then wrapped in plastic film to contain it. The baler is located on an existing completed but uncapped ash/IBA cell. Baled and wrapped waste will be stored within similar lined cells or on an approved storage area.

4.13 Leachate management - operations

4.13.1 Each engineered cell within the reclamation facility has an integral leachate well system from which levels can be monitored but also used to remove excess leachate. The trigger point to commence a draw down operation will be determined on a cell by cell basis.

4.13.2 Leachate is removed from the cell using a tanker coupled to the cell leachate system. Leachate extracted is taken to the Bellozanne WWTW for treatment.

4.14 Placement of licensed asbestos waste

4.14.1 The current WML permits the disposal of licensed asbestos wastes within the Reclamation facility. The control of the disposal of these wastes is detailed in a

separate Working Plan entitled “States of Jersey – Transport and Technical Services La Collette – Asbestos Disposal – Working Plan”

4.15 Placement of unlicensed asbestos waste

4.15.1 The current WML permits the disposal of unlicensed asbestos wastes within the Reclamation facility. The control of the disposal of these wastes is detailed in a separate Working Plan entitled “States of Jersey – Transport and Technical Services La Collette – Asbestos Disposal – Working Plan”

4.16 Placement of scrap metal from EfW

4.16.1 Scrap metal collected from the EfW grate is transported to the Reclamation facility by tipper for bulking up. Scrap metal is placed onto a lined cell until such time as there is sufficient metal to warrant an off island shipment for recycling.

4.17 Placement of one-off wastes

4.17.1 The reclamation facility is occasionally required to accept for disposal one-off wastes generated on Jersey such as site clearance wastes following a house fire.

4.17.2 Generally these wastes will be accommodated in the currently active IBA disposal cells. Such wastes will not be placed directly on the engineered surface of the cell and must be surrounded on the base and sides by IBA with a thickness of at least 300mm. This is to prevent debris within one-off wastes from puncturing or otherwise damaging the cell engineering.

4.17.3 Each one-off waste that is permitted to be accepted by the Licence will be assessed prior to receipt at the facility to establish the final disposal location.

4.17.4 In addition to weighbridge records all placements of one-off wastes will be recorded in the Site Diary. Additionally the current plan for the facility will be marked up to record the final disposal location and details of the waste.

4.18 General

4.18.1 The site will be inspected once a day by a designated representative.

4.18.2 Weekly checks will be made to ensure that there is a continuous water supply and the condition of the fire fighting equipment, site security, electrical outlets and isolators.

4.18.3 Spill kits containing absorbent granules, socks and matting will be located within site including permanent kits in the plant maintenance area.

4.18.4 Any failures or deficiencies will be reported to the site representative for action.

4.18.5 Please refer to Appendix C for the Site Safety Rules.

WP 5 Environmental management

5.1 General

5.1.1 Operational environmental controls which will be in place on site are described in the subsections below.

5.1.2 Please refer to Appendix C for the Site Safety Rules.

5.1.3 All waste handling, processing and disposal will take place within the licensed area.

5.1.4 All vehicles used to deliver or remove waste or engineering materials from the site will be caged, sheeted or covered when appropriate to avoid a litter/dust nuisance.

5.1.5 The site will be inspected once a day. This is to monitor the site compliance with WML conditions and health and safety issues.

5.1.6 Daily checks will be made of the condition water supply, fire fighting equipment, site security, electrical outlets and isolators.

5.1.7 The site will be litter picked regularly (once a week), as required as part of general housekeeping.

5.1.8 An environmental risk assessment is included in Appendix A and the Site Safety Rules are detailed in Appendix C

5.2 Drainage system

5.2.1 Please refer to Section 3.3 above.

5.2.2 The drainage system comprising of drainage channels and soakways and lagoons for the uncontaminated water will be monitored and maintained regularly and cleaned when necessary.

5.3 Breakdowns and spillages

5.3.1 In the event of site-loading shovel/excavator other mobile plant breaking down, the company has an arrangement to call in a fitter to carry out repairs. If repairs cannot be made on site, a hired replacement will be obtained until repairs to the original unit have been completed and it can go back into service.

5.3.2 Any liquid spillages will be cleared as soon as practicable by depositing absorbents on the affected area. Spill kits will be provided and clearly signed. Used absorbents will then be suitably contained prior to being taken to an appropriately licensed site for disposal. See Section 0.4 for more details.

5.4 Site inspection and maintenance

5.4.1 A site inspection form (see Appendix B) will be completed by a person who is familiar with the requirements of the site management system and Licence for the site. 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 as soon as practical following the occurrence.

5.5 Leachate monitoring

5.5.1 Leachate wells are monitored quarterly for levels as a minimum, but also after periods of heavy rain. Level monitoring is undertaken in parallel with the wider

water quality monitoring for La Collette. Full details of the wider monitoring are described in the following document:

- Operational Water Quality Monitoring Plan November 2011

5.5.2 Leachate levels are recorded on spreadsheets and where maximum set heights are exceeded arrangement are made to pump down cells using a tanker.

5.6 Groundwater monitoring

5.6.1 Sampling and testing of inert fill run off, surrounding sea water and site borehole water quality are monitored quarterly by a dedicated team. The results of this testing are recorded in tables and presented annually to the Environment Department. Appendix E contains details of the operational water quality monitoring plan.

WP 6 Amenity management and monitoring

6.1 Control of mud and debris

6.1.1 Beyond the weighbridge complex the majority of the facility is unsurfaced and comprises haul roads leading to engineered landfill cells. All the waste handling operations will take place within the licensed area. All waste deposit for disposal will take place within completed and approved engineered cells. Due to the unsurfaced nature of the haul roads the weighbridge complex benefits from a wheel washing facility. All vehicles leaving the La Collette Reclamation facility are required to pass over the wheel wash prior to passing over the Weighbridge Station Out weighbridge. Should a build-up of mud occur beyond the weighbridge facility on the public road, then the TTS have the roadway cleaned using a road sweeper within one day of the build up being noted.

6.1.2 Debris may be an issue where materials have escaped from vehicles accessing the facility. Staff will be vigilant for debris on the access route to the site. Should debris be identified arrangements shall be made to safely remove the debris as soon as practicable.

6.2 Control and monitoring of dust

6.2.1 The main potential sources of fugitive dust will be from the passage of vehicles over the unsealed road surfaces within the facility and from wind scouring the waste deposited in cells.

6.2.2 Vehicles moving around the site will be speed restricted. This effectively avoids excessive air turbulence and raising of dust.

6.2.3 During periods of dry weather the haul road will be damped down using a water bowser.

6.2.4 The unloading of waste material will be within engineered cells which will give a level of containment of dusts. When dust becomes a problem on the headland, tankard water will be spread to control dust.

6.2.5 All site operations will be carried out to reduce the creation of dust (restriction of tipping heights during any transfer of wastes etc).

6.2.6 The site will be subject to general house-keeping operations including sweeping and washing for sealed surfaces to minimise ground debris that could be raised by the action of the wind and/or the movement of plant and vehicles over the surface. Unsealed surfaces should be improved either by placement of granular materials and/or the use of agents to bind the in-situ materials.

6.2.7 Any events of dust emission and remedial actions will be recorded in the site diary as soon as practicable after the event.

6.3 Litter control

6.3.1 The site will be informally inspected for litter on a daily basis as part of normal operations but staff on site. The site will be formally inspected once weekly as a minimum. If litter is identified on the site that is or has the immediate potential to escape beyond the site boundary, then litter pick will be used to control any windblown litter.

6.3.2 Particular attention will be paid to times when the facility is receiving, storing or dispatching shredded bulky waste as this will have a higher potential to generate litter than other waste handled at the facility. In particular the following control measures will be used:

- Tipping will not occur during periods of high wind, unless suitable dust control can be put in place to prevent dust from leaving the site.
- Shredded waste will not be dug up and loaded into tippers for dispatch to the EfW during periods of high wind, unless suitable measures for containment are in place to prevent debris from exiting the site.
- Shredded waste will be consolidated after tipping by tracking over with mobile plant;
- Tipping and loading drop heights will be minimised;
- Loose shredded waste is not to be placed higher than 1 metre below the rim of cell being used unless suitable debris netting has been erected around the cell;
- Shredded waste that contains a putrescible fraction will be baled and wrapped in plastic within 24hours but normally on receipt;
- Cells used to store shredded waste will *either* have the surface of the shredded waste covered or litter screens will be placed on the edge of cell downwind of the prevailing winds;
- Litter screens should be placed around the baler when in use.

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

6.4.1 The site will be inspected for the presence of vermin and the findings of the inspection noted in the site diary.

6.4.2 Generally it is considered unlikely that PBS will present a problem because of the nature of the majority waste types handled at the site. However shredded waste being stored temporally could attract PBS where it contains a fraction of putrescible waste. Where shredded waste contains a fraction of putrescible waste it will not be stored loose in a cell unless covered with suitable material and preferably be baled and wrapped with plastic film. This will contain the waste making it less available to PBS.

6.4.3 Should a PBS be highlighted it will be managed through use of an appropriate pest control contractor.

6.5 Control and monitoring of noise and vibration

6.5.1 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 be the quietest available;
- No speed humps will be provided on access roads;
- The surfaced and un-surfaced roadways will be maintained to a good standard to avoid excessive rattle noise;
- Exposure of operatives to noise will be monitored and any necessary remedial work will be carried out. Operatives will be required to wear suitable noise-reducing ear defenders, if necessary;
- Drop heights will be reduced to minimise vibration.

6.6 Odour control

6.6.1 Incoming waste will be subject to the acceptance procedures detailed in Section 4.10

6.6.2 Olfactory assessments (sniffing) will be made by the Site Manager or Site Chargehand at regular intervals throughout working hours. The presence of a

detectable odour will be recorded in the diary including any remedial measures taken as soon as practicable after the event.

6.6.3 Where a detectable malodour is detected but is clearly associated with other La Collette operations (Composting etc) this will also be noted.

6.6.4 Olfactory assessments should be made when site personnel have just arrived at the site and not after being on site for some time, to reduce the desensitising effect where people become used to an odour. A sniff test guide is contained in Appendix C.

6.7 Control of fire

6.7.1 Smoking is not allowed on site, other than in designated areas.

6.7.2 No waste material will be burned on site.

6.7.3 Fires extinguishers will be located in appropriate locations throughout the site. These will be used to control fires on site and will be checked on a daily basis as part of regular site inspections.

6.7.4 A record will be kept, in the site diary, of fire drills carried out on site.

6.7.5 In the event of fire, the Fire Brigade will be called.

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

Appendix A Risk assessment

Data and information				**Judgement**			**Action (by permitting)**		
Receptor	*Source*	*Harm*	*Pathway*	*Probability of exposure*	*Consequence*	*Magnitude of risk*	*Justification for magnitude*	*Risk management*	*Residual risk*
What is at risk? What do I wish to protect?	*What is the agent or process with potential to cause harm?*	*What are the harmful consequences if things go wrong?*	*How might the receptor come into contact with the source?*	*How likely is this contact?*	*How severe will the consequences be if this occurs?*	*What is the overall magnitude of the risk?*	*On what did I base my judgement?*	*How can I best manage the risk to reduce the magnitude?*	*What is the magnitude of the risk after management? (This residual risk will be controlled by Compliance Assessment).*
Local human population	Releases of particulate matter (dusts) and micro-organisms (bioaerosols - Bannelais).	Harm to human health - respiratory irritation and illness.	Air transport then inhalation.	Low	Medium	Medium	Permitted waste types does include for dusts/powders (APC) but these are bagged for containment during transport and placement. Haul roads will be damped down to limit dust. The facility is at some distance from the local population and within a larger waste management facility so a Low magnitude risk is estimated. Bannelais quantities are low. Shredded waste destined for the EfW will be stored on a temporary basis. Those with a putrescible fraction will be baled and wrapped.	Restriction on waste types and additionally mitigation at production source though use of targeted dust suppression and containment of dusty wastes through use of bags.	Low
Local human population	As above	Nuisance - dust on cars, clothing etc.	Air transport then deposition	Low	Low	Low	Limited local sensitive human receptor s due to the location of the facility.	Dust control measures detailed in WP.	Low

Data and information				**Judgement**			**Action (by permitting)**		
Receptor	*Source*	*Harm*	*Pathway*	*Probability of exposure*	*Consequence*	*Magnitude of risk*	*Justification for magnitude*	*Risk management*	*Residual risk*
What is at risk? What do I wish to protect?	*What is the agent or process with potential to cause harm?*	*What are the harmful consequences if things go wrong?*	*How might the receptor come into contact with the source?*	*How likely is this contact?*	*How severe will the consequences be if this occurs?*	*What is the overall magnitude of the risk?*	*On what did I base my judgement?*	*How can I best manage the risk to reduce the magnitude?*	*What is the magnitude of the risk after management? (This residual risk will be controlled by Compliance Assessment).*
Local human population, livestock and wildlife.	Litter	Nuisance, loss of amenity and harm to animal health	Air transport then deposition	Medium	Medium	Medium	Limited human receptors, but wildlife receptors are present.	Genneral lwaste types do not generate litter. For those waste that could generate litter containment (screens) and designated areas of place plus operational controls in place.	Low
Local human population	Waste, litter and mud on local roads	Nuisance, loss of amenity, road traffic accidents.	Vehicles entering and leaving site.	Medium	Low	Low	Site has a private dedicated long and well surfaced access road.	Site has a dedicated wheel wash which all leaving vehicles but pass through. the access road which is private is swept as required by TTS. General measures outlined for containment of wastes and engineering materials whilst being transported.	Low
Local human population	Odour	Nuisance, loss of amenity	Air transport then inhalation.	Low	Low	Low	Local residents often sensitive to odour, however the site is at some distance from such receptors and waste types are restricted to those that do not normally cause malodours.	Control of acceptable waste types to those not known to cause malodours with the exception of bannelais and shredded waste including small fractions of putrescible waste which is taken in small quantities and for the latter baled and wrapped in plastic film.	Low
Local human population	Noise and vibration	Nuisance, loss of amenity, loss of sleep.	Noise through the air and vibration through the ground.	Low	Low	Low	Local residents often sensitive to noise and vibration, however the site is at some distance from such receptors.	Control through operational measures.	Low

Data and information				**Judgement**			**Action (by permitting)**		
Receptor	*Source*	*Harm*	*Pathway*	*Probability of exposure*	*Consequence*	*Magnitude of risk*	*Justification for magnitude*	*Risk management*	*Residual risk*
What is at risk? What do I wish to protect?	*What is the agent or process with potential to cause harm?*	*What are the harmful consequences if things go wrong?*	*How might the receptor come into contact with the source?*	*How likely is this contact?*	*How severe will the consequences be if this occurs?*	*What is the overall magnitude of the risk?*	*On what did I base my judgement?*	*How can I best manage the risk to reduce the magnitude?*	*What is the magnitude of the risk after management? (This residual risk will be controlled by Compliance Assessment).*
Local human population	Scavenging animals and scavenging birds	Harm to human health - from waste carried off site and faeces. Nuisance and loss of amenity.	Air transport and over land	Low	Low	Low	Permitted wastes are unlikely to attract scavenging animals and birds..	Limit on the types of wastes that are accepted. Small volume of waste that could be attractive to scavengers will be baled and wrapped in plastic film to contain.	Very low
Local human population	Pests (e.g. flies)	Harm to human health, nuisance, loss of amenity	Air transport and over land	Medium	Medium	Medium	Insect pests can multiply on permitted wastes, particularly in summer months	As above	Low
Local human population and / or livestock after gaining unauthorised access to the waste operation	All on-site hazards: wastes; machinery and vehicles.	Bodily injury	Direct physical contact	Low	Medium	Low	Permitted waste types are non-hazardous or inert so only a medium magnitude risk is estimated.	Activities shall be managed and operated in accordance with the WP which includes site security measures to prevent unauthorised access.	Low
Local human population and local environment.	Arson and / or vandalism causing the release of polluting materials to air (smoke or fumes), water or land.	Respiratory irritation, illness and nuisance to local population. Injury to staff, firefighters or arsonists/vandals. Pollution of water or land.	Air transport of smoke. Spillages and contaminated firewater by direct run-off from site.	Low	Medium	Low	Whilst permitted waste types include sludge's or liquids, the inputs are small compared to the main reception of APC and IBA. The materials accepted are generally non combustible in nature.	WP contains control measures for the small volumes of liquid / sludge wastes. WP contains measures to control fire and spillages. Control over the types of waste accepted.	Low
Local human population and local environment	Accidental fire causing the release of polluting materials to air (smoke or	Respiratory irritation, illness and nuisance to local population. Injury to staff or firefighters.	As above.	Medium	Medium	Low	Risk of accidental combustion of waste is moderate.	As above (excluding comments on access to waste). Licensed activities do not include the burning of waste.	Low

Data and information				**Judgement**			**Action (by permitting)**		
Receptor	*Source*	*Harm*	*Pathway*	*Probability of exposure*	*Consequence*	*Magnitude of risk*	*Justification for magnitude*	*Risk management*	*Residual risk*
What is at risk? What do I wish to protect?	*What is the agent or process with potential to cause harm?*	*What are the harmful consequences if things go wrong?*	*How might the receptor come into contact with the source?*	*How likely is this contact?*	*How severe will the consequences be if this occurs?*	*What is the overall magnitude of the risk?*	*On what did I base my judgement?*	*How can I best manage the risk to reduce the magnitude?*	*What is the magnitude of the risk after management? (This residual risk will be controlled by Compliance Assessment).*
	fumes), water or land.	Pollution of water or land.							
Water environment	Spillage of liquids, leachate from waste, contaminated rainwater run-off from waste e.g. containing suspended solids.	Acute effects: oxygen depletion, fish kill and algal blooms	Direct run-off from site across ground surface, via surface water drains, ditches etc.	Low	Medium	Low	Whilst permitted waste types include sludge's or liquids, the inputs are small compared to the main reception of APC and IBA. A medium risk is highlighted.	All liquids shall be provided with secondary containment for polluting non-wastes such as fuels. Wastes are only stored on, or disposed of in engineered impermeably lined cells. Cell engineering is approved by Department of Environment.	Low
Water environment	As above	Chronic effects: deterioration of water quality	As above. Indirect run-off via the soil layer	Low	Medium	Low	Site is being engineered so that runoff does not unnecessarily run through waste. Run-off that does will be contained within the engineered cells	As above	Low
Groundwater	As above	Chronic effects: contamination of groundwater, requiring treatment of water or closure of borehole.	Transport through soil/groundwater then extraction at borehole.	Medium	Medium	Medium	There is a potential for contaminated rainwater run-off or leachate from permitted waste types.	As above	Low
Protected sites - Ramsar	Any	Harm to protected site through toxic contamination, nutrient enrichment, smothering,	Any	Low	Medium	Medium	Waste operations may cause harm to and deterioration of nature	Control over the types of waste permitted to be accepted is restricted. Incident procedures in	Low

Data and information				**Judgement**			**Action (by permitting)**		
Receptor	*Source*	*Harm*	*Pathway*	*Probability of exposure*	*Consequence*	*Magnitude of risk*	*Justification for magnitude*	*Risk management*	*Residual risk*
What is at risk? What do I wish to protect?	*What is the agent or process with potential to cause harm?*	*What are the harmful consequences if things go wrong?*	*How might the receptor come into contact with the source?*	*How likely is this contact?*	*How severe will the consequences be if this occurs?*	*What is the overall magnitude of the risk?*	*On what did I base my judgement?*	*How can I best manage the risk to reduce the magnitude?*	*What is the magnitude of the risk after management? (This residual risk will be controlled by Compliance Assessment).*
		disturbance, predation etc.					conservation sites. Predation unlikely as waste types will no attract scavengers etc.	place. Wastes are only stored on it disposed of in engineered impermeably lined lined cells. Cell engineering is approved by Department of Environment.	

Site inspection form **Checks to Undertake**	***Checked?***	***Description***	***Comments or Actions taken***
Checked Site Engineering?	☐(tick)	*Check condition of site surfacing, drainage, water supply, fire equipment etc (Visual)*	
Checked Site Identification Board	☐(tick)	*Check condition of Site Identification Sign (Visual)*	
Checked Site Security?	☐(tick)	*Check condition of site fence, gates, hedges*	
Checked for Odour?	☐(tick)	*Check for odour at or beyond site boundary*	
Checked for Pests?	☐(tick)	*Check for evidence of pests*	
Scavengers?	☐(tick)	*Check for evidence of scavengers*	
Litter?	☐(tick)	*Complete daily litter check*	
Dust/Noise?	☐(tick)	*Undertake check for dust or noise during operations(i.e. when tipping, sorting etc)*	
Drainage Tank / Drainage Checked?	☐(tick)	*Check Drainage Tank oil/silt level*	
General Issues	***Circle***	***Description***	***Comments of Actions taken***
General Maintenance Undertaken?	Yes/No	*Has any general site maintenance been undertaken? See Maintenance Schedule*	
Breakdowns/Spillages?	Yes/No	*Has any site machinery/plant broken down? Have spillages resulted? (Follow spillage plan)*	
Emergencies/Incidents?	Yes/No	*Have any Emergencies/incidents occurred? (complete incident plan)*	
Problems with Waste Received?	Yes/No	*Have there been problems with wastes, difficult, non-permitted?*	
Any Complaints?	Yes/No	*Nature of Complaint and action taken*	
Any Other Issues?	Yes/No	*Anything else of interest?* *e.g. Environment Department Inspection?*	

Appendix B Sniff test form

Odour report form				Date	
Time of test					
Location of test e.g. street name etc					
Weather conditions (dry, rain, fog, snow etc):					
Temperature (very warm, warm, mild, cold, or degrees if known)					
Wind strength (none, light, steady, strong, gusting) Use Beaufort scale if known					
Wind direction (e.g. from NE)					
Intensity (see below)					
Duration (of test)					
Constant or intermittent in this period or persistence					
What does it smell like?					
Receptor sensitivity (see below)					
Is the source evident?					
Any other comments or observations					

Sketch a plan of where the tests were taken, the potential source(s).

Intensity	**Receptor sensitivity where odour detected**
0 No odour	Low (e.g footpath, road)
1 Very faint odour	Medium (e.g. industrial or commercial workplaces)
2 Faint odour	High (e.g. housing, pub/hotel etc)
3 Distinct odour	
4 Strong odour	
5 Very strong odour	
6 Extremely strong odour	
Ref: German Standard VDI 3882, Part 14	

You may need to carry out an assessment either to work out whether you are complying with your Waste Management Licence, or as a part of an investigation into a complaint.

You can use routine assessments to build up a picture of the impact the odour has on the surrounding environment over time. You can develop 'worst case' scenarios by doing assessments during adverse weather conditions or during particularly odorous cycles of an operation. Ideally, you should use the same methodology to follow up complaints.

Please note:

- Staff normally exposed to the odours may not be able to detect or reasonably judge the intensity of odours off-site. You might be better off using office staff or people who have not recently been working on the site to do this.
- Anyone who has a cold, sinusitis or a sore throat, is likely to underestimate the odours.
- To improve (or to check) data quality, you can get two people to do the test independently at the same time.
- Those doing the assessment should avoid strong food or drinks, including coffee, for at least half an hour beforehand. They should also avoid strongly scented toiletries and deodorisers in the vehicle used during the assessment.

Where you test will depend on:

- whether you are responding to a complaint;
- whether you are checking your state of compliance at sensitive receptors;
- whether you are trying to establish the source of an odour;
- wind direction.

The assessment may involve someone walking along a route that you have selected either because of these factors, or in response to the conditions they found when they got there. Another option is to choose fixed points so that you can evaluate the changing situation over several weeks or months. Or the test points may vary from test to test according to local conditions, which would help you identify worst case conditions.

You should also keep a note of any external activities (such as agricultural practices) that could be either be the source of the odour, contribute to the odour, or be a confounding factor. Remember that an odour will become diluted and may change character as this happens.

You should also take the factors given in Environment Agency Horizontal guidance H4 Section 5.2 Monitoring – Ambient Air into account.

Appendix C Site safety rules

La Collette.

La Collette is the site for the reception and recycling of green waste and solid inert waste. Customers for each facility enter the site through different entrances, following the signs. All Contractors or visitors to the site must sign in.

If visiting the solid waste area of the site, visitors must sign in at the Portacabin by the entrance. This is the first thing visitors must do when they arrive. When visitors sign in, they will be made aware of any specific site hazards on that day.

If visiting the green waste area, visitors must sign in here.

All visitors must wear high visibility clothing and if working on the site they must also wear protective safety boots and overalls.

The speed limit on the site is 15 miles per hour. Visitors must remember there are constant vehicle movements and remain aware of the special risk that this represents – especially if they are moving around the site on foot.

Visitors should also remember that due to the movement of recycled waste, the shape of the site is constantly changing.

Toilet facilities and first aid equipment are available and visitors can ask TTS site staff to help them locate these facilities when necessary. There will also be a trained first aider on site.

In accordance with TTS policy, smoking is not allowed within any building and eating/drinking must only be undertaken in the areas specifically set aside for breaks and lunches.

Finally all rules relating to personal hygiene must be followed and hands must be washed thoroughly using disinfectant soap before eating, drinking or smoking. Hands must all be washed when leaving the site.

Visitors must always sign out when leaving the site.

Appendix D Operational Water Quality Monitoring Plan

Appendix E Site Plans

- Overall arrangement Plan 003
- Drainage system plan
- Typical cell cross section
- Leachate monitoring/well locations (Part of Water Quality Monitoring Plan)
- Groundwater monitoring/well locations (Part of Water Quality Monitoring Plan)

Appendix F Waste Types

Table S2.1 - List of Permitted Wastes			
Code	Description	Waste Classification	Physical Description
16	WASTES NOT OTHERWISE SPECIFIED IN THE LIST		
16 02 12*	Discarded equipment containing free asbestos	Hazardous	Solid
17	CONSTRUCTION AND DEMOLITION WASTES (INCLUDING EXCAVATED SOIL FROM CONTAMINATED SITES)		
17 01	Concrete, bricks, tiles and ceramics		
17 01 06*	Mixtures of, or separate fractions of concrete, bricks, tile and ceramics containing dangerous substances	Hazardous	Solid
17 01 07	Mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06	Inert	Solid
17 02	Wood, glass and plastic		
17 02 02	Glass	Inert	Solid
17 02 04*	Glass, plastic and wood containing or contaminated with dangerous substances	Hazardous	Solid
17 03	Bituminous mixtures, coal tar and tarred products		
17 03 01*	Bituminous mixtures containing coal tar	Hazardous	Solid/Sludge
17 03 03*	Coal tar and tarred products	Hazardous	Solid/Sludge
17 04	Metals (including their alloys)		
17 04 09*	Metal waste contaminated with dangerous substances	Hazardous	Solid
17 04 10*	Cables containing oil, coal tar and other dangerous substances	Hazardous	Solid
17 05	Soil (including excavated soil from contaminated sites), stones and dredging spoil		
17 05 03*	Soil and stones containing dangerous substances	Hazardous	Solid
17 05 04	Soil and stones including naturally occurring sand and clay	Inert	Solid
17 05 05*	Dredging spoil containing dangerous substances	Hazardous	Solid/Sludge
17 05 07*	Track ballast containing dangerous substances	Hazardous	Solid
17 06	Insulation materials and asbestos-containing construction material		
17 06 01*	Insulation materials containing asbestos	Hazardous	Solid
17 06 05*	construction materials containing asbestos	Hazardous	Solid
17 08	Gypsum-based construction material		
17 08 01*	Gypsum-based construction material contaminated with dangerous substances	Hazardous	Solid
17 08 02	Gypsum-based construction materials other than those mentioned in 17 08 01	Inert	Solid
17 09	Other construction and demolition wastes		
17 09 03*	Other construction and demolition wastes (including mixed wastes) containing dangerous substances	Hazardous	Solid
17 09 04	Mixed construction and demolition wastes other than those mentioned in 17 09 01, 17 09 02 and 17 09 03	Inert	Solid/Sludge

Table S2.1 - List of Permitted Wastes			
Code	Description	Waste Classification	Physical Description
19	WASTES FROM WASTE MANAGEMENT FACILITIES, OFF-SITE WASTE WATER TREATMENT PLANTS AND THE PREPARATION OF WATER INTENDED FOR HUMAN CONSUMPTION AND WATER FOR INDUSTRIAL USE		
19 01	Wastes from incineration or pyrolysis of waste		
19 01 11*	Bottom ash and slag containing dangerous substances	Hazardous	Solid
19 01 07*	Solid wastes from gas treatment (APC)	Hazardous	Solid
19 01 12	Bottom ash and slag other than those mentioned in 19 01 11	Inert	Solid
19 12	WASTES FROM THE MECHANICAL TREATMENT OF WASTE (FOR EXAMPLE SORTING, CRUSHING, COMPACTING, PELLETISING) NOT OTHERWISE SPECIFIED		
19 12 12	other wastes (including mixtures of materials such as shredded bulky waste) from mechanical treatment of wastes other than those mentioned in 19 12 11	Non-hazards	Solid
19 13	Wastes from soil and groundwater remediation		
19 13 01*	Solid wastes from soil remediation containing dangerous substances	Hazardous	Solid
19 13 02	solid wastes from soil remediation other than those mentioned in 19 13 01	Inert	Solid
19 13 03*	Sludges from soil remediation containing dangerous substances	Hazardous	Sludge
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 21*	Fluorescent tubes and other mercury-containing waste	Hazardous	Solid
20 02	Garden and park wastes (including cemetery waste)		
20 02 02	Soil and stones	Inert	Solid
20 03	Other municipal waste		
20 03 03	Street-cleaning residue	Non-hazardous	Solid/Sludge

Items marked with an astrix will be contained in lined and engineered cells or stored within a cell whilst waiting approval for transportation to another approved disposal facility.